



Charity No 283931

Safeguarding Policy

The Charity Commission states that Charity trustees* are responsible for ensuring that those benefiting from, or working with, their charity are not harmed in any way through contact with it. They have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that this does not happen. It is particularly important where beneficiaries are vulnerable persons or children in the community.

Trustees are expected to find out what the relevant law is, how it applies to their organisation, and to comply with it where appropriate. They should also adopt best practice as far as possible. Children are an especially vulnerable group and therefore the Charity Commission is concerned to stress the importance of charities having proper safeguards in place for their protection.

This policy applies to all those involved in Phab, including, but not exclusively, administrators, trustees and committee members, volunteer drivers, parents, young people, and third party suppliers.

Safeguarding or Child Protection – including the protection of adults at risk

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. It may be defined as: ***doing everything possible to minimise the risk of harm to children, young people and vulnerable adults.***

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This should include:

- ensuring staff and volunteers are properly checked when they are recruited
- guidelines for people who come into contact with children or vulnerable adults as part of their role to ensure they know what they need to do to keep people safe
- guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

*** Includes committee members**

Equality Statement

Phab is committed to ensuring that equality is incorporated across all aspects of its development.

- The club respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their time at the club in an environment which is free from threat of intimidation, harassment or abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children with a disability Phab will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

Further information can be obtained in the ***Equal Opportunity Policy***, which is obtainable from the Phab website (www.phab.org.uk) under the Members Section.

Confidentiality Statement

Information of a confidential nature will only be communicated on a "need to know" basis,

Considerations of confidentiality will not be allowed to override the rights of individuals to be protected from harm.

The ***Safeguarding Policy Statement*** is available within club premises for all to read or is available on the Phab website under the Members Section.

Awareness of the Issues

Background knowledge in relation to abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern is the issue of Safeguarding of our members within Phab. However, being aware of the indicators of abuse caused by others outside the club, are of an equal importance for the safety and well-being of the child/adult deemed at risk.

Please refer to Phab's ***Child and Adult at Risk Protection Policy*** for further information about types of abuse, how to recognise abuse and how to report accidents and incidents. Details and relevant forms are in the Members Section of the Phab website (as detailed above).

Missing Person Policy

Phab has the highest regard for the safety of the children and adults at risk (*member/s*) in our care. Phab staff/volunteers will always be aware of the potential for a member to go missing during club sessions/ outdoor activities.

Even when all precautions are properly observed, emergencies can still arise. Therefore staff will undertake periodic head counts during any outdoor activity. If for any reason a Club Leader cannot account for a member's whereabouts during a session at the Club, they will inform the rest of the staff team that the person is missing and a thorough search of the entire premises will commence. It is important not to create an atmosphere of panic and to ensure that the other members remain safe and adequately supervised.

- The Club Leader will nominate a senior member of the team to search the area surrounding the premises. The team will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.
- If the missing person is not found the Club Leader should immediately assess the situation and decide whether to inform the Police in addition to the missing person's parent/carer.
- While waiting for the parent/carer/police to arrive, searches for the missing person will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the club members.
- The Club Leader will be responsible for meeting the missing person's parent/carer and the police. The Club Leader will co-ordinate any actions instructed by the police, and do all she/he can to comfort and reassure the parents/carers.
- An incident/accident report form should be completed and sent to Phab, Summit House for the attention of the Safeguarding Officer. The Club Leader should review relevant policies and procedures and implement any necessary changes.

Anti-Bullying Policy

Phab recognises that it has a responsibility to protect members from bullying and to have policies and procedures in places to do so.

Phab staff and volunteers should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip/rumours either verbally or by using social media or excluding someone from a social group.

Bullying is not accepted behaviour towards anyone at Phab be they child, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both with regard to the behaviour exhibited and the reasons for the behaviour.

Social Media/Private Messaging Policy

Phab recommends that staff/volunteers and members aged over 18 or over who are not perceived as an adult at risk, do not add as a “friend” on a social network site the following:

- Members that need parental consent to attend activities or to travel
- Members under the age of 18

If you need to email or send a private message to any member in the category above, multiple recipients should be included, for example always include the Phab Leader or a member of the Phab team in any messages or emails.

Remember that private messaging can be seen in the same manner as being alone in a room with a young person or adult at risk.

If anybody has a concern about any message posted on a social media site or website they should inform **Phab’s Safeguarding Officer**.

Appointed Person

An appointed person should be made known to members, volunteers and parents alike; as the designated person to whom concerns should be addressed. If the concern is about this designated person, please report to Club Chairperson or to Matthew Joyce, Phab’s Safeguarding Officer.

Guidelines for recording/dealing with incidents/accidents are outlined in the *Child and Adult at Risk Protection Policy* available under the Members Section of the Phab website.

The appointed person for Safeguarding within your Phab group is:

Name: _____ **Contact number:** _____

(Insert the name of the person responsible for Safeguarding in your Phab Club and keep in your reference files.)

Phab National Safeguarding Officer is Matthew Joyce
Contact number: 0208 667 9443

Reviewed: November 2017
Next Review: November 2018

Safeguarding Policy Statement

We at Phab are committed to good practice which protects children and vulnerable adults from harm. Staff and volunteers recognise and accept their responsibility to provide an environment which promotes the safety of the child/vulnerable adult at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying an ‘**appointed person**’, named on page 4 of the Safeguarding Policy document and at the end of this paper, to whom a child/vulnerable adult can turn to if they need to talk.
- Share relevant information about concerns with children and parents and others who need to know e.g. Club Management Committee, Project Leader.
- Adopt member centred and democratic styles of working.
- Adopt Phab’s safeguarding policies and codes of conduct for members and all adults working at the club. Adult workers include parents and volunteers.
- Adopt a rigorous recruitment and selection process for volunteers and any paid staff. These procedures will include regular support to staff/volunteers.
- Ensure that all volunteers in roles of responsibility are DBS checked.
- Ensure good and safe working/playing practices.
- Ensure all those involved with children/vulnerable adults have regular accredited safeguarding training.
- Review Safeguarding policies annually.
- Have policies and procedures relating specifically to bullying, away trips, transport and use of photos and social media.
- Have an induction document available for volunteers and members clearly outlining their responsibilities as outlined in the Phab Pack.
- Ensure complaints, grievance and disciplinary procedures are included and available to all.

******Please complete below and return one copy of this page with Affiliation 2018 paperwork******

Leader’s Name _____

Signed _____ **Date** _____

Name of Appointed Officer for Safeguarding _____

Signed _____ **Date** _____