



**Hands on learning that helps drive change**

## **GASP Motor Project**

### **Child Protection Policy and Procedures**

#### **Statement of Intent**

GASP Motor Project is committed to safeguarding children and young people.

We recognise that the work we undertake with children and young people is the responsibility of our trustees, our staff and our volunteers.

We are committed to implementing procedures and maintaining a code of conduct, which is based on government guidance “Disclosure and Barring Service (DBS) checks (previously CRB checks)” as at 12<sup>th</sup> May 2016 with the intention of ensuring that no child or young person for whom we take responsibility is placed at risk of harm.

We undertake to ensure that references for all trustees, staff and volunteers are taken up and appropriate checks are made.

We will ensure access to appropriate Child Protection training for all trustees, staff and volunteers.

We will respond immediately to every complaint made that a child or young person for whom we are responsible may have been harmed.

We will fully co-operate with statutory agencies during any investigation concerning a trustee, staff member or volunteer.

#### **Underlying principles**

GASP Motor Project is committed to the protection of children and young people and fully accepts, endorses and will implement the principle that the welfare of the child is paramount.

GASP Motor Project will ensure that rigorous recruitment and selection procedures are in place and training in child protection is provided for all Trustees, staff and volunteers.

Registered Charity No: 1128635

Company Limited by Guarantee Registered in England Company No: 6830792

Registered Address: Rotherwood, Felday Glade, Holmbury St Mary, Surrey RH5 6PG

No child or young person should feel vulnerable or at risk of harm whilst engaging in activities provided by the GASP Motor Project.

All reasonable steps will be taken to prevent children and young people suffering from harm. All risks that young people encounter will be carefully assessed and all necessary steps will be taken to minimise and manage these risks.

GASP Motor Project will ensure that there are open and accessible procedures in place, clear to all children and young people, their parents or guardians and all trustees, staff and volunteers.

GASP Motor Project will take all reasonable steps to ensure that all youth organisations, schools, clubs or any other referring group using its facilities have in place an appropriate Child Protection Policy, which should be made available if requested.

GASP Motor Project will maintain appropriate and confidential records regarding the vetting of trustees, staff and volunteers and Child Protection matters in accordance with the Data Protection Act.

## Procedures and Guidance for staff and volunteers

### **Designated Safeguarding Lead (DSL)**

The co-ordination of Child Protection matters will be the responsibility of the Chief Executive.

- The DSL will make a separate check to ensure that a job applicant is allowed to work in the UK.
- The DSL will oversee the vetting of trustees, staff and volunteers by references and DBS checks.
- The DSL will alert the Board if there is cause for concern as a result of checks undertaken or if complaints are received.
- The DSL will attend appropriate Child Protection Training every three years and will keep up to date with current legislation, guidance and procedure. The DSL will ensure that all Trustees are encouraged to, and volunteers and staff undertake appropriate Child Protection training and ensure that all Trustees, staff and volunteers are up to date with current legislation, guidance and procedures.
- The DSL will ensure that appropriate contact numbers are displayed in the GASP Workshop and Mobile Unit at all times.
- The DSL will advise and generally act as the liaison with the Police and Children's Services in the event that child protection concerns are raised and the advice of the DSL should always be sought whenever possible. All child protection concerns should be referred through the Multi Agency Safeguarding Hub (MASH).

### **Staff and volunteers who are working directly with children and young people, and Trustees at GASP Motor Project**

Staff and volunteers working directly with children and young people, and Trustees will be required to complete an enhanced DBS check, with list checks if appropriate for their role,

and nominate two referees, who will be asked to comment on the person's suitability to work with children and young people.

DBS checks for staff, volunteers and trustees will be renewed every three years.

GASP Motor Project will ensure that all Trustees, staff and volunteers receive the appropriate training in child protection and will ensure that this is updated as required. Every Trustee, member of staff and volunteer will be issued with a copy of this Child Protection Policy and will indicate their commitment to the policy by completing a signed and dated statement.

Staff and volunteers will be required to act responsibly according to the guidelines laid out in this policy.

That means:

- Respect everyone as an individual.
- Try to ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust.
- Do not place yourself or another adult or a child or young person in a vulnerable position unnecessarily e.g. by meeting with the child in a one to one situation.
- Make sure that children and young people know about the Child Protection Policy and understand why it is important.
- Be aware of the different kinds of abuse children and young people may experience. Listen sensitively to what children have to say and be prepared to act if there is concern for a child's safety.

A copy of this policy will be held within all buildings and mobile workshops that the GASP Motor Project manages and all staff, volunteers and Trustees will have access to it.

### **Groups using GASP Motor Project facilities.**

All persons in charge of visiting groups, prior to the commencement of their stay are required to sign a declaration confirming:

1. That all adults within their party have undergone full enquiry procedures and checks by their organisations and have a clear enhanced DBS check confirming that they are suitable to work with young people.
2. The group leader has the ultimate responsibility for the supervision of, and the safeguarding of the young people in their care. However during their visit, GASP Motor Project has an overriding responsibility for the well-being of all those using the facilities.
3. That all adults within their group have been informed that contravention of these Child Protection Policy and Procedures will lead to them being asked to leave the Workshop or Mobile Unit. If there are concerns regarding an allegation against a member of staff or volunteer, this will be managed according to the Surrey Safeguarding Children Board procedure for managing allegations.

## What to do if you are concerned

Children may tell you things, which lead you to believe they are being abused in any of the following ways: physical injury, emotional abuse, neglect, and sexual abuse. *(There is information to help you understand what these are provided at the end of this policy and guidance)*

### If a child or young person talks to you about abuse by someone else,

- Listen carefully to what the child or young person tells you, accepting what is said.
- Do not ask probing questions, simply listen and acknowledge.
- Be supportive and understanding.
- Offer reassurance but explain that you cannot keep it secret. Tell them that you believe them.
- Tell the Designated Safeguarding Lead your concerns and agree who will contact Children's Services. Record all details, as soon as possible, including the actions you take. Sign, date and keep these safe, locked away.
- If you are concerned about the child or young person's immediate safety, you must contact either the Police or the Multi-Agency Safeguarding Hub (MASH) straight away, or their Emergency Duty Team, out of hours. Contact details on page 5.
- Try to keep the child or young person informed and reassured about your actions so that they know what is happening.

### If you suspect a child or young person is being abused physically, sexually or emotionally

- Do not investigate - do not question.
- Do not challenge parents/carers about your concerns.
- Tell the Designated Safeguarding Lead of your concerns.
- Record all details, which support your suspicions and any actions you take. Sign, date and keep these safe, locked away.
- Agree with the Designated Safeguarding Lead what action, if any should be taken. If you are in any doubt speak to an adviser at the Multi-Agency Safeguarding Hub (MASH). This will be done confidentially. Contact details on page 5.

### If there is an allegation or suspicion of abuse by someone at GASP Motor Project

- Inform the Designated Safeguarding Lead of the allegation or suspicion.
- Record all details, as you know them. Sign, date and keep these safe, locked away.
- Never be afraid to speak out if you are concerned – remember, the safety of the child or young person is the most important thing.

GASP Motor Project will take any cases of allegations or suspicions made against Trustees staff or volunteers seriously and will take the following action:

- The Trustee, member of staff or volunteer involved will be suspended with immediate effect, to protect other young people and the Trustee, staff member or volunteer involved.
- The parents / carers of the child or young person involved will be contacted, advised of the process to be followed and provided with the appropriate support.
- All cases will be investigated fully by the Charity's Board and other relevant bodies, with referral to the Local Authority Designated Officer (LADO), and the Multi-Agency Safeguarding Hub (MASH) and the Police as appropriate and further action taken once the investigations are completed.

**It is your responsibility to familiarise yourself with these Child Protection Policy and Procedures.**

## Contact details

If you have concerns about a child or young person you should contact the Multi-Agency Safeguarding Hub (MASH). The Surrey Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult.

- **Telephone:** 0300 470 9100 9am to 5pm Monday to Friday
- **Email:** [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk)
- **Emergency Duty Team:** 01483 517898 (5pm-9am weekdays and 24 hours a day weekends and bank holidays)

If you wish to report a concern to the police you can contact them directly by dialling 101 for non-urgent situations or 999 in an emergency.

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on 0300 123 1650 or [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

Further information about all aspects of safeguarding children on the Surrey Safeguarding Children Board website – [www.surreyscb.org.uk](http://www.surreyscb.org.uk) and on the Children's Social Care website: [www.surreycc.gov.uk/social-care-and-health/childrens-social-care](http://www.surreycc.gov.uk/social-care-and-health/childrens-social-care)

## Examples of abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child or young person whom they are looking after.

Neglect is the on-going failure to meet a child or young person's basic physical and/or psychological needs, likely to result in serious damage to the child or young person's health and development. It may involve a parent or carer not giving the child or young person adequate food, shelter, and clothing; not protecting a child or young person from physical harm or danger or not making sure the child or young person gets medical care or treatment when it is needed. It may also include ignoring a child or young person's basic emotional needs.

Sexual abuse involves forcing or enticing a child or young person to take part in activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children or young people in looking at pornographic material or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children or young people frequently to feel frightened or in danger (e.g. domestic abuse), or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

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