

# Tiptree Youth Project Outreach

## Safeguarding Children and Young People:

### Child Protection Policy and Procedures - January 2024

#### **Policy**

1. Tiptree Youth Project Outreach (TYPO) recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 1989 and 2004. Under the terms of the Children Act 2004 anyone under the age of 19 is considered to be a child/young person.
  2. It is the policy of TYPO to ensure the safeguarding and welfare of all children and young people involved in its activities, wherever they take place in the local community. We aim:
    - to create safe environments within which children and young people can thrive and adults can work with the security of clear guidance.
    - to identify any child or young person who is suffering any form of abuse.
    - to take such action as is necessary to see that any child or young person is kept safe from harm.
  3. We will nominate and appoint a lead person with special responsibility for child protection issues. Any lead person so appointed will be a recognised member of either St Luke's Parish Church, Tiptree United Reformed Church or St John Houghton Catholic Church, Tiptree.
- This person will:
- undertake training adequate to their needs in fulfilling that role, at least to a minimum of Level 3.
  - access regular policy updates and apprise the board of trustees of any changes to policy or procedure.
  - ensure that a regular review of this policy and procedure takes place.
  - ensure that all employees and volunteers working with children or young people receive a copy of this document.
4. We understand that any employee or volunteer will require an enhanced DBS certificate.
  5. We will ensure that employees and volunteers working with young people receive training sufficient to familiarise them with safeguarding issues and responsibilities and TYPO's policy and procedures, with refresher training at least every 3 years.
  6. We will approve and annually review this policy and its procedures with a view to:
    - raising awareness of issues relating to the welfare of children and young people and the promotion of safe environments.
    - establishing and updating procedures for reporting concerns.

- establishing and updating procedures for reporting and dealing with allegations of abuse against members of employees and volunteers.
- the safe recruitment of employees and volunteers.

7. We recognise that the Children Acts 1989 and 2004 state that the welfare of the child is of paramount concern. We also recognise that hasty or ill-informed decisions in connection with allegations towards an individual can irreparably damage that person's reputation, confidence and career. Therefore, allegations of abuse will be dealt with sensitively and in a careful, measured way.

8. We recognise the following types and signs of abuse, though this is not an exhaustive list:

- Physical abuse: causing harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring.
- Neglect: the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.
- Sexual abuse: a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual, and the apparent consent of the child is irrelevant.
- Emotional abuse: persistent emotional ill treatment or rejection, causing severe and adverse effects to behaviour and emotional development. Some level of emotional abuse is present in all forms of abuse.

# TYPO Child Protection Procedures

TYPO recognises that an allegation of child abuse made against a member of staff or a volunteer may be made for a variety of reasons and that the facts of an allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay. If a child makes an allegation or disclosure of abuse against an adult or another child or young person, it is important to:

- listen to them and/or closely observe their presentation and behaviour.
- let them know that you take what they are saying seriously.
- make no attempt to investigate or to interview them yourself.
- let them know that you will need to tell someone else in order to help them.
- make no promises to keep what they tell you secret.
- inform the designated lead person for child protection as soon as possible.
- make a written record of the incident or events using either an Incident Report Form or by writing a full factual account which must be dated and signed.

Where employees' workplaces them under the auspices of other organisations (eg. a school or a church), they should in the first instance apprise themselves of and abide by that organisation's safeguarding policy and procedures. In any other circumstance, (eg. a social event in the community), they should contact the designated lead person for TYPO.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with Essex Social Care. It is the responsibility of the designated lead person to make any referral to Essex Social Care.

## Contacts

The designated lead person for safeguarding for TYPO is the Trustees, Mrs Karen Scott - 01621 332537 or at [safeguarding@tiptreeurc.org](mailto:safeguarding@tiptreeurc.org).

If the lead person is not available, contact the safeguarding lead for Chelmsford Diocese: 01245 294438 or at [safeguarding@chelmsford.anglican.org](mailto:safeguarding@chelmsford.anglican.org). For out of hours emergency contact 01245 294444.

If the situation requires urgent attention and none of the above are available, contact Essex Social Care on 0345 603 7627, asking for the Family Operations Hub. Out of hours contact (5.30pm - 9.00am Monday - Thursday, 4.30pm Friday - 9.00am Monday and bank holidays) as follows:

- Tel: Emergency Duty Service: 0345 606 1212
- Fax: 01206 851844
- Email: [EmergencyDutyService.FOH@essex.gcsx.gov.uk](mailto:EmergencyDutyService.FOH@essex.gcsx.gov.uk)

NB: If there is an immediate risk of harm to a child then contact the police direct on 999.

Signed: .....Chair of Trustees

Date:.....

Review date: January 2027