



## **The Clockwork Charitable Trust Child and Young Person Protection and Safeguarding Policy**

### **Introduction**

This document outlines the Clockwork Charitable Trust [hereafter referred to as 'Clockwork'] Child and Young Person Protection and Safeguarding Policy which will be followed by all member of Clockwork and followed and promoted by those in the position of leadership within the organisation.

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by Clockwork are transparent and safeguard and promote the welfare of all young people who have contact with Clockwork members of staff and volunteers and are in any other way brought to the attention of Clockwork through any of Clockwork's services.

Clockwork Charitable Trust is open to all members of the local community after 13 years and above. It is important that all staff and volunteers are vigilant and alert to disclosures of child abuse incidents of harm from all clients.

For the purposes of clarity, all people under the age of 18 are classed as children. Where this document mentions: a child, children, young person, young people, it is referring to someone under the age of 18.

For reasons of consistency and practicality, the charity's procedures for safeguarding vulnerable adults will be the same as those for safeguarding children and young people except where the law, or the specific circumstances of an individual's need require otherwise.

Depending on the age of the client, either Children's Social Care or Adult Social Care will be contacted. For the purposes of this document, we have referred to 'Social Care'

### **Statement of intent**

- The welfare of our clients is paramount
- No client or group of clients must be treated any less favourably than others in being able to access services which meet their particular needs
- All clients without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs



- The policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes
- The policy applies to all trustees, staff and volunteers
- Clients and parents are informed of the policy and procedures as appropriate
- All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, adult social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the Police
- We commit to safe recruitment, selection and vetting of trustees, staff and volunteers
- Clockwork recognises that it has an important part to play in safeguarding the welfare of children and preventing their abuse in accordance with the "Working together to Safeguard Children" HM Government guidance March 2015

## **For immediate action to ensure a child's safety:**

Immediate action may be necessary at any stage of involvement with clients. In all cases it is vital to take whatever action is needed to safeguard clients.

- If emergency medical attention is required this can be obtained by calling an ambulance (dial 999).
- If a client is in **immediate danger** the police should be contacted (dial 999). They alone have the power to remove a person immediately if protection is necessary, via a Police Protection Order.

## **Recognising Abuse or Neglect**

Abuse or neglect of a child or young person is caused by inflicting harm or by failing to act to prevent harm. Children and young people may be abused in a family, institutional or community setting: by those known to them or more rarely by a stranger.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child or young person whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

### **Emotional Abuse**



Emotional abuse is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or young people. It may involve causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of ill treatment of a child or young person though it may occur alone.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. It may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Domestic Abuse**

The Government defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality." This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour based violence', female genital mutilation (FGM) and forced marriage.

Where there is evidence of domestic violence, the implications for any children in the household should be considered, including the possibility that the children may themselves be subject to violence, or may be harmed by witnessing or overhearing the violence.

## **Other forms of abuse to consider are:**

Bullying is deliberately hurtful and harmful behaviour, often repeated over a period of time and from which it may be difficult to defend. Bullying may take many forms, including: physical attacks, verbal (which would include name-calling, threats, racist or homophobic remarks) and emotional (for example, isolating an individual from the activities and social acceptance of other young people). Cyberbullying involves making use of social media, the internet, mobile phones or any other electronic device used to communicate with, to taunt, intimidate or threaten.

## **Neglect**



Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Individuals within Clockwork need to be alert to the potential abuse of children and young people both from statements made by clients and also from other sources including abuse by members of our own organisation.

All Clockwork personnel should know how to recognise and act upon indicators of abuse or potential abuse involving children and young people. There is an expected responsibility for everyone to respond to any suspected or actual abuse of a child or young person in accordance with these procedures.

Clockwork personnel must never keep concerns about a client's safety to themselves. No member of Clockwork personnel is competent to deal with the assessment of risk to children or young people or the investigation of child abuse, this is the responsibility of statutory authorities specialising in this area.

The Police and Children's Social Care (services) have the primary responsibility in the field of child protection. The Children Act 1989 places a duty on local authorities to take steps to protect children and confers certain powers to the police in order that they can take action to protect children. To support this, all Clockwork personnel will take responsibility to safeguard and promote child welfare.

If any client reports historical childhood abuse and it is evident that their abuser may still be a risk to society, the practitioner should support their clients to provide appropriate safeguarding information to statutory authorities. Trainee practitioners should always inform their supervisor, who will support them in this process. If the client is unwilling to do this, the practitioners must report this to their Supervisor/Centre Manager.

It is good practice to be as open and honest as possible with clients about any concerns. However, you must not discuss your concerns with clients in the following circumstances:

- where sexual abuse of a child is suspected (except where the client is a young person)
- where organised or multiple child abuse is suspected
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected



- where raising your concerns with a client would place a child, yourself or others at immediate risk

## **What to do if children talk to you about abuse or neglect**

A child or young person may decide to share information about abuse or neglect in your presence. In these situations you must:

- Listen carefully to the child. DO NOT directly question the child or young person.
- Give the child or young person time and attention.
- Allow the child or young person to give a spontaneous account; do not stop a child or young person who is freely recalling significant events.
- Make an accurate record of the disclosure using the Disclosure Record form (see Appendix). Take care to record the timing, setting and people present, the child or young person's process as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child or young person's own words where possible.
- Explain that you cannot promise to keep the information they have shared confidential (refer to counselling agreement at initial meeting)
- Reassure the child or young person that:
  - you are glad they have told you;
  - they have not done anything wrong;
  - what you are going to do next.
- Explain that you will need to get help to keep the child or young person safe.
- Do NOT ask the child or young person to repeat his or her account of events to anyone.

## **Other Safeguarding issues to consider are:**

If a child or young person reveals (or there is reason to suspect) any of the following:

- They are routinely misusing substances
- They present with disordered eating
- They have a compulsive disorder which presents a clear and present danger to their health, for e.g. excessive use of tanning equipment.

Clockwork personnel should seek to discuss their concerns with a supervisor or Safeguarding Lead or Chairman at the earliest possible opportunity.

## **Consulting about any concerns**



The purpose of consultation is to discuss your concerns in relation to a child or young person and decide what action is necessary.

You may become concerned about a child or young person who has not spoken to you, because of your observations of, or information about that child or young person. It is good practice to ask a child or young person why they are upset or how a cut or bruise was caused, or respond to a child or young person wanting to talk to you. This practice can help clarify vague concerns and result in the appropriate action.

If you are concerned about a child or young person you must share your concerns. Initially you should raise your concern(s) with the Safeguarding Lead as soon as possible. If this person is implicated in the concerns you should discuss your concerns directly with the Police Child Protection Unit or Children's Social Care.

You should consult externally with the Police Protection Unit or Children's Social Care in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly with the Safeguarding Lead
- when the concerns relate to any member of the organising committee

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to the Police Child Protection Unit or Social Care should progress.

## **Disclosure without consent**

There are some circumstances when Clockwork must report to the police or social care without consulting the client. These include but are not limited to the following:

- if we are told by someone that they or a third party have accessed images of child sexual abuse.
- if we are told by someone that they have sexually or physically abused children, either in the past or the present and the person reporting this to us is at risk of harming themselves.
- if the client is unwilling or unable to make a disclosure to the statutory authorities, then the practitioner should follow the procedures as outlined in '**Information required**' below.

## **Making a referral**



A referral involves giving the Police Child Protection Unit or Social Care information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action. All referrals will be made by the Safeguarding Lead. If s/he is unavailable the Chairman will make the referral. If neither are contactable, and only in an emergency, counsellors may contact Social Services or the Police directly. The Safeguarding Lead and/or Chairman must be informed at the first opportunity.

In certain cases the level of concern will lead straight to a referral without external consultation being necessary. Clients should be informed if a referral is being made except in the aforementioned exceptional circumstances. However, inability to inform clients for any reason should not prevent a referral being made. It would then become a joint decision with Social Care about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or child's or young person's family, you should make a telephone referral directly to the police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the child or young person, you should make a telephone referral to the local Social Care. (see Appendix).

## **Information required**

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child or young person and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family e.g. : GP, Health Visitor, School.
- The nature of the concern (s); and foundation for them.
- An opinion on whether the child or young person needs urgent action to make them safe.
- Your view of what appears to be the needs of the child or young person and family.



- Whether the consent of a parent with parental responsibility has been given to the referral being made.

## **Action to be taken following a referral**

- Inform the Safeguarding Lead/Chairman that a referral has been made.
- Ensure you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Social Care following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.
- The Safeguarding Lead is responsible for recording all referrals and subsequent actions in a Risk Register and for reviewing, at least monthly, all outstanding or unresolved referrals to ascertain if any follow-up by Clockwork is required.

## **Confidentiality**

Clockwork will ensure that any records made in relation to a referral will be kept confidentially and in a secure place. Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, in circumstances where abuse is disclosed or suspected, it may be necessary to breach a child or young person’s confidentiality to protect them from harm. Clients must be informed of this position when the Clockwork service is offered to them. Clockwork practitioners will deliver a verbal statement on confidentiality before commencing counselling or any other service.

Managers and practitioners should also take into account the guidance given in the government guidelines, “Information Sharing: Guidance for practitioners and managers” HM Government 2008 with particular regard to the “7 Golden Rules for Information Sharing”.

## **Safer Recruitment**

Clockwork will ensure that Disclosure and Barring Service (DBS) checks or Basic Checks, are made on all their personnel who may have direct contact with children or who have responsibility for client services, where issues of child safety and welfare may arise. This includes trustees, support staff as well as supervisors, paid and or voluntary practitioners.





Clockwork must obtain references (signed on organisational headed paper) for a practitioner wishing to work with a child or young person, before work commences. It is recommended that referees are called to have a conversation about an applicant's suitability. Any discrepancies, including gaps in employment history, in an applicant's application or C.V. must be addressed with the applicant.

Clockwork must specify within the job description of the position being advertised, what the role requires with regards to qualifications, safeguarding requirements, including DBS and Basic Checks. Trustees and Managers must ensure that the staff and volunteers they appoint receive training on implementing Clockwork's Child Protection and Safeguarding Policy.



## Appendix

### Clockwork Disclosure Record

**Date of disclosure:**

**Time:**

**Location:**

**Counsellor/Team member:**

**Client name and ref:**

Please write factually the words of the client's disclosure:

If more space is required, please use the reverse ensuring the client signs and dates both sides/extra pages.

We do everything we can to maintain each clients' confidentiality. However, your counsellor will have to share this information with the Safeguarding Lead and Chairman. This may result in the information being passed on to the relevant agency.

**Please sign to indicate that the information above is an accurate record of your disclosure.**

\_\_\_\_\_  
Client's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counsellor/team member  
signature

\_\_\_\_\_  
Date

Please tick this box if you would like a copy of this completed form



## Contacts

Clockwork Charitable Trust

Address: C/O 24 Station Road West, Oxted, Surrey. RH8 9EP

Telephone number: To be confirmed.

Email: [info@clockwork.org.uk](mailto:info@clockwork.org.uk)

Safeguarding Lead:

Annie Roberts

Tel: 01883 724827 or 0770 9900191

Email: [annie@clockwork.org.uk](mailto:annie@clockwork.org.uk)

Trustee Chairman:

Matt Hayes

Tel: 07958 343233

Email: [matt@clockwork.org.uk](mailto:matt@clockwork.org.uk)

Should the Safeguarding Lead or the Chairman not be available then any Trustee should be contacted.

Trustees:

Kathy Jowitt

Tel:

Email: [Kathy@clockwork.org.uk](mailto:Kathy@clockwork.org.uk)

Robin Sundt

Tel: 0754 711 0876

Email: [Robin@clockwork.org.uk](mailto:Robin@clockwork.org.uk)

Surrey Children's Services: 0300 470 9100. Out of hours emergency: 01483 517989.

Surrey Adult Care: 0300 200 1005. Out of hours emergency: advice is to call 999.

Tandridge Police: 101/999.

Surrey Police Child Protection Unit: 101/01483 571212

# The Clockwork Charitable Trust

Registered Charity No. 1181923



Working for the mental well-being of young people

Surrey CAMHS: 01737 277701. Crisis referrals 0300 222 5755.

Report a crime to the police : 101.

Emergency police: 999.