

Safeguarding Children Policy



Purpose

The policy sets out the approach of The Space @ Field Lane Group in relation to protecting children and young people, volunteers and others who may get involved in working with children and young people through the organisation's activities.

The organisation believes that all children and young people have a right to enjoy an environment that is safe, caring, happy and free from fear of abuse.

What constitutes Child Abuse

Child abuse occurs when children and young people are hurt physically, emotionally or in some other way. Children and young people can be abused in any section of society. Abuse occurs within all cultural, ethnic and religious communities. Children and young people may be abused by family or friends or professionals who are in a caring role, or by strangers. All forms of abuse are wrong and have damaging effects on children and young people.

There are four main areas of abuse:

- **Physical abuse** includes hitting, kicking, and punching and may even lead to death.
- **Emotional abuse** includes degrading punishments, threats and withholding love and affection, which can undermine a child or young person's confidence. All abuse involves some use of emotional mistreatment.
- **Sexual abuse** includes all forms of sexual activity where children and young people are sexually exploited. This includes rape, inappropriate touching or involvement in activities with which the child or young person feels uncomfortable or which could be damaging.
- **Neglect** occurs when basic needs such as food, warmth and medical care are not met.

Aims and Principles

The Space @ Field Lane Group is committed to protecting all children and young people who get involved in its activities and projects from abuse. The Space @ Field Lane Group will not tolerate any kind of abusive behaviour regardless of the age, status or position of the perpetrator and the age, status or position of the person experiencing the abuse.

- Physical or sexual abuse
- Sexual, racial or any other form of harassment
- Bullying
- Threatening, intimidating or aggressive behaviour or language
- Emotional and psychological abuse, which may include humiliation and degradation of a child, young person or adult.
- Verbal insults, smacking or other forms of corporal punishment
- Damage or theft of property or any other behaviour which could reasonably be expected to cause fear or distress.

The Space @ Field Lane Group is committed to providing an activities/ project delivery environment, which is free from abuse. We will therefore:

- Ensure that staff, volunteers, committee members and others maintain appropriate boundaries at all times.
- Check that staff, volunteers, management committee members, others have undergone checks through Criminal Records Bureau.
- Operate reporting systems so that if anyone suspects that abuse is taking place or is concerned about abuse taking place they can pass on or discuss this information.
- Take action against staff, volunteers, committee members, others who use their position, or any influence, power or authority that they may have to abuse others or the organisation.

Appropriate Boundaries

All members of staff, volunteers, committee members, or other persons taking part in an activity / project organised by The Space @ Field Lane Group must maintain appropriate boundaries as outlined below:

- Must maintain a professional relationship with children and young people at all times.
- Part of your role is to befriend children and young people but this does not mean that you become 'friends' with them.
- You need to be aware that children and young people may develop strong or close feelings about you but you have a responsibility to manage this within the boundaries of your role in the activity / project.
- To allow your relationship to develop beyond the boundaries would be to abuse your relationship with the child or young person, given the power imbalance between you.

- You must not initiate or respond to any unprofessional physical contact towards or from a child or young person.
- No contact should be made which could reasonably be perceived as sexual.
- No contact should be of such force that it causes harm.
- All contact should be within the boundaries of what is considered fair and reasonable in the circumstances.
- You should not act in such a way that you put yourself or others in a position of danger.
- No action should be reasonably perceived as threatening.

What you should do if you suspect a child is being abused

- Everyone involved with The Space @ Field Lane Group has a responsibility to report their concerns to ensure that all children and young people are safe.
- If you are concerned that a child or young person is experiencing harm or is likely to experience harm from another person you have a responsibility to protect the child by reporting your concern to the person in charge of the activity / project.
- The person in charge of the activity / project must write down details and contact the designated person of the management committee to agree what action should be taken. The designated person from the management committee is: CATHERINE RICHARDSON
- The committee will involve the appropriate agencies and organisations if required to protect a child or young person they believe to be at risk of abuse.

Incident Recording Procedure

- All incidents must be recorded using the Incident Report Form.
- The designated person will be given a list of all activities, times, names of those involved and where they are being held.
- Completed Incident Report Forms must be passed to Designated person.

The committee approved this policy on 26th July 2016. It will be reviewed on an annual basis.

Incident Recording Form

Your Name	
Activity / Project	
Type of Incident	
Name of Person Reporting Incident	
Names of those involved in incident	
Summary of Incident	
Action Taken	
Signed : (person reporting incident)	
Signed : (person in charge of activity / project)	