

# **Buzz Active Safeguarding Policy**

The following headings provide a framework for an effective safeguarding policy which will help to safeguard and promote the welfare of pupils.

## **Guiding principles**

The Welfare of the child is paramount, and Buzz Active have a set of operating procedures including this policy setting out clear parameters to protect clients and staff while the centre is in operation. Staff are trained to recognise the signs and indicators associated with neglect and abuse arising from scenarios outside of the centre. Reporting channels are set out in this document.

## **Designated member of staff for child protection**

Buzz Active staff have all undertaken a child protection signs and indicators course, and the management (Richard Wilson) have undertaken a further course to support the proper implementation of the policy and support to those staff operating sessions and courses.

- RW, TF, PL, or senior in charge, provide the point of contact for staff who have concerns or information that a child or young person may be suffering abuse now, or has done in the past or is likely to in the future,
- To make any necessary referrals to social services and police
- To ensure the school/college or service contributes fully to the child protection process.
- Appointed person is Richard Wilson

## **Action to be taken by service staff**

All staff have a duty to be vigilant to the indicators of abuse and to refer concerns to the designated member of staff for Child Protection. The abuse of Children and young people is a crime. It is not the role of school/college or support service staff to investigate, but staff should be clear about their role and the procedure for reporting to the designated person:

- any concerns that a child or young person is suffering or is likely to be suffering some form of abuse
- any allegations of abuse against staff
- any disclosures of abuse

## **How to report concerns**

Incidents of concern or safeguarding concerns with clients:

[Contacting the Single Point of Advice – East Sussex County Council](#)

Email: [0-19.SPOA@eastsussex.go.uk](mailto:0-19.SPOA@eastsussex.go.uk)

Please use the below SOR form to report any concerns to the SPOA:



Updated SOR  
Template.doc

Incidents relating to allegations against adult working or volunteering in a position of trust go to – the LADO:

Local Area Designated Officer referrals - [LADO@eastsussex.gov.uk](mailto:LADO@eastsussex.gov.uk)

## **Record keeping**

Record keeping is an important element of the child protection process, and the school/college or service should have a clear policy regarding the making and keeping of notes and records. In addition, staff should be made aware of the requirement of the child protection policy to record:

- The reason for the concern
- What was said or witnessed
- Dates and times of incidents
- Date and time when notes were made

Notes should be passed to the designated person who will keep all child protection records in a locked cabinet. Such records form evidence and may be used in the child protection investigation and any subsequent legal proceedings.

## **Allegations against staff**

Although rare, professionals are sometimes abusers. The school/college or service will have in place a policy for the management of allegations and will wish to make clear to staff and service users that:

- the school/college or service will not tolerate inappropriate behaviours and
- has a policy to protect staff who disclose information regarding abuse by colleagues towards pupils.
- Any allegation against a member of staff will be referred to the Head/Principal or service manager, who will seek advice from the LEA Designated Officer in accordance with DCSF guidance.

## **Confidentiality**

Staff cannot keep confidential a disclosure of abuse and must refer the matter on to the designated person.

All referrals should be made with the knowledge that during any subsequent investigation the source (i.e., the school/College or service) will be made known to the family.

Other staff may need to be alerted to concerns about a child or young person, possibly to monitor the concern or to gather further evidence prior to a referral being

made, or to assist in providing appropriate support to a child or young person once after a referral has been made. Information should only be shared on a strict need to know basis.

### **Working with outside agencies**

The school/college or service will work in partnership with Social Services and Police and other ACPC member agencies, sharing appropriate information to assist the investigative process. The college will contribute to any subsequent care plan.

### **Lone working Policy**

**If working alone, make sure you have contact with the site lead or manager for when you are on site to when you leave. Report any problems you come across. Make sure the building is locked up when not in use. Crumbles pond is to be used for lone working. Always have a phone which has charge, and the relevant numbers on you at all times.**

### **Other policies**

The school/college or service will have regard to child protection guidance when developing other policies, in particular:

1. Staff recruitment and training
  - Pastoral Care
  - Discipline and behaviour
  - Curriculum; PSHE, Sex Education.

### **Appendix 1: Definitions, contacts, and guidance**

#### ***Significant Harm***

The concept of Significant Harm introduced by the Children Act 1989 is the threshold by which compulsory intervention by Social Services may take place:

- Harm means ill treatment or the impairment of health or development.
- Development means physical, intellectual, emotional, social, or behavioural development.
- Health means physical or mental health; and
- Ill treatment includes sexual abuse and forms of ill treatment which are not physical.

#### ***The categories of abuse:***

- Physical Abuse: non accidental injuries, bruising, wounding burns, fractures
- Neglect: the chronic inattention to basic needs

- Sexual abuse: the involvement of children or young people in sexual activity. This includes the abuse of a position of trust.
- Emotional Abuse or neglect: persistent emotional ill treatment such as the extreme denial of love, affection, or approval

***Further reading:***

Working together to Safeguard Children (DFES,2006)

The Children Act 1989

The Assessment Framework (DOH, DFES, HO 2000)

What to do if you are worried a child is being abused (DOH, DFES, HO 2006)

DfES Circular Safeguarding Children and Safer Recruitment in Education (2006)

LSCB Child Protection and Safeguarding Procedures (2006)