



## Safeguarding Policy

As an organisation working with children and adults, XLWales has a responsibility to safeguard and promote welfare and protect everyone from harm. Welfare is always the paramount consideration and the protection of our staff and the children and adults we work with, is our first priority.

**Everyone has the right to be protected from all forms of abuse and to be kept safe from harm. They must be given proper care from those looking after, and working with, them.**

**The safeguarding of children is highlighted in 'Article 19 - UN Convention on the Rights of the Child', and in Wales this is further underpinned by the 'Rights of Children and Young Persons (Wales) Measure 2011'.**

This policy has been developed in line with the

- Wales Safeguarding Procedures 2021
- Safeguarding Children: Working Together to Safeguard Children 2018
- Social Services and Wellbeing (Wales) Act 2014
- Counter Terrorism and Security Act 2021 – section 26

The Local Authority is the prime authority for dealing with safeguarding investigations, although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

XLWales takes steps to protect children by:

- Ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.
- Having robust procedures for staff, students, visitors and volunteers, including induction and supervision.
- Ensuring no student, volunteer or visitor is left unsupervised at any time, and that a record of their attendance – including dates and times – is kept.
- Ensuring staff and volunteers are aware of their responsibilities for safeguarding, making clear that they would also be held accountable. They should have a good understanding of who they should refer to and what to do if they continue to be concerned.
- Ensuring all staff attend safeguarding training and they regularly review and update this training.
- Ensuring all staff are made aware of the Prevent Policy, including how to identify factors that can make people vulnerable to radicalisation, within 3 months of commencing employment.
- Implementing and maintaining a current risk assessment of all activities and ensuring adequate insurance cover is provided.
- Designating a suitable Safeguarding Officer who acts on behalf of XLWales in any protection matters and providing a name of a deputy who will cover when they are unreachable due to sickness or annual leave.

### **The procedure.**

There are 3 routes:

Route 1: A disclosure about a child

Route 2: A disclosure about professional abuse

Route 3: A disclosure about the Responsible Individual (RI)



#### Route 1:

**In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells a member of staff that they or another child or young person is being abused/suffering neglect or is at risk from radicalisation.**

The member of staff acts without delay and as is appropriate to the age/stage of the individual child:

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the Registered Person/Responsible Individual and/or designated Safeguarding Officer or, in their absence, their line manager as soon as possible but without delay.
- Passes the written record to the designated Safeguarding Officer to be kept safely and confidentially.

Under the Social Services and Wellbeing (Wales) Act 2014, XLWales's Registered Person/Responsible Individual/designated Safeguarding Officer has a duty to report the concerns immediately to the Duty Social Worker at the local office. – without delay.

The holiday club is registered with CIW, so if the incident is considered to breach Part 2 (child minding and day care for children) of the Children and families (Wales) Measure 2010, as amended by the Child Minding and Day Care (Wales) Order 2016, it should also be reported to CIW.

**The need to seek advice should never delay any emergency action needed to protect a child.**

#### Route 2:

**If the behaviour or demeanour of the Responsible Person (RI) causes concern, see Route 3.**

**If the behaviour or demeanour of a colleague causes concern:**

**In such circumstances, it is critical that suspicions/allegations of abuse and/or neglect are investigated in strict confidence thus enabling information to be given freely and fully, to reduce any fears of victimisation and protect the rights of the suspected person.**

**It will also be necessary to consider what action should be taken with regard to other people whom the suspected person has ongoing or unsupervised contact with. This must include:**

- The person's own children and family
- Any community activities undertaken by that person in light of the suspicion/allegation of abuse/neglect.

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through local safeguarding procedures in line with this guidance.

- The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure.
- The member of staff is informed and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure.
- The Registered Person/Responsible Individual/management considers the options for removal/suspension, without prejudice, from duty of the member of staff pending decisions made at the Strategy Discussion (which is arranged by Social Services).
- If an allegation of serious harm to a child occurs at the holiday club, the Registered Person/Responsible Individual informs CIW.



### Route 3:

If the behaviour or demeanour of the Responsible Person (RI) causes concern:

In such circumstances, it is critical that suspicions/allegations of abuse and/or neglect are investigated in strict confidence thus enabling information to be given freely and fully, to reduce any fears of victimisation and protect the rights of the suspected person.

It will also be necessary to consider what action should be taken with regard to other people whom the suspected person has ongoing or unsupervised contact with. This must include:

- The person's own children and family
- Any community activities undertaken by that person in light of the suspicion/allegation of abuse/neglect.

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through local safeguarding procedures in line with this guidance.

- The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure.
- The member of staff is informed and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure.
- Concerns are reported in the first instance to another RI and if that isn't possible, to the chair of trustees – Phil Gough, as soon as possible, but without delay.
- The written record to be kept safely and confidentially and shared with the chair of trustees.

### Making the Referral (following Routes 1, 2 or 3)

- For allegations made during holiday club, a referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent and at least **within 24 hours**.
- The Duty Social Worker taking the referral is given as much of the following information as possible by XLWales's referrer:
  - The nature of the concerns.
  - How and why those concerns have arisen.
  - The full name, address and date of birth (or age) of the child.
  - The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
  - The names and relationship of all those with parental responsibility, where known.
  - Information on any other adults living in the household, where known.
  - Information relating to other professionals involved with the family, including the name of the child's school and GP.
  - Any information held on the child's developmental needs and his/her parents'/caregivers' ability to respond to these needs within the context of the wider family environment.
  - Any information affecting the safety of staff.

The Registered Person/Responsible Individual/designated Safeguarding Officer/Chair of Trustees holds responsibility to ensure that safeguarding concerns are taken seriously and followed through, remaining accountable for their role in the safeguarding process. The member of staff who raises concerns about the child is also responsible for ensuring that the concern is taken seriously and should be made aware of what action to take if they feel the designated Safeguarding Officer or deputy is not taking appropriate action.

If they remain concerned about a child they will re-refer the child and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child protection for the area.



## Record Keeping

- XLWales keeps accurate, concise and clear records using straightforward language to underpin good protection practice
- XLWales's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998, day-care regulations) and Social Services requirements where necessary.
- Records should:
  - Use clear, straightforward language.
  - Be signed, dated and timed.
  - Be concise, legible and comply with professional standards and requirements.
  - Be accurate and distinguish between fact, opinion, judgement and hypothesis.
  - Be organised and include detailed recording and chronologies and summaries including all contacts.
  - Clearly record judgements made and actions and decisions taken.
  - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager;
  - Record both formal and informal supervision discussions.
  - Record directions given and agreements or disagreements made in consultation with managers.
- XLWales's representative (Safeguarding Officer) attends any multi-agency meeting held (e.g. Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.



## Further information

Each local authority in Wales has a Local Safeguarding Children Board, which coordinates what is done by its members to safeguard and promote the welfare of children in the area of the authority. Each Local Safeguarding Children Board (LSCB) has a co-ordinator.

## Safeguarding children

**Making sure that children are safe and protected is EVERYONE'S responsibility.**

**If you are concerned that a child – or adult - is at immediate risk of harm you should contact the police straight away on 101 or 999.**

If you think that a child - this is anyone under the age of 18 - is being harmed or neglected, or you believe them to be at risk, you should contact **Swansea Single Point of Contact (SPOC)** or the police.

The Children Act 1989 puts a legal obligation on Social Services to take action when any information comes in to say that any child may be in danger of being hurt or neglected.

## Contact numbers

Swansea Single Point of Contact (SPOC): tel **01792 635700**

(8.30am - 5.00pm Monday to Thursday, 8.30am - 4.30pm on Fridays)

Email: [singlepointofcontact@swansea.gov.uk](mailto:singlepointofcontact@swansea.gov.uk)

The Emergency Duty Team is available outside of these hours on: **01792 775501**.

If a child or adult is in immediate danger, call **POLICE 999**

**Staff should always refer to the safeguarding policy if they have any concerns or use the Safeguarding Wales app – this will always have the up to date guidance.**



## FLOW CHART FOR RAISING SAFEGUARDING CONCERN

