

## **SAFEGUARDING CHILDREN and YOUNG ADULTS POLICY**

for

### **Penrith Action for Community Transition Ltd (PACT)**



#### **1 Introduction**

1. PACT is a non-profit Community Benefit Society with a board of directors and members.
2. PACT's registered address is: 68 Arthur Street, Penrith Cumbria CA11 7TX
3. PACT is managed by a Board of Directors and receives regular updates on its various projects and activities as well as at board meetings usually held 6 times per year.
4. PACT directors are responsible for ensuring that those benefiting from working with PACT are not harmed in any way through contact with them. And that children and young people have the best outcomes from this contact.
5. PACT aims to prevent harm to Children's health and development and to protect children from abuse and maltreatment.
6. PACT takes the safeguarding of children seriously and expects every adult working or helping on activities and projects to support good practice. Consequently this policy shall apply to directors, members, project leaders, volunteers, students or anyone working on behalf of PACT. This will require those involved being advised in advance.

#### **2 Purpose of the Policy**

1. This policy is intended to protect children and young people who may be working with us on a project or attending an information/activity event.
2. As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or as the project leader, to guide our approach to child protection and safeguarding.

#### **3 The risks to children**

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse, neglect and maltreatment

- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

#### **4 Universality of Protection**

We recognise that:

- the welfare of the child is paramount.
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

#### **5 Safeguarding children at events / activities**

1. There are three kinds of events/activities:
  - 1.1 those open to adults and children of all ages,
  - 1.2 those for children accompanied by a 'parent',
  - 1.3 those for unaccompanied children (these are run alongside other events/activities or in schools or youth clubs where organisations have their own supervisory staff and safeguarding policies.)
2. At events and activities open to all ages, children under 16 must be accompanied throughout by an adult aged 18 or over who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
3. At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult aged 18 or over who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
4. At events and activities where PACT is working with another provider responsible for unaccompanied children, children under the age of 16 it is expected that they will be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers.

Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents. Such sensitive information shall be kept for no longer than 6 months.

5. Both event and activities are to be defined broadly to include any occasions where PACT will be helping to provide an experience, information or activity.

## **6 Safeguarding procedures and reporting**

1. PACT offers a range of activities where children may be present and/or participate:
2. Some activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.
3. The board will take very seriously any allegation of impropriety on the part of any member of PACT, its volunteers or project leaders. Anyone who discovers anything amiss should get in touch immediately with the following nominated person:
  - Christine Sutherland, Secretary of PACT tel: 07786073584
  - or in her absence John Bodger, the Chair of PACT tel: 07710269258
4. The nominated person will review the risk and record the detail, using the incident form below. Action taken will depend on the severity of the situation. The process should take place within a day if possible stating what support or advice has been given to the individual against whom an allegation has been made and the steps to be taken.
5. The board will review the allegation and the likely risk to children and if appropriate, will consider banning the member or volunteer from helping at future events as the person poses a risk of harm to children. PACT has a duty to report anyone they consider may be a risk to children to the Disclosure and Barring Service to consider whether to add the individual to the barring list.

## **7 Health and safety aspects of safeguarding children**

1. Before starting any event for unaccompanied children, the event organiser will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. PACT will keep a record of all risk assessments.
2. Sufficient adults must be present to cope with an emergency at any event for unaccompanied children. One adult should remain with the affected child(ren) and another adult should call for help while a third adult supervises the children not directly affected by the emergency.
3. Adults should never plan to be alone with an individual child. For example, at least two adults or two children should be present on a toilet run.
4. Where it becomes apparent that there is a risk to the life of a child or the likelihood

of serious immediate harm, the leading person acting on behalf of PACT should take whatever action appears appropriate and notify the responsible adults in attendance, also notifying PACT's nominated person ASAP.

5. It may also be necessary to contact the NHS whistle blowing helpline on 0800724725 for help and advice. If a child is considered at risk, the Cumbria County Council safeguarding hub help line is 03332401727. For immediate help from the Police dial 999 or 101 if non urgent. Such action should be recorded on the incident form. Consent to share information with other agencies should be sought but is not mandatory.

## **8 Policy on the prevention of bullying**

1. PACT will not tolerate the bullying of children either by adults or by other children. Bullying can be behaviour that's repeated, intended to hurt someone either physically or emotionally often aimed at certain groups, eg race, religion, gender, sexual orientation or even disability.
2. If any incident of child-on-child bullying should arise at an event or activity organised or supported by PACT, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the board will consider banning a child from future events and activities. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

## **10 Photographing children**

1. Cyber bullying is a means of causing distress using messaging and photographs. No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility.
2. If any person has any concerns regarding any person taking photos at an event or activity, that person should be made aware of the policy and if necessary inform the project/activity leader immediately.

## **11 Managing behaviour, discipline and acceptable restraint**

1. Adults supervising children at PACT events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
2. Unacceptable behaviour at events where PACT is present for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.
3. PACT may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by nominated person Christine Sutherland.
4. A parent who is aggrieved by this ban may appeal to the board who will hear the views of all relevant persons. The decision of the board is then final.

## 12 Other Policies

This safeguarding policy should be read together with the following policies and resources: The Risk assessment prepared in advance for each activity.

## 13 Policy Review

This policy to be reviewed annually by the board prior to the AGM. Any situations brought to the attention of the nominated person may require changes to policy and practices and should be considered by the board ASAP and appropriate changes made.

Signed:

Chair of PACT

Date:

## 13 Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

**PENRITH ACTION FOR COMMUNITY TRANSITION (PACT)  
SAFEGUARDING CHILDREN AND YOUNG PEOPLE  
INCIDENT REPORT FORM**

Date this report filled in:

Event:

Event date:

Your details name:

Address, phone and email:

For each affected child please give full name, age, address and names and contact details of the parent or guardian if possible:

Briefly describe what happened (include times and dates)

Name of contacts and witnesses:

Name any persons or organisations contacted:

Name of Person responsible for taking action:

Action taken with timescale: