

PURPOSE OF LIFE – UK Charity No.: 1165627

SAFEGUARDING POLICY - CHILDREN

1. INTRODUCTION

The name of the organisation is Purpose of Life.

As part of holding dinners to feed the needy and homeless we have a number of children who will also attend with their parents.

Purpose of Life also does events which include fundraising dinners and fun days and sporting days which involve children participating

We as a charity is committed to the welfare and the safeguarding of children and/or young people within all the activities that we undertake.

2. A NAMED PERSON(S) FOR SAFEGUARDING

Name of Safeguarding Lead: Mohammad Sajad Hussain

Name of Deputy Safeguarding lead: Yahya Seedat

Telephone number: N/A

Mobile Number: 07810272029

Emergency Contact No: 07825618433

Telephone number of Children's Social Work Service (including out of hours number):

During Office hours (Monday to Friday, 10am to 5pm) - 07810272029

3. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

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

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 in so far 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 may feature age or developmentally inappropriate expectations being imposed on children. 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.

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 include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or 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.

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

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would be expected.
- Difficulty in making friends.
- Eating disorders, depression, self harm or suicide attempts.

4. BECOMING AWARE OF A SAFEGUARDING ISSUE

If you become aware of a child's or young person's safety as detailed above, then a report should be made to either the Safeguarding Lead or the Deputy Safeguarding Lead.

5. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

It is important that you treat any allegations extremely seriously. Never think that someone else may be dealing with it. If you receive information that a child may be at risk of, or experiencing harm make sure you respond appropriately.

Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of the individuals to investigate incidences of suspected child abuse but to gather information and refer only.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated. The contents of the pro-forma should include:
 - Date and time of notification
 - Young person's name
 - What was said
 - Actions to be taken (both internal and external actions - based on the issues raised in the allegation.
 - Respect confidentiality and file documents securely;

Stage 2

- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.

6. SAFE RECRUITMENT

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Ensuring that you have a clear process for recruiting staff and volunteers should help reduce this risk. Even if you know someone very well you must ensure that they go through the same recruitment and selection process as a paid worker.

- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
- Make it clear that you have a commitment to safeguarding and protecting children. You could include this in a job application pack.
- Have a face-to-face interview with pre-planned and clear questions.
- Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Apply for a **DBS check**. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members. *NB Access to the Bureau's services is available to all individuals working with children, either directly as registered bodies or through umbrella groups. It is likely that if small we may have to go through an umbrella body to access checks – you can seek information directly from DBS (<https://www.gov.uk/disclosure-barring-service-check/overview>)*
- **Always** check any references they provide. Ask specifically about an individual's suitability to work with children.
- Provide them with a copy of your safeguarding procedures.

There may be occasions where you wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless a "fit person" check may be available from the country the person is moving from. You should ensure that additional references are undertaken on any worker from abroad.

The above information needs to be provided.

7. MANAGEMENT AND SUPERVISION OF STAFF/VOLUNTEERS

All the new volunteers and trustees will be briefed on the safeguarding policy as part of the induction, with regular ongoing supervision.

9. RECORDING AND MANAGING CONFIDENTIAL INFORMATION

This section should include:

- A form for recording concerns/allegations of abuse, harm and neglect should be attached to the guidelines. This can be a very simple form outlining name of child, date of birth, date and details of incident. The person who receives the allegation or has the concern should complete and sign this form.
- A summary of the organisation's commitment to manage confidential information safely, how information is stored for example, how secure is your computer where children's details may be kept, do you keep confidential information locked away.
- A statement about the rights of children and young people to confidentiality unless the organisation considers they could be at risk of abuse and/or harm.

The above procedure needs to be followed.

10. DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

The charity should have in place a system for distributing, displaying and reviewing their overall policies and procedures.

They should be reviewed annually and signed by the Management Committee.

(Best practice guidelines advise the involvement of parents/carers and young people in developing policies that affect them)

Policies and Procedures should be displayed on a prominent notice board and on your web site and a copy should be given or be made easily available to all staff and parents.

Please list the areas where you will display your policies and how you will make staff and users of your service aware of them.

Policy will be sent either via email or social media such as WhatsApp.

Hard copy is also displayed at the charity office. Please contact Sajad Hussain on 07810272029 to view.

The policy will also be uploaded on the website once complete.

11. RESPONSIBILITIES OF MANAGEMENT COMMITTEES

All groups need to make sure that their policies and procedures are approved by their Management Committees. These Committees need to understand that they are ultimately accountable for all that happens within their establishment and that includes the implementation of effective safeguarding procedures

Some of the ways which this can be achieved:

- Provide written guidance to all staff and committee members
- Ensure everyone understands their legal duties and responsibilities

Management committees should also:

- Develop a clear framework for behaviour management towards any children or young people
- Provide information about procedures to follow if an allegation is made
- Ensure all volunteers have training to recognise the signs and symptoms of abuse
- Ensure that all relevant staff have DBS checks.
- Have correct policies in place covering your activities eg: health and safety, lone working, etc.
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within your organisation
- Ensure all volunteers understand that physical punishment or threat of physical punishment must never be used
- Ensure that volunteers understand that verbal humiliation of children is unacceptable

This policy has been approved by Sajad Hussain & Yahya Seedat. Both are trustees of the charity.

REVISION - 12. CONSENT TO THE USE OF PICTURES/VIDEOS

All pictures taken by the volunteers (on behalf of the charity) will be taken with the consent of the individuals concerned and in the case of children will be taken with the consent of the parents or those with parental responsibility.

The copyright and ownership of the pictures/videos taken by the volunteers on behalf of the charity will belong to the charity.