



# Barleybird CIC

## Child and Adult Protection & Safeguarding Policy

Policy created by:	Gaina Dunsire (Director, Lead for safeguarding children and young people)
Signed off by:	Josiah Meldrum (Director, Lead for safeguarding adults)
Policy created:	June 2023
Due for review:	May 2024
This policy was reviewed, updated, agreed and disseminated to Directors in May 2023 and will be reviewed annually or when there are substantial organisational changes or a significant occurrence or breach of safeguarding.	

Barleybird is committed to promoting the safety and wellbeing of everyone we work with. Our directors and contracted staff will aim to promote an open and positive culture and ensure all involved feel able to report concerns, and feel confident they will be heard and responded to. Our Designated Safeguarding Leads will have received certified online training for safeguarding adults or young people where applicable;

### **Designated Safeguarding Lead (Adults):**

Josiah Meldrum, Director: [admin@barleybird.org](mailto:admin@barleybird.org) 07976 941613

### **Designated Safeguarding Lead (School Groups & young people under 18 years):**

Gaina Dunsire, Director: [gaina@barleybird.org](mailto:gaina@barleybird.org) 07805 580059

**If a call is urgent, i.e. a child is in immediate danger and requires safeguarding, call 0300 123 2044 (Suffolk)**

Each Safeguarding Lead will be available to support or to cover for the other Lead if necessary. They will also handle any complaints or allegations against the other Lead if appropriate.

Barleybird staff will not take, share or store photographs or films of any adults, children or young people taking part in HF activities unless prior permission has been granted by parents / guardians (and/or the school if applicable).

## **Working with Children and Young People**

We shall work within the Every Child Matters aims stated in the Children Act 2004: staying safe, being healthy, enjoying and achieving, economic well-being, making a positive contribution.

Individuals contracted to work or who are volunteering with children and young people on behalf of Barleybird will be provided with a handout of our Safeguarding Procedure. Staff without a current DBS certificate will be accompanied by Barleybird/teaching staff who do.

**Barleybird CIC, The Depot, London Road, Brampton, Beccles, Suffolk, NR34 8DQ**

**[barleybird.org](http://barleybird.org) • [admin@barleybird.org](mailto:admin@barleybird.org)**

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We are aware that children and young people can also abuse and that such incidents would be included in this policy.

The welfare of children overrides any obligations of confidence Barleybird may hold to others. Individual cases will only be shared or discussed on a “need to know” basis. Anyone in our organisation may refer direct to either children’s social care services or the police if they are concerned that a child is at risk of harm and this policy is not being adhered to.

## **Barleybird Safeguarding Procedure: Working with Children, Young People and Adults**

### **Remember:**

- Do not delay
- Do not investigate
- Seek advice from the safeguarding lead or deputy.
- Make careful recording of anything you observe or are told

## **Recognising Child Abuse**

### **Physical:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### **Emotional:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate it. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone, may feature age or developmentally inappropriate expectations being imposed on children.

### **Sexual:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may

involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Child sexual exploitation:**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Treating Children with Respect**

Barleybird endeavours to treat all children with respect, regardless of ability or culture.

## **Handling Disclosures**

A disclosure may be made verbally or through play or through the behaviour by a child. If you are concerned about a child, it is important that this information is communicated to the lead for child safeguarding. You may become aware of suspected or likely abuse by:

- Your own observations and concerns
- Being told by another person that they have concerns about a child
- The child tells you;
- The abuser tells you.
- Difficulties experienced by the adults e.g. domestic abuse incidents, mental health issues, substance and alcohol abuse Incidents

Other safeguarding concerns may be:

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- Drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG) e.g. honour-based abuse
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- Sexting
- Trafficking

**If you observe or hear that an abuse has taken or is likely to take place:**

- Stay calm. Ensure the child is safe and reassured
- Listen carefully to what is actually said.
- Don't promise to keep secrets, explain information needs to be shared, reassure it's to keep everyone safe.
- Record what is actually said. (It may be required in court)
- Share your concerns directly with Barleybird's Designated Safeguarding Lead (DSL) Deputy with details of anything that has been said or done. Give your notes to the DSL. Don't speak to others as it may compromise the child's safety
- Process for a school visit/session:
  - Inform the teacher/visit lead on site
  - Ring the school and ask to talk to the DSL directly, regardless of the visit lead's instructions
  - Complete Barleybird's Reporting Proforma
  - Send proforma to Barleybird' DSL (currently Gaina Dunsire)
- Concerns about another provider that you are working with:
  - Think: Does this provider need to be removed from working with the children directly immediately? If so, do so.
  - Report to the Local Authority (details below)
  - If in doubt dial, 999
  - If your concern is for the welfare of a child, contact the local authority children's social care.

- If there is an allegation against a member of the children's workforce contact the LADO (Local Authority Designated Officer).

**Suffolk** contact [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)

If a call is urgent i.e a child is in immediate danger and requires safeguarding, call 0300 123 2044.

**Norfolk** contact [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk).

**If a call is urgent and outside of office hours call 999.**

## Barleybird Safeguarding - Reporting Proforma

(This form should be completed ONLY with information already known. Be careful not to investigate / question the child or young person)

<b>Child's name</b>		<b>Child's age</b>	
<b>School (if applicable)</b>			
<b>Reporting adult's name</b>		<b>Contact details</b>	
<b>Name of person to whom you have reported the disclosure</b>		<b>Contact details</b>	
<b>When and where?</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>
<b>What was actually said by the child and/or observed by the adult? (continue overleaf if necessary)</b>			
<b>Background context i.e. what stimulated the verbal disclosure? Was it 1:1 or in a group?</b>			
<b>Signed</b>	<b>Role</b>	<b>Date</b>	<b>Time</b>

## **Record Keeping**

All records will be securely kept in a locked cabinet at the Hodmedod Ltd office. Only the safeguarding leads will have access and records will only be kept as long as necessary (usually no longer than 25 years).

Normally these records will be passed to local authority children's social care as soon as possible. All records will be handwritten (and if recorded electronically, kept in a secure area) by the person with the concern within 24 hours, on the Reporting Proforma.