



NCVS information sheet

Safeguarding children and young people

This information sheet is aimed at organisations that work with or have any contact with children and young people under 18.

Safeguarding children

All children and young people have the right to be safe from harm, and need safe environments to grow with confidence. Everyone is responsible for helping to keep children safe. Safeguarding children and young people means protecting children and young people from any potential source of harm.

Your organisation should work to **create a safeguarding culture**. The following suggestions can help you do this

- adopting child protection guidelines through a policy, procedures and a code of conduct for staff, volunteers and committee members
- sharing information about child protection and good practice with children, parents and carers plus staff, volunteers and management committee members
- sharing information about concerns with agencies who need to know and involving parents and children appropriately
- adopting and following procedures for recruiting and selecting staff, volunteers and committee members
- providing support, supervision, guidance and training for staff, volunteers and committee members
- providing safe activities for children and young people
- making sure child visitors will be safe

Safeguarding policy and procedures

Any organisation that works or has contact with, or is visited by, children and young people should have a safeguarding policy and a linked set of procedures explaining how the policy will be implemented. Good child protection practice protects the children you have contact with plus the staff, management committee and volunteers who have responsibility for them.

All staff and volunteers (including management committee members) must understand the policy and procedures. You should think about writing the policy and procedures in a practical, user-friendly and informative way so everyone can understand them.

Example safeguarding policy statement

The policy statement will set out your organisation's commitment to child protection and how your organisation will keep children and young people safe from harm. Here is an example policy statement you could adapt for your organisation.

Child protection policy statement

[*name of your organisation*] is fully committed to safeguarding the welfare of all the children and young people we work, or come into contact, with by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. Management committee members, staff and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of children and young people, and conduct themselves in a way that reflects the principles of [*name of your organisation*].

We do this by

- making sure all our management committee members, staff and volunteers are carefully selected, trained and, as appropriate, supervised
- assessing all risks your group and its activities may create for children and young people and taking steps to minimise and manage them
- letting parents, children and young people know how to voice concerns or how to complain about anything they may not be happy with
- giving parents, children, young people, staff and volunteers information about what we do and what can be expected of us

To help us do this, we have policies on child protection, health and safety, internet use, data protection, recruitment and training, confidentiality, equality and diversity, complaints, recruitment of ex-offenders, grievance and discipline. We also have a written code of conduct for management committee members, staff and volunteers.

A child or young person is defined as anyone under the age of 18.

This policy statement applies to all management committee members, staff and volunteers of [*name of organisation*].

[*name of organisation*] will share this policy with the children and young people we work with, their parents or carers and our management committee members, staff and volunteers.

Source *NCVYS Keeping it safe*

Safeguarding procedures

Your procedures will set out how you will work to keep children and young people safe. They will also set out how to respond quickly and effectively to a concern about a child or young person, which might be because of what someone says, or how they behave.

The safeguarding procedures should include

- what is abuse and how to recognise it
- how your organisation will respond to abuse or allegations of abuse
- a step by step guide on reporting abuse or allegations of abuse to outside agencies
- the role of the nominated person for safeguarding children. This is the person in your organisation someone should speak to if they are worried about the welfare of a child
- how children and young people plus their parents or carers can raise concerns or complain about your organisation
- what records will be kept and how they will be stored
- how staff, volunteers and management committee members who work, or are in contact, with children are recruited and selected, including Criminal Record Bureau (CRB) checks
- how management committee members, staff and volunteers will be trained, managed, supervised and supported
- how management committee members, staff and volunteers will be treated if an allegation is made against them
- a code of conduct for how management committee members, staff and volunteers should behave when working with children and young people
- how children's and young people's activities will be run to make them safe, including risk assessment, insurance and planning

To find out more...

NSPCC inform provides free on-line child protection resources for anyone working to safeguard children. Visit www.nspcc.org.uk/inform

Safe Network provides a range of useful resources including step by step guides, sample policies and parental consent forms. You can order their free *Are they safe?* pack online. Visit www.safenetwork.org.uk

Newcastle Safeguarding Children Board brings together organisations working with children and young people to agree how the different services and professional agencies should co-operate to safeguard children in Newcastle. You can contact the board via Newcastle City Council Children's Services Directorate Tel: 0191 277 7485 or email: acpc@newcastle.gov.uk

Training

The Newcastle Safeguarding Children Board (NSCB) offers training including free courses that can be completed online.

To find out more visit www.nscb.org.uk/training-courses or email the NSCB Administrator mary.bartram@nhs.net

askNCVS

If you'd like more information about safeguarding children and young people or CRB checks or would like help developing any of the other policies and procedures mentioned in this information sheet, please phone us on 0191 232 7445 or email askncvs@cvsnewcastle.org.uk

Newcastle CVS Information Section produces a range of useful information sheets, including one on **CRB checks**. You can find the information sheets on our website at www.cvsnewcastle.org.uk ➔ publications ➔ information sheets, or contact us for a copy.

If you are worried about a child or young person

The free 24-hour **NSPCC child protection helpline** provides counselling, information and advice to anyone concerned about a child or young person at risk of abuse

NSPCC Child Protection Helpline

Phone 0808 800 5000

help@nspcc.org.uk

www.nspcc.org.uk/nspcc/helpline

The website has phone numbers of helplines for Welsh, Bengali/Sylheti, Gujarati, Hindi, Punjabi and Urdu speakers

If you think a child is being abused you can always phone the **Newcastle City Council Initial Response Team** on 0191 277 2500 (or out of office hours phone the Emergency Duty Team on 0191 232 8520)

This information sheet was produced by Newcastle CVS

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