

Aspire2 Policy	Safeguarding Policy	
Approved by	Charlie Clare, Chair of Trustees	
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Safeguarding Policy

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1. Introduction

(i) Aspire2 is a registered charity run for the following purpose

To provide enrichment experiences for the children and families in South Reading, where there is a high level of social and economic deprivation.

To encourage the development of skills and attitudes which allow families to participate more fully in their local communities and more widely in society.

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To involve the community and empower families to aspire to improved futures for themselves and their children.

As a result we aim to:

- Increase social mobility
- Improve the self awareness, resilience and self esteem of individuals so developing a framework for informed decision making.

(ii) The charity is based at:

Blagdon Road Nursery School and Children's Centre, Blagdon Road, Reading, RG2 7NT
Charity Number 1120249

(iii) The charity works directly with schools (Early years, KS1, KS2, KS3 and KS4) in the South Reading area and The Avenue Special School.

2. Purpose of the Policy

No child or young person should experience abuse or harm and as a charity we are committed to the protection of young people. This policy provides a framework and guidance for staff, volunteers, trustees children and their families to ensure children's well being and safety.

3. Safeguarding is EVERYONE'S responsibility

Although we rarely work directly with children, Aspire2 makes a positive contribution to a strong and safe community and recognises their responsibilities in relation to keeping every child safe. Everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

Equal priority is given to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

We build a safeguarding culture where staff and volunteers know how they are expected to behave with young people. Aspire 2 works with our partners (schools and other charities) in an environment where children are listened to and respected. Aspire2 is sensitive to the fact that some children are more vulnerable to harm than others because of their circumstances, prior experiences, communication needs and level of dependency.

4. The Legal Framework

This policy and the accompanying procedure have been developed in accordance with the following statutory guidance and local safeguarding procedures:

Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children 2023

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf:

Advice has also been taken from the guidance Safeguarding and protecting people for charities and trustees. <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

5. Safeguarding Responsibilities

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose to children;
- share and help to analyse information so that an assessment can be made of the child's needs and circumstances
- contribute to whatever actions are needed to safeguard and promote the child's welfare;
- work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

All members of Aspire 2 (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

Staff, volunteers and trustees may receive disclosures of abuse and observe children who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific protection issues.

Trustees have responsibility to review the policy annually.

The Designated Safeguarding Trustee is Charlie Clare. This person's responsibilities are to ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Members of Aspire 2 (paid and unpaid) have access to appropriate training/information
- Aspire2's concerns about safeguarding are received and responded to seriously, swiftly and

- The charity is kept up-to-date with local arrangements for safeguarding and DBS (Disclosure and Barring Service)
- A record is kept of training and DBS checks
- Records are kept securely

6. Risks to Children

Child abuse refers to the misuse of power or the imposition of undue control by one individual over another within a relationship of trust. Tragically, at least one child dies from abuse every week, often at the hands of someone they know and trust. The safety of all children needs to be considered in a wide variety of situations and circumstances. A full list of risks to children and signs of abuse is outlined in the Keeping Children Safe in Education (KCSIE) Part one. This is regularly updated and Part one is revisited by Trustees and volunteers annually in update training.

https://assets.publishing.service.gov.uk/media/64f0a84da78c5f000dc6f3b4/Keeping_children_safe_in_education_2023_-_part_one.pdf

A selection of the kinds of risks include but are not limited to the following.

Sexual Abuse (defined as coercing or enticing a child or a young person into participating in sexual activities, regardless of whether the child comprehends the event. This abuse incorporates instances where a child is manipulated or forced into sexual activities, such as prostitution, even if they do not fully grasp the implications).

Grooming (when a person builds a relationship with a young person so they can abuse them and manipulate them into doing things. The abuse is usually sexual or financial but it can also include other illegal acts).

Physical, emotional abuse (physical hurting or psychologically hurting through threats, insults, name calling, withholding affection, etc.)

Neglect (Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger.)

Domestic Abuse (domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. When this is witnessed by children, it is known to cause harm to children living in that home).

Bullying, cyberbullying (The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.)

Victimisation (When someone is treated less favourably. Ways someone could be victimised include being labelled a troublemaker, being left out, not being allowed to do something.)

Self Harm (*refers to when a person hurts their own body on purpose*)

Exploitation (*Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. Sexual exploitation is when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection.*)

7. Safeguarding Children at Aspire2 Events and Activities Events and activities are defined as any occasion where the charity will be providing a service. In most cases events are run by the charity on behalf of schools and as such the safeguarding and child protection policy of the school will take precedence. However, members of Aspire2 remain alert to their responsibilities and are ready and prepared to deal with safeguarding issues where this is required. When Aspire2 uses external agencies to provide enrichment activities (e.g. Ufton Educational Trust) the policies and procedures of these organisations will take precedence.

Members of the charity are rarely in a situation where they are supervising children unaccompanied however they need to be aware behaviour expectations and when this may have an impact on the safety and wellbeing of others. Where there are concerns over a child's behaviour it is important that both the school and the parents are contacted and, if necessary, asked to come and collect the child concerned.

8. Photography or videoing of children

The charity is sensitive to the dangers of photographing or filming children and will only do so in circumstances where children, their parents and the schools give permission.

9. Dealing with a concern and record keeping

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should: ✓ Do not promise confidentiality, you have a duty to share this information and refer to ✓ Listen to what is being said, without displaying shock or disbelief.

- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don't make promises you may not be able to keep eg: 'Everything will be alright now', 'You'll never have to see that person again'. ✓ Do reassure and alleviate guilt, if the child refers to it. For example, you could say, 'You're not to blame'.
- ✓ Do not interrogate the child; it is not your responsibility to investigate.
- ✓ Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as 'Anything else to tell me?'
- ✓ Do not ask the child to repeat the information for another member of staff.
- ✓ Explain what you have to do next and who you have to talk to.

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- ✓ Take notes if possible or write up your conversation as soon as possible afterwards. ✓ Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with one of the designated persons.

Charlie Clare, Retired Headteacher, Geoffrey Field Junior School and Chair of Aspire2
Email: charlieclare@ymail.com Tel: 07540 352 883

Jacky Steele, Retired Headteacher, Ridgeway Primary School and Vice Chair of Aspire2
Email: steeleyj62@gmail.com Tel: 07894 243605

If you still have concerns, you should refer to Children's single point of access The line is open to all practitioners and the general public.

How do I contact the Children's Single point of Access?

There are 3 ways to contact the team:

- Using a web form, which is the most secure and effective way of requesting help for a child.
The form can be found at: <https://brighterfuturesforchildren.org/report-concerns-about-a-child/>
- Calling the team on 0118 937 3641 This includes out of hours contact details. •
Emailing the team on cspoa@brighterfuturesforchildren.org

What information will you need when making a referral?

You should follow up the verbal referral in writing, within 48hrs. You will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

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Process Chart where there are concerns about a child's welfare

Person has
concerns about a
child's welfare

Person discusses with Charlie Clare or
Jackie Steele

Still has concerns No longer has concerns
Reading's Single
Point of Access and
follows up in
writing within
Person refers to

48hrs

No further child protection action, although may consider other agencies which could offer support

Social worker and manager decide on next course of action within one

working day

Disclosure by a child

Reporting of a concern may come about as a result of what has been seen or heard or as a result of a disclosure made by a child. If a disclosure is made by a child, the following guidelines will be used. • Do not promise confidentiality, you have a duty to share this information • Listen to what is being said, without displaying shock or disbelief.

- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep (eg: *'Everything will be alright now', 'You'll never have to see that person again'*)

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- Do reassure and alleviate guilt if the child refers to it. *For example, you could say, 'You're not to blame'.*
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (e.g: *Did he touch your private parts?*), ask open questions such as *'Anything else to tell me?'*
- Do not ask the child to repeat the information for another adult.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards. • Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions

Concerns will be recorded on the forms at the end of this policy. If there are concerns about physical

marks or injuries these are recorded on a body map. These forms are available in paper form at the Blagdon Road address. All trustees and employees will have an email version, and this can be emailed to any volunteers or others working with the charity.

These forms come with guidance. Once completed these are shared with one of the Designated Leads listed or with the single point of access team as detailed on the forms. They are stored in a secure place at the Blagdon Road address.

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10. Allegations Involving a Members of Staff / Volunteers/ Trustees

Aspire2 is committed to having effective recruitment and human resources procedures, including checking any staff and volunteers to make sure they are safe to work with children and young people. Where appropriate, key people involved in recruitment processes will undertake Safer Recruitment Training.

When there is an allegation against a member of the group or a volunteer, these allegations must be taken seriously. Reports of allegations must be taken within 24 hours to the Safeguarding Leads or directly to the Local Area Designated Officer (LADO Tel: Landline: 0118 937 2684 E-mail: LADO@reading.gov.uk

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- ✓ Behaved in a way which has harmed a child, or may have harmed a child;
- ✓ Possibly committed a criminal offence against or related to a child;
- ✓ Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children.

The allegations may relate to the persons behaviour at work, at home or in another setting. The Designated Safeguarding Lead or the LADO will discuss the matter to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer Significant Harm, the Designated Safeguarding Lead will immediately refer the matter to the LADO.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by Social Care. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of Aspire2 – The LADO.

Where such allegations are made, consideration must be given to the following three strands:

- 1: The police investigation of a possible criminal offence;
- 2: Enquiries and assessment by Children's Social Care Services as to whether the child is need of protection or in need of services;
- 3: Consideration by an employer of disciplinary action in respect of the individual.

11. Information Sharing

All matters relating to Safeguarding are confidential. Trustees, employees and volunteers have a responsibility to share information with other agencies to safeguard children.

As part of safeguarding training and annual updates, trustees, employees and volunteers are given appropriate training to understand the purpose of information sharing to safeguard and promote

children's welfare. As a result, members of the charity are confident about what they can and should do according to the law, including how to obtain consent to share information and when information can be shared without consent.

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12. Training

Trustees, employees and volunteers working for the charity will take part in safeguarding training every two years. This will be organised by the safeguarding leads and may involve external providers such as the NSPCC. In addition, at the first meeting of the academic year, trustees, employees and volunteers will receive a update based on the latest KCSIE document.

13. Policy Review

This policy will be reviewed on an annual basis, and this will include a review of current advice and legislation in relation to safeguarding as well as a review of the charity's personnel in relation to safeguarding.

Approved by Aspire 2 Trustees on
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Body Map Guidance

Body Maps are used to document and illustrate visible signs of harm and physical injuries. **If**

you complete a body map, you must also complete a raising a safeguarding concern form

DOs

- Ensure First Aid is given if needed • Complete the information at the top of the body map as well as the body map itself
- Annotate the body map with details of any marks or injuries – see guidance below
- Complete raising a safeguarding concern form (the blue form)

DON'Ts

- Do not remove clothing unless the injury sight is freely available or for first aid treatment
- NEVER take a photograph of any injury or marks
- Never use pencil to record body maps – use a blue or black pen

When you notice an injury to a child, annotate the drawing to record the following information in respect of each mark identified eg red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, eg upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, eg round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?

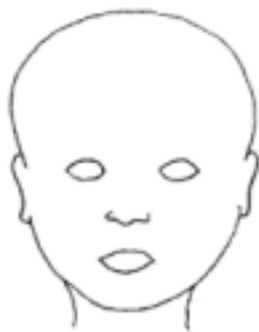
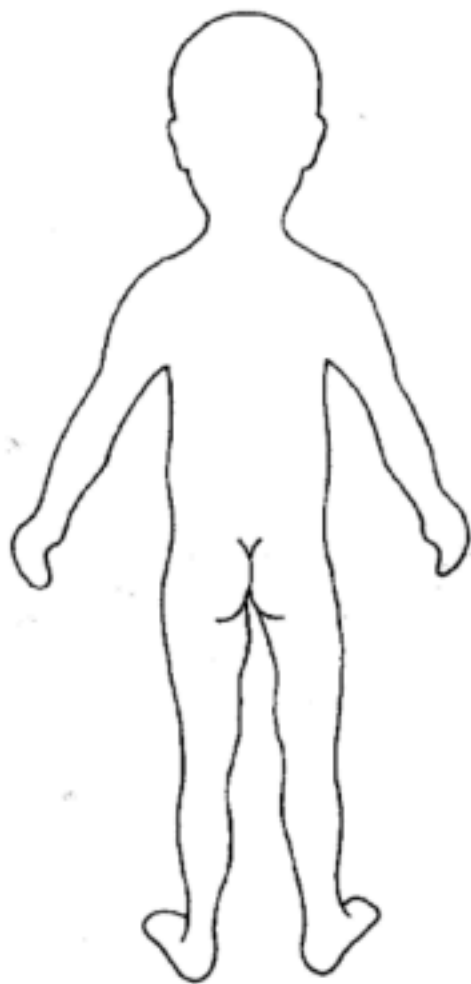
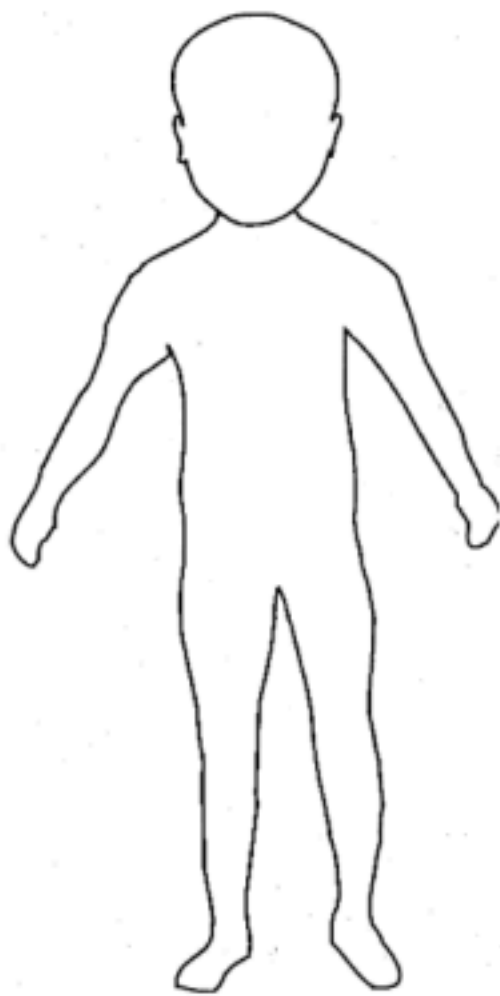
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

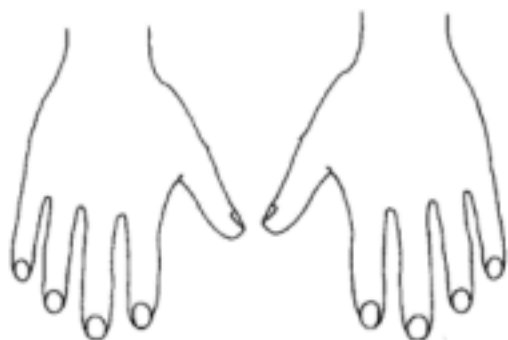
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BODY MAP RECORDING FORM

Child's Name:	
Name of person completing the body map:	
Injuries/marks first spotted Date (DD/MM/YY) Time	
Completion of body map Date (DD/MM/YY) Time	

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LEFT

RIGHT



LEFT



RIGHT



LEFT



RIGHT



Aspire2 RAISING A SAFEGUARDING CONCERN FORM

SECTION 1 – DETAILS

First name	Surname	DOB
		If you do not know this information leave this blank – do not let this delay you in reporting a concern.

SECTION 2 – DETAILS OF PERSON COMPLETING THE FORM

Name			
Position in Aspire 2			
Date DD/MM/YY		Time of completion	

SECTION 3 – DETAILS OF THE SAFEGUARDING CONCERN

Continue on additional sheet if necessary

Nature of concern – please circle				
Violence/Aggression to others	Disclosure	Neglect	Parenting concerns	
Restraint	Bullying	Emotional distress	Other	
<u>Description of concern</u> (continue on a separate sheet if needed)				
Body map attached?	YES		NO	Signature:

SECTION 4 – FOLLOW UP BY SAFEGUARDING LEAD

Designated staff dealing with concern:				
Actions	Date/s + Time/s	Summary of actions	Outcomes	
Initial response				
Additional follow up				
Parents informed?		Referral to Single Point of Access ?		Siblings considered?



**Everyone has a responsibility for protecting and safeguarding children.
If you are concerned about a child's safety or wellbeing it is your duty to report it.**

DOs

- Complete the form **as soon as** you become concerned.
- If  a child has made a disclosure to you write down exactly what the child says in their own words (even if this is offensive).

Contact the Safeguarding lead or refer directly to Reading through the Single Point of Access by calling the team on 0118 937 3641 or by email

cspoa@brighterfuturesforchildren.org **DON'Ts**

- If a child has made a disclosure to you, do not ask them any leading questions.
- Do not promise to keep what the pupil has told you secret.
- Other than the lead trustee, do not discuss your concerns or details on the form with anyone else.

1. Do you have a concern about a child?

Is the concern relating to the child's safety and wellbeing?

2. COMPLETE THE RAISING A SAFEGUARDING CONCERN FORM

IF YOU ARE UNSURE COMPLETE THE FORM ANYWAY

3. Complete sections 1, 2 and 3 of the form as soon as you become concerned.

4. If your concerns are related to injuries or marks on a pupil, complete the body map form as well as the form.

5. Hand the form/s to the designated Trustee **as soon as possible after you have completed it or contact** cspoa@brighterfuturesforchildren.org

DESIGNATED SAFEGUARDING For Aspire 2

Designated Aspire 2 lead:

Charlie Clare

07540 352883

Email: Charlieclare@ymail.com Other Designated Lead

Jacky Steele

Phone 07894 243605

Email: steeleyj62@gmail.com