

# SAFEGUARDING CHILDREN POLICY

for

## EDUCATING INDIVIDUALS EMPOWERING FAMILIES



### 1. Introduction

I. EDUCATING INDIVIDUALS EMPOWERING FAMILIES is a charity run for the following purpose:

To provide guidance and support to educate and empower children, adults and communities.

II. The charity is based at:

25 Bursledon Place  
Waterlooville  
PO7 5NL

Charity Number: **1205407**

III. The Charity has adopted this safeguarding children policy and expects every adult working or helping at EDUCATING INDIVIDUALS EMPOWERING FAMILIES to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of the Charity.

IIII. The Charity provides further safeguarding training to all staff managers, trustees, directors, volunteers, students or anyone working on behalf of the Company. On completion of reading this document each individual will follow up reading the NSPCC '*Guidance for professionals who work with children on how to recognise the signs of child abuse*' document from 2020 and complete the online training resources.

### 2. Purpose of the Policy

I. This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.

II. The Charity believes that no child or young person should experience abuse or harm and are committed to the protection of children and young people and

EIF SERVICES

this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

III. To ensure our staff know the contact for our

**Designated Safeguarding Lead:**

[Sally McFawn](#)

Email: [sally@eiefservices.co.uk](mailto:sally@eiefservices.co.uk)

Telephone number: 07412324425

**Safeguarding Trustee:**

Charlotte Ali

Email address- [charlie.ali@gmail.co.uk](mailto:charlie.ali@gmail.co.uk)

Telephone Number- 07503586950

and

The local **Multi Agency Safeguarding Hub (MASH)**

0300 555 1384

Emergency situations always call 999

### **3. The Risks to Children**

Child abuse is doing something or failing to do something that results in harm to a child or puts a child at risk of harm. There are situations where children need protection including but not limited to:

- Sexual abuse;
- Grooming;
- Physical and emotional abuse and neglect;
- Domestic violence;
- Honour based violence including but not limited to female genital mutilation;
- Inappropriate supervision by staff or volunteers;
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses;
- Victimisation;
- Self-harm;
- Unsafe environments and activities;

- Crime; and
- Exploitation.

\*Our definitions are all outlined using the NSPCC ‘*Guidance for professionals who work with children on how to recognise the signs of child abuse*’ document from 2020.

Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

Children and young people who experience abuse may struggle to speak out, so it’s vital that anyone working with them is able to recognise the signs of abuse. Our Safeguarding policy ensures that all children and young people’s needs are assessed and met in a holistic way, it details the particular vulnerabilities of children and young people and outlines the way in which they may experience abuse. It particularly focuses on early intervention by highlighting warning signs so safeguarding needs can be prevented.

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

The Company recognises 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; and
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.
- Staff and volunteers working at EIEF will have safeguarding training and this will be undertaken every 3 years minimum to ensure high standards and relevancy.
- Staff and volunteers must adhere to our recruitment policy
- Staff and volunteers to follow our key principles

At EIEF we follow four key principles

- **Recognise**
- **Respond**
- **Refer**
- **Record**

We work in line with the definitions of child abuse and neglect outlined in the 'working together to safeguard children' 2023 and 'Keeping children safe in education' September 2018.

### **Recognise**

**Disclosure:** Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action. Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

EIEF employees/ volunteers need to be able to notice the signs that a child or young person might be distressed and ask them appropriate questions about what might have caused this.

Children and young people may disclose abuse in a variety of ways, including:

Directly– making specific verbal statements about what's happened to them

Indirectly – making ambiguous verbal statements which suggest something is wrong

Behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)

Non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

If abuse is suspected but have not had a clear disclosure seek advice from your DSL and this will be looked at case by case and on the needs of the individual.

### **Respond**

**Show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.

**Take your time, slow down:** Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.

**Show you understand, reflect back:** Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.

## **Refer**

Report to EIEF DSL – Sally Mcfawn

Email: [sally@eiefservices.co.uk](mailto:sally@eiefservices.co.uk)

Telephone number: 07412324425

and/or MASH if the child is in immediate danger call 999.

When a professional working in Hampshire, Isle of Wight, Portsmouth or Southampton assesses that a child/family requires additional support, they need to complete an inter-agency referral or contact form as per local processes and share this with the relevant Multi-Agency Safeguarding Hub (MASH).

Telephone:

- Hampshire MASH: 0300 555 1386
- Isle of Wight MASH: 0300 300 0117
- Portsmouth MASH: 0845 671 0271
- Southampton CRS: 02380 83 2300
- Out of hours: 0300 555 1373 or for Southampton City: 02380 23 3344

[Welcome | Hampshire, Isle of Wight, Portsmouth and Southampton \(hipsprocedures.org.uk\)](https://hipsprocedures.org.uk) use the following link to locate the inter-agency referral form.

## **Record**

Any verbal referrals will be followed up by a written report in 48 hours and placed on file in line with GDPR.

Complete relevant paperwork and usual notes on family to keep on file in line with GDPR. Service user information is kept to minimum and is disposed of correctly in accordance with our confidentiality policy.

### **Sharing information**

Agreements outlined with the family state that we will always share information unless the 3 points outlined below;

- It is unsafe to seek consent if doing so may increase risk to the child
- It will cause an unjustified delay
- Prejudice the safeguarding of the child

An individual can always seek advice from their line manager about whether to inform the child and their family that they intend to share the identified concerns with an external agency. We will always seek advice and share appropriate information with Hampshire Safeguarding Children's Partnership and our local MASH team.

### **5. Safeguarding Children at Events/Activities**

I. There are three kinds of events/activities:

**(A).** those open to adults and children of all ages;

**(B).** those for children accompanied by a 'parent'; and

**(C).** those for unaccompanied children, which are sometimes run alongside other events/activities.

II. At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 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.

III. At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 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.

**IV.** At events and activities for unaccompanied children, children under the age of 16 must 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.

**V.** Both events and activities are to be defined broadly to include any occasions where the Company will be providing a service.

## **6. Disclosure and Barring**

DBS checks assist employers in making safer recruitment and licensing decisions. When a check has been processed by DBS, a DBS certificate is produced and issued to the applicant. Please refer to [DBS checks: guidance for employers - GOV.UK \(www.gov.uk\)](http://www.gov.uk) to see how the information is collected and stored.

**I.** The Company offers the following activities for children:

- Group work
- One to one sessions
- Virtual online sessions

**II.** Our activities require adult participants or adult leaders to undergo checks from the Disclosure and Barring Service, DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. These checks will be undertaken every 3 years minimum.

**III.** The Company will take very seriously any allegation of impropriety on the part of any member of the Company. A member of the Company who discovers anything amiss should get in touch immediately with the following:

SALLY MCFAWN COMPANY DIRECTOR

**IV.** Allegations will be appropriately reviewed and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of the Company.

## **7. Health and Safety Aspects of Safeguarding Children**

**I.** Before starting any event for unaccompanied children, the Team 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. The Team will keep a record of all risk assessments.

II. Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## **8. Prevention of Bullying**

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Company event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events, but only in full accordance with the rules and procedures of the Company. Allegations of adults bullying children will be dealt with in accordance with this Policy.

## **9. Photographing Children**

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. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Company immediately.

## **10. Managing Behaviour, Discipline and Acceptable Restraint**

I. Adults supervising children at the Company 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.

II. Unacceptable behaviour at the Company events for unaccompanied children and young people will generally be stopped by separating from each other and from the group. The young person/people will be suitably supervised and will be returned as soon as possible to the care of their parents or carers.

III. The Company 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 the following officer: **SALLY MCFAWN COMPANY DIRECTOR**.

IV. A parent who is aggrieved by this ban may appeal to the Company who will hear the views of all relevant persons. The decision of the Company is then final. Any such appeals should be made to, and will be determined by the following officer: **SALLY MCFAWN COMPANY DIRECTOR**.

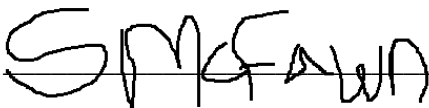


## **11. Legal Framework**

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

- Children Act 1989
- United Nations Convention on the Rights of the Child
- General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Children and Social Work 2017
- What to do if you're worried a child is being abused: advice for practitioners (Department of Education, 2015)
- Working together to safeguard children (Department for Education, 2018)

This Policy is approved and robustly endorsed by EDUCATING INDIVIDUALS EMPOWERING FAMILIES and is due for review every 12 MONTHS.

**Signed:**  SALLY MCFAWN (DIRECTOR)

**Date:** 20<sup>th</sup> May 2024

**Reviewed:** 20<sup>th</sup> May 2025