



Safeguarding Policy

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1. Introduction

Mary's is the operating name for St Mary's Centre Community Trust, registered charity 1122054.

The success of this policy depends on the active support of all employees, volunteers and Trustees to achieve its objectives. We all need to be responsible for ensuring this policy is followed; we cannot leave the responsibility to the designated leads and officers.

This policy outlines Mary's approach to safeguarding children, young people and vulnerable adults and is written in accordance with the Children Act 2004 and the Safeguarding Vulnerable Groups Act 2006 and with reference to Working Together to Safeguard Children 2018.

For the purposes of this policy children are under the age of 14, young people are 14-17 years old and vulnerable adults are 18-25 years old.

This safeguarding policy sets out the key structure and procedures for achieving our aims for safeguarding including the detailed responsibilities for key staff and all our agreed leads.

Mary's recognises the need for a well defined policy setting out standards it aims to achieve for those within our charity and within our care. The policy will be reviewed and modified on an annual basis and distributed to all employees, volunteers and any other interested parties.

2. Definition of safeguarding

Safeguarding means: the promotion of a person's welfare and protecting them from abuse and maltreatment. This can be applied to people of any age, gender, religion, or ethnicity but we shall focus on the care of children and young people.

When safeguarding a child, we:

- Protect them from abuse, maltreatment and exploitation
- Prevent anything from harming their health or development
- Ensure they can grow under safe and effective care
- Take action to ensure they have the best outcomes in life

When safeguarding a vulnerable adult, we:

- Ensure they can live safely, free from abuse and neglect

- Empower them by encouraging them to make their own decisions and provide informed consent
- Prevent the risk of abuse or neglect and stop it from occurring
- Promote their wellbeing and take their views, wishes, feelings and beliefs into account

3. Policy Statement

Mary's believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people by a commitment to policy and practice that protects them.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount
- All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief or lack thereof, sexual orientation, identity or any other characteristic have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All our staff and volunteers need to be carefully selected and trained and accept responsibility for safeguarding the children, young people and vulnerable adults they come into contact with.

The purpose of this policy is to:

- Provide protection for the children, young people and vulnerable adults who receive Mary's services
- Provide protection for Mary's employees and volunteers
- Provide employees, volunteers and Trustees with guidance on the procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing or at risk of harm.

Understanding and acceptance of this policy is mandatory for anybody working for or on behalf of Mary's meaning all paid staff, including staff working on short term contracts, contractors and any voluntary roles in management including committees and Trustees. The policy must be applied whenever there is a concern about a child, young person or vulnerable adult or about the behaviour of an adult.

We will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them

- Adopting child protection guidelines through procedures and a code of conduct for all staff, volunteers and trustees
- Conducting robust recruitment and selection processes including the necessary safety checks in respect of references, declarations and DBS checks
- Sharing information about child protection and good practice with stakeholders
- Reporting to social services any suspicion of a child, young person or vulnerable adult has suffered, is suffering or is at risk of suffering abuse
- Providing effective management for staff and volunteers through supervision, support and training

4. Organisation and Responsibilities

Safeguarding is a responsibility of all at Mary's. We recognise that when working with vulnerable children and young people that 'it could happen here'.

Trustees

The Charity Commission is clear that Trustees have the primary responsibility for safeguarding in their charity. In fulfilling their duty of care to Mary's, Trustees will take steps to safeguard and take responsibility for the children, young people and vulnerable adults with whom Mary's works as well as all its staff and volunteers.

All Trustees will have read and confirmed their understanding of this policy and its operation and a record of this will be kept. All Trustees are required to have a Disclosure and Barring Service check and for this to be retained on the Mary's confidential Single Central Record. This data will be held in compliance with GDPR requirements as outlined in the GDPR and Privacy Policy. Disclosure and Barring Service checks will be repeated every three years.

Trustees are responsible for:

- Acting in the best interests and taking all reasonable steps to prevent any harm to all who work at Mary's and all whom Mary's works with
- Assessing and managing risk
- Putting safeguarding policies and procedures in place
- Undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
- Responding appropriately to allegations of abuse
- Working with the Chief Executive Officer to maintain this policy through planning, implementing, measuring and reviewing performance at a

corporate level. This will be done through reports on safeguarding from the Safeguarding Committee and others to the Board of Trustees

- Ensure all necessary individuals have appropriate safeguarding training
- Maintaining good and transparent records
- Completing the NSPCC Trustee Safeguarding Training and repeating this every three years

The Trustee with responsibility for safeguarding is responsible for:

- Ensuring that safeguarding is reported quarterly to the Trustee Board Meeting
- Informing the Charity Commission of any serious incidents in line with the Charity Commission's Reporting Serious Incidents Policy

The nominated lead for safeguarding for the Trustees is Nick Walters.

Chief Executive Officer

The Chief Executive Officer is responsible for:

- The implementation, maintenance, monitoring and review of this policy across Mary's
- Leading by example in actively promoting safeguarding practices in Mary's
- Duty to refer to DBS any employees or volunteers who have been dismissed, redeployed, retired, redundant or resigned and inform the Trustee with responsibility for safeguarding where Mary's believes that this person has either:
 - Engaged in inappropriate conduct or
 - Satisfied the harm test or
 - Received a caution for or been convicted of a relevant offence as defined in the Safeguarding Vulnerable Groups Act 2006.
- Informing the Trustee with responsibility for safeguarding of any referrals to DBS
- Keeping records of concerns raised against a member of staff or volunteer on their staff file
- Oversight of the completeness of the Single Central Record and Incident Log

The Chief Executive Officer is Mary Jane Roberts. The Chief Executive Officer will have a Disclosure and Barring Services check held on the secure files and repeated every three years.

Youthwork Administrator

The Youthwork Administrator is responsible for:

- Administering DBS checks and sending all relevant documentation to members of the organisation
- Secure filing in accordance with GDPR requirements (see GDPR and Privacy Policy)
- Maintenance of the Single Central Record
- Administration of the National Online Safety system for online training for safeguarding

The Youthwork Administrator is Lesley Robb.

Safeguarding Committee

The Safeguarding Committee meets quarterly as a trusted group of colleagues working together to make safeguarding better operating an honest space about what is going well and what is not going well to provide advice and think openly about how things can be better and more rigorous.

The Safeguarding Committee is responsible for:

- Reviewing the Incident log
- Reviewing recording systems
- Discussing any developments or issues arising
- Presenting quarterly reports to the Board of Trustees Meeting

The membership of the Safeguarding Committee is Jason Allen, Emile Libock, Mary Jane Roberts, Catherine Pace O Shea and Nick Walters (Chair).

Designated Safeguarding Lead and Assistant Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is the Head of Youthwork, Jason Allen. The Assistant Designated Safeguarding Lead (ADSL) is the Senior Caseworker, Emile Libock.

DSL and ADSL have Disclosure and Barring Service checks held on file and repeated every three years.

DSL and ADSL have Safeguarding Training Level 3 held on file and repeated every three years.

The DSL and ADSL are responsible for:

- Ensuring the safeguarding policy is communicated and implemented within their area of control
- Ensuring all incidents relating to safeguarding are notified and recorded
- Reporting any safeguarding issues to the Chief Executive Officer

- Informing instructing, training and supervising employees
- Responding in a timely manner to any suspected abuse allegations
- Keeping written records in line with our Data Protection Policy
- Referring on a case to other agencies where escalation is required to safeguard others

Youthworkers

Individuals employed by Mary's to undertake work with children, young people and young adults are responsible for:

- Making sure they understand safeguarding arrangements within Mary's
- Ensuring all incidents related to safeguarding for the young people they work with are reported and recorded
- Reporting all incidents to the DSL or ADSL
- Youthworkers do not make direct contact with any outside agency, this is done by the DSL or ADSL

Youthworkers must attend and complete annual safeguarding training that is provided through National Online Safety, de-escalation training for instances of physical intervention including risk assessment, and any additional safeguarding training set out by the Head of Youthwork.

Youthworkers are requested to register their DBS with the gov.uk update service DBS CRSC at crbonline.gov.uk which will be paid for by Mary's and allows the DBS to be easily verified and accessed when working across multiple settings.

5. General arrangements for implementing the safeguarding policy

Training

Training will be provided to ensure all of us working in Maruy's know the key principles of safeguarding and enable us to establish good working practice. More detailed training will be given to those of us that have regular contact with children and young people or specific responsibilities. Training will enable us to recognise and respond appropriately to concerns of abuse.

Dynamic Risk Assessment

Mary's uses dynamic risk assessments which assess fluctuating risk factors. They identify the things that can potentially change for a young person which could take the situation from 'good enough' to potentially dangerous.

Due to the nature of the work we do, dynamic risk assessments are imperative to allow for the team to have a full understanding of the young person's risk of harm as well as their dynamic protective factors.

Working in collaboration with our young people, their families and other services ensures that changes to risk levels can be easily identified and managed safely. Individual risk assessments are reviewed regularly, alongside frequent team contextual safeguarding discussions of group or borough wide risks.

Safer Recruitment

Safeguarding the children, young people and vulnerable adults who Mary's have contact with is considered at the recruitment stage. All staff are required to attend interviews and provide references and have a Disclosure and Barring Service check as part of the selection and induction procedures. Committee Members and Trustees have Disclosure and Barring Service check as part of their induction procedure. During interviews, all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for. The individual responsible for Safer Recruitment is the Chief Executive Officer who will have Safer Recruitment Training. This will be recorded in the Single Central Record and be refreshed annually.

6. Guidelines for working with children, young people and vulnerable adults

Dos and Don'ts

- Plan activities so that they involve more than one member of staff or other relevant individual being present or are in sight or hearing of others if possible
- When meeting a child, young person or vulnerable adult this should take place as publicly and openly as possible. If privacy is needed other staff or relevant individual should be informed of the meeting
- Don't exaggerate or trivialise safeguarding issues
- Don't let allegations made by a child, young person or vulnerable adult go without being addressed and recorded
- Don't deter anyone from making allegations through fear of not being believed
- Don't engage in or permit abusive behaviour between young people e.g. ridiculing, bullying
- Don't engage in sexually provocative or rough physical games with a child, young person or vulnerable adult
- Don't make suggestive remarks, gestures or jokes of a sexually inappropriate or discriminatory nature

- Don't show favouritism to any individual
- Don't allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal with such behaviour firmly and fairly
- Don't give a child, young person or vulnerable adult sensitive personal data. Provide approved contact number/s and do not communicate with them outside the work you are doing with them
- Do respect a person's right of privacy
- Don't promise to keep something a secret
- Do tell a child or young person when you will need to pass on information to another adult and explain why in age appropriate language, for example when a young person is in danger

Physical Contact

Staff and volunteers should not have unnecessary physical contact with a child, young person or vulnerable adult. There may be situations where physical contact is unavoidable or positively desirable or necessary for safety reasons. Examples include:

- Providing reassurance for someone who is distressed
- When teaching sports
- Administering first aid

Wherever possible you should attempt to ask the person to agree to such contact. Where appropriate, you should explain your actions. This should be conducted openly and ideally with another relevant individual present. Staff and volunteers should be aware of their positioning so that where possible others can see the assistance being given. Staff and volunteers should avoid doing things of a personal nature that the person can do themselves. In rare circumstances there may be a need to physically restrain a young person for their own or other's safety. **See the the Appendix on restraint for specific guidance on this.**

Online abuse and social media

The internet and its range of services can be accessed through various devices, and contact is possible through phones, computers and gaming. This is a concern for the safety of young people in relation to the sharing of images, grooming and bullying as well as other harmful content and addictive behaviours. Social media and messaging systems are increasingly used within grooming of children, young people or vulnerable adults. Where a safeguarding issue arises that is online the normal process will be followed with the following additional actions:

- The individual will be advised not to have any further contact online with forums or individuals that are involved in the safeguarding concern

- The individual will be advised not to provide any personal information online, including name, location and photographs
- Understanding of the amount and type of information already given out to individuals online will be understood, to the degree it is possible to do so, in order to inform the contextual safeguarding that is appropriate
- The issue will be reported to the DSL or ADSL
- The issue will be reported to external authorities where it is judged appropriate to do so. **See Page 18 for relevant help and reporting for online abuse safeguarding.**

Photography

To ensure that personal information, identification, safety and privacy concerns are always paramount photos of young people taking part in Mary's programmes will only be taken with the consent of the individuals involved and their parents or carers. Video and images being used on Mary's social media will have specific additional consent required from the individuals involved. Mary's will not provide young people's images to be part of funders or external program promotions without specific additional consent from the individuals involved.

Residential Trips

The following best practice will be deployed on our residential trips:

- Adults should not ideally share a bedroom with a child or young person
- Bedrooms of only two young people should be avoided if possible
- Bedroom should not be mixed male and female. An exception to this may be transgender young people which will be handled on a case by case basis and with prior agreement of those involved.
- Adults and young people must use private shower facilities.

Bullying

Bullying is defined as deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is difficult for the victims to defend themselves. The acronym STOP is used to summarise this standing for Several Times On Purpose. Bullying results in worry, fear, pain and distress to victims. Bullying should be reported to the DSL or ADSL who will establish the information about the situation and address the needs of the victim and those involved. The DSL or ADSL will determine if this concern is one of safeguarding and if required will follow safeguarding actions.

7. Serious Youth Violence

Mary's specialist area of work is Serious Youth Violence. This by its nature involves complex and sensitive judgements, often time sensitive, for safeguarding. This context means there are specific additional elements of planning, communication and practice that need to be operated to keep staff and those Mary's cares for safe.

Violence Interruption Meetings and Mediations

If a potential meeting between individuals that require mediation is planned the following actions are required:

- The members of staff attending (the Detached Team) must contact another member of the youthwork team which we call the Alert Person. If another member of staff is unavailable the Chief Executive Officer should be contacted as the Alert Person.
- The Detached Team must tell the Alert Person the location, who they are meeting, a summary of relevant background, and the time of their arrival at the meeting.
- For the period of the individuals being at the Violence Interruption Meeting or Mediation the Alert Person must have their phone available and be remotely present for the Detached Team.
- After the meeting is complete and the Detached Team are safe to do so, they must call the Alert Person and inform them that the intervention is complete and that they are safe.

Where there may be an immediate risk to the safety of young people or Mary's staff an Immediate Risk Assessment (see below) must be completed. Where there is uncertainty, the team must await the emergency services.

Detached Work

Detached work is that done outside of any youthwork building, associated building or other physical place where work is routinely provided in a secure setting. The following actions are required where detached work is undertaken:

- For routine detached work, such as planned presence outside schools at the end of the school day, this should be within the calendar so that your line manager knows your location.
- If there is reason to change your location you must, prior to changing your location, contact your line manager. If they are not available you must contact another member of staff to let them know of your change to location.
- You must be readily identifiable as staff. This means that you must be wearing your lanyard visibly outside of your clothing, including outside your coat, in order for it to be clear to anyone that you are present.

Immediate Risk Assessment

Violent incidents are complex situations.

The individual at the incident, or having first hand knowledge of the incident, is required to contact another member of staff, or if another member of staff is unavailable the Chief Executive Officer, to assess the immediate risk to the member of staff. A template for this Immediate Risk Assessment is provided at Appendix D.

Knife Amnesties

Mary's has access to knife bins for safe disposal of weapons. Where you are engaged in knife amnesties please follow the separate policy on Knife Amnesty Protocol.

8. Responding to safeguarding concerns and disclosures

Concerns

Anyone at Mary's may become concerned about a young person in a number of ways:

- A child, young person or vulnerable adult may disclose that they or someone else has been or is being abused or otherwise raises concern for their safety
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adult

In all cases the following procedures must be followed.

Disclosures

When a child, young person or vulnerable adult wants to confide in you:

- Stay calm and carefully listen to them
- Show them that you take what they are saying seriously
- Encourage the child, young person or vulnerable adult to talk but do not interrupt whilst they are recalling events
- Ask questions only to clarify your understanding of what you are being told
- Do not investigate
- Do not ask them to repeat their account
- Do not promise to keep the information secret
- Explain that you have to pass the information on to those who can help
- Tell them what you are going to do next

- Do not confront any alleged abuser
- As soon as you can, write down what the person has said using their own words
- Use age appropriate language

Report to your DSL or ADSL as soon as you can, and definitely before the end of the session/day.

Reporting disclosure of abuse is not a betrayal of confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the individual and other individuals affected.

If you feel a young person may be going to tell you about abuse but then stops or tells you something else let them know you are always ready to listen to them and/or remind them of the Childline number 0800 1111. Report this information to the DSL or ADSL.

If the child, young person or vulnerable adult has communication difficulties or English is not their first language pass this information on to the DSL or ADSL so that an appropriate interpreter can be identified.

Concern about behaviour of an adult

If you have concerns about the behaviour of an adult:

- Do not dismiss your concerns
- Do not confront the person about whom you have concerns
- Report your concerns to your DSL as soon as you can, and definitely before the end of the session/day

Concern about a member of Staff, Committee Member or Trustee

It is very important you do not ignore or dismiss suspicions about another colleague, however well or little you know them, or whatever position they may occupy in the Charity.

Your concerns will be taken in confidence and even if they are subsequently seen to be mistaken, you will not suffer any adverse consequences for raising the concern. The only exception to this would be where it could be conclusively shown that the concerns were raised maliciously.

Who to contact with the concern:

- If your concerns are about a member of Staff speak to the DSL or ADSL
- If your concerns are about the DSL or ADSL or a Committee Member then you should speak to the CEO
- If your concerns are about the CEO you should speak to the nominated lead for Safeguarding for the Trustees.
- If your concerns are about the Safeguarding Lead for the Trustees you should speak to the Chair of Trustees.

It is in everyone's interests to resolve cases of internal concerns as quickly as possible consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation. There may be up to three stands in the consideration of an allegation:

- A police investigation of a possible criminal offence
- Enquiries and assessment by social services about whether a child, young person or vulnerable adult is in need of protection or in need of services
- Consideration by an employer or regulatory body of action in respect of the individual

If there is an immediate risk appropriate some of the following may also be necessary:

- Urgent involvement of the police
- Suspension of a member of Staff, Committee Member, or Trustee and removal from the premises
- Securing evidence
- Urgent medical attention

Where concerns have been raised about a member of Staff, Committee Member or Trustee these will be treated as whistleblowing and treated with the additional following process and actions:

- The CEO and Safeguarding Lead for the Trustees must be informed
- Record a clear and comprehensive summary of allegations, details of how the allegations were followed up, any action taken and decisions reached
- This record will be kept in the confidential files and a copy given to the individual about whom the allegation was made
- Such information will be kept for ten years
- Information will be kept in order to provide accurate information in response to any future request for a reference; clarification in cases where a future DBS

disclosure reveals information from the police that an allegation was made but did not result in a prosecution or conviction; and in order to prevent unnecessary reinvestigation if allegations resurface after a period of time

Concern from a parent, carer or member of the public

If a parent, carer or member of the public tells you of their concerns about a young person or the behaviour of an adult:

- Do not leave it to them to make their own referral to social care services
- Take their details and make your own report
- Take all the important details about their concern and the identity of the young person
- Report this to the DSL or ADSL as soon as you can, and definitely before the end of the session/day

Concern about partner agencies

When working with external agencies it is important there is clarity of responsibility for the different aspects of safeguarding between the two parties and that where necessary a risk analysis is undertaken.

- Where staff receive an allegation against someone from another organisation this should be reported immediately to the DSL
- The staff member should make written notes at the earliest opportunity and these should be passed to the DSL who will keep all documentation relating to the safeguarding issue in a secure place agreed with the CEO
- These detailed records should be kept until Mary's is confident that the information is held accurately with the agency responsible for taking further action to safeguard the child, young person or vulnerable adult
- A chronology of decisions made and actions taken should be written up and kept in secure files for 50 years
- Once this is done the original detailed records can be destroyed

More information can be found in the government document Working Together to Safeguard Children.

If you are dissatisfied with the response to a concern

If you are dissatisfied with the response to any of your concerns raise these again with the DSL, ADSL, CEO or Chair of Trustees.

9. Data, confidential information and retaining records

All children, young people and vulnerable adults are entitled to their privacy. However, where there are concerns about the safety or welfare of a child, young

person or vulnerable adult those concerns and the necessary personal information will need to be shared with those who can make decisions about safeguarding.

There is nothing in any legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a child, young person or vulnerable adult or where a criminal act may be or may have been committed.

10. Annual sign off by Trustees

<u>How and when the policy is reviewed and updated</u> The policy is reviewed annually or earlier if the DSL indicates that is necessary. The policy will be signed off once reviewed by the Trustees. Confirmation from the Chair of Trustees is needed to confirm all have agreed the version and it is to be made operational. The operational adherence to the policy is reviewed routinely through the Safeguarding Committee.	
Version and Date	Name of Chair of Trustees
4.1 Agreed by Trustees [25.01.23]	Rev. Nick Walters

Appendix A: Safeguarding Contact Details

Key Responsible Individuals For Safeguarding: Contact Information			
Director of Youthwork and Designated Safeguarding Lead	Jason Allen	07944 468784	jason@maryscharity.org
Senior Caseworker and Assistant Designated Safeguarding Lead	Emile Libock	07432 550224	emile@maryscharity.org
CEO	Mary Jane Roberts	07939 015793	maryjane@maryscharity.org
Chair of the Board of Trustees and Trustee Lead for Safeguarding	Nick Walters	07704 715367	nickwalters@googlemail.com
Safeguarding Committee Member	Catherine Pace O Shea	07771 833119	catherine@maryscharity.org

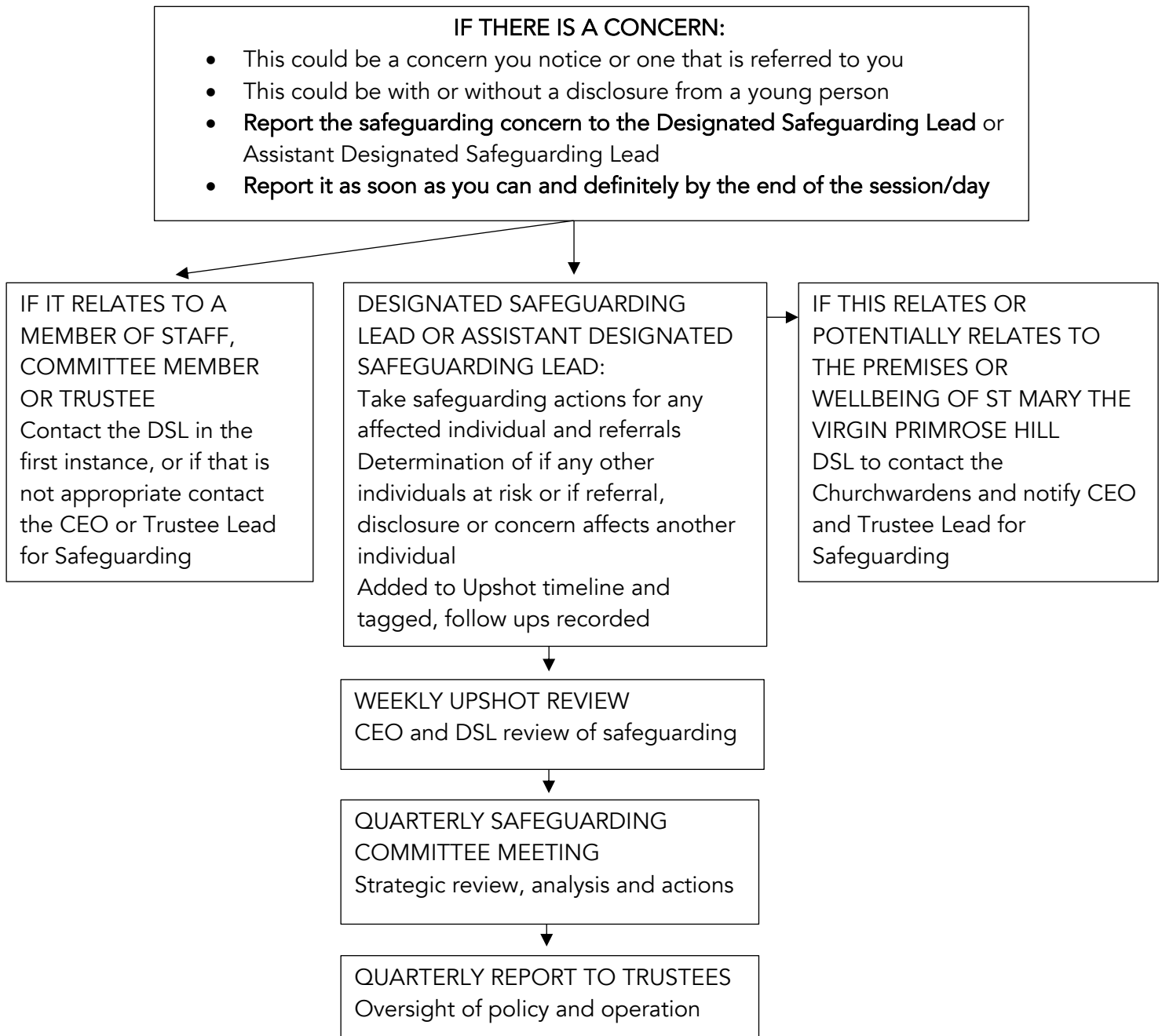
OTHERS WHO CAN HELP

- **NSPCC Child Protection Helpline (24 hours)** for professionals or worried individuals to report or discuss concerns about a child's welfare. Tel: 0808 800 5000 or textphone: 0800 056 0566 or email help@nspcc.org.uk
- **Childline** for a young person to call and speak to someone: **0800 1111**
- To report online abuse including online sexual abuse or inappropriate communication www.ceop.police.uk
- Helpline for professionals with a concern related to online safety is available from the UK Safer Internet Centre, call 0344 381 4772 or email helpline@saferinternet.org.uk
- **Camden Safeguarding Children Partnership** can provide advice on 0207 974 3317 or on email CSCP@camden.gov.uk. See their website www.cscp.org.uk for more information.

Church Contacts:

St Mary The Virgin Primrose Hill Churchwarden	Roddy Monroe	07979 566036	Roddy.monroe@outlook.com
St Mary the Virgin Primrose Hill Churchwarden	Elaine Hedger	07476 269806	Lainie906@hotmail.com
St Mary the Virgin Primrose Hill Designated Safeguarding Lead	Carol Slater	07940 162501	carol@s-gandpartners.com
Parish Administrator	Celyn Cooke	0207 7223238	office@smvph.org.uk

HOW WE HANDLE SAFEGUARDING CONCERNS



Appendix C: Use of restraint in the charity's work

Restraint is an intervention that prevents a person behaving in a way that threatens to cause harm to themselves, to others, or to property by reducing the ability of the person to move their arms, legs, body or head freely.

It is the policy of Mary's that staff should never restrain a young person participating in one of our programmes. Mary's staff who are involved in the direct delivery of our services are required to attend de-escalation and restraint training. The techniques learned on this training will be used to de-escalate a situation negating the need for restraint.

In circumstances where there is a firmly held belief that a young person is at risk of physically harming themselves or others and other forms of de-escalation have failed the accompanying staff member will be responsible for restraining the individual. If this occurs within a program where the youth workers are not available another staff member may physically intervene to prevent injury to the other person. The member of staff must be able to justify their actions in these circumstances and will be supported by Mary's.

If a child, young person or vulnerable adult is restrained it is important that their parent, carer or guardian is contacted at the earliest opportunity and given details of the circumstances leading to restraint and the physical acts involved and that this is recorded in the Restraint Log.

It is distressing to be involved in restraint, whether as the person being restrained, the person doing the restraining, or someone observing or hearing about what has happened. All those involved in an incident should receive support, which can be accessed through their line manager, to help them talk about what has happened and where necessary record their views.

Appendix D: Form used to confirm reading and understanding the Safeguarding policy

The Safeguarding Policy seeks to ensure that Mary's undertakes its responsibilities regarding protection of children, young people and vulnerable young adults and will respond to concerns appropriately. The policy establishes a framework to support staff in their practices and clarifies the organisation's expectations.

Confirmation of reading

I confirm that I have been made fully aware and understand the contents of the Safeguarding Policy and procedures for Mary's.

Name:

Signature:

Role:

Date:

Appendix E: Immediate Risk Assessment Template

<p>Violent incidents are complex situations.</p> <p>1. MAKE SURE YOU ARE SAFE</p> <p>2. WORK OUT IF YOU NEED TO CALL EMERGENCY SERVICES AND DO SO</p> <p>3. WITH ANOTHER MEMBER OF STAFF COMPLETE THIS ASSESSMENT BEFORE YOU ACT – call them on the phone if necessary</p>	
QUESTION	IF YES, CARRY ON:
Are the member/s of staff at the incident experienced in de-escalation and had training?	
Are the young people in the situation you are dealing with known to you?	
Can individuals within the situation's behaviour can reasonably be assessed?	
Is the physical space they are in secure?	
Is there another member of staff or another relevantly skilled person present?	
Does the overall situation look like there are usual features present, and not 'unusual' behaviour that could indicate a concern?	
Is your overall sense of safety indicating to you that this is a situation that it is safe to be involved in?	
<p>If the answer to all of the above is YES then you can carry on and intervene. Where there is uncertainty staff must await the emergency services.</p>	