



**JANNATY**  
Women's Social Society

# CHILD AND ADULT SAFEGUARDING POLICY

Jannaty Women's Social Society  
Finspace, 225-229 Seven Sisters Road, London, N4 2DA  
Registered Charity no: 1151143

# Safeguarding Policy

## *About*

Jannaty Women's Social Society was established in 2010 with a vision to empower women and girls from disadvantaged BAME backgrounds so, that they can improve their quality of life and those around them, resulting in stronger and better communities. We do this through courses, workshops, training, counselling, and coaching amongst other activities.

Jannaty Women's Social Society values all our members (including young people, children and those who are vulnerable) as being a vital part of the organisation and endeavours to see them grow, develop, and reach their full potential in a healthy and safe environment.

## *Our aim is to:*

- To provide activities for women and children to help them develop in their lives and to provide support for them.
- To enable the women and children to express themselves.
- To assist the women and children people to integrate into the wider community.
- To support women and children to appreciate the diversity of their cultures and individual identity.

## *The purpose and scope of this policy:*

- To protect children and adults who receive Jannaty's services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers with the correct guidance, procedures and tools to implement a plan of action in the event a safeguarding issue should arise leading to protect an adult or child who may be experiencing, or at risk of harm.
- To provide information to children and adults of the overarching principles that guide our approach to child protection and safeguarding.

## *Who does this apply to:*

- This policy applies to all Jannaty employees, senior management, board of trustees, volunteers, sessional workers, consultants, agency staff and students working on behalf of Jannaty.
- Within this document '**staff**' refers to all of the above-mentioned people.
- On occasions Jannaty works with other organisations and we would expect this policy to be upheld within any partnership work delivered.

## *Safeguarding lead at Jannaty:*

- The designated lead for **Safeguarding** at Jannaty Women's Social Society is the **Director**.
- The Director has overall responsibility for Safeguarding at Jannaty on behalf of the Board of Trustees (BoT).

- The Director will cascade any safeguarding issues to the BoT including any serious reputational risks.
- The Director will ensure adequate implementation of this policy and related policies and procedures.
- The Director will ensure staff are up to date with safeguarding training and related policies.

*All staff and volunteers:*

- To familiarise themselves with this policy and guidance and associated policies.
- To respond, report and record all concerns in relation to safeguarding as set out in this policy and guidance.

*Key related government guidance, legislation, and framework:*

- Relevant Local Authority/ Local Children/ Adult Safeguarding Board Procedures
- Children Act 1989 (and Working Together 2015)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Government guidance for each UK nation sets out responsibilities to safeguard and protect children - legislation is available from:  
<https://learning.nspcc.org.uk/safeguarding-child-protection>
- **Other reference documents:**
- [What to do if you are worried a child is being abused](#): Advice for Practitioners. Dept for Education (2015)
- [NICE guidelines on child abuse and neglect](#)

*Related Jannaty policies and supporting documents:*

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

<ul style="list-style-type: none"> <li>○ Equal opportunities and anti-harassment policy</li> <li>○ Health and safety policy</li> <li>○ Complaints policy - for managing allegations against staff and volunteers</li> <li>○ Disciplinary rules and procedure</li> <li>○ Grievance procedure</li> <li>○ Data protection policy</li> <li>○ Anti-bullying policy</li> <li>○ Whistleblowing policy</li> </ul>	<ul style="list-style-type: none"> <li>○ Role description for the designated Safeguarding lead</li> <li>○ Risk assessment</li> <li>○ Incident reporting process</li> <li>○ Code of conduct</li> <li>○ Behaviour codes for children and young people</li> <li>○ Photography and sharing images guidance</li> <li>○ Adult to child supervision ratios</li> <li>○ Induction, training, supervision and support documents</li> </ul>
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*At Jannaty we believe that:*

- Children and adults, regardless of age, disability, gender, maternity, pregnancy, race, religious belief, sexual orientation, or gender identity, have the right to equal protection from all types of harm or abuse.
- We have 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.

*We recognise that:*

- Some adults and children are additionally vulnerable because of the impact of historical incidences of abuse, secondary trauma, level of dependency, mental capacity, and other communication barriers such as language.
- Working in partnership with survivors, children, young people, their parents, carers and other agencies is essential in promoting people's welfare.

## *Definitions of Key Terms*

### *Child*

A child is legally defined as anyone under the age of 18.

### *Harm*

Under the Children Act 1989 (section 31[9]) as amended by the Adoption and Children Act 2002, Harm, is defined as ill-treatment (including sexual abuse and non-physical forms of ill-treatment) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural). Section 120 of the Adoption and Children Act 2002 amended this definition to also include: "...for example, impairment suffered from seeing or hearing the ill-treatment of another". This includes witnessing domestic violence.

### *What is Safeguarding?*

Safeguarding is a term used to describe how we protect adults and children from abuse or neglect. It is an important shared priority of many public services, and a key responsibility of local authorities.

Safeguarding is about protecting certain people who may be in vulnerable circumstances. These people may be at risk of abuse or neglect due to the actions (or lack of action) of another person. In these cases, it is vital that public services work together to identify people at risk, and put steps in place to help prevent abuse or neglect<sup>1</sup>.

### *Safeguarding children - what is child protection?*

*Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.*

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<sup>1</sup> Office of the Public Guardian, [Safeguarding Policy](#)

Safeguarding is broader than 'child protection' as it also includes prevention. Safeguarding has been defined as :

- All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and
- Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.

### *Safeguarding adults*

Safeguarding, under the 2014 Care Act, means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

An adult with care and support needs may be:

- an older person (18 and over)
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

In this policy adults with care and support needs are also referred to as vulnerable adults.

### *Forms of abuse and neglect*

The Government statutory guidance considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. It aims to illustrate the types of behaviours that could illustrate a safeguarding concern.

Local authorities have been told to view all of these categories as a form of abuse or neglect:

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.<sup>2</sup>

### *Reporting and investigating abuse*

*Responding to disclosures:*

Where disclosures of abuse

- involve a child
- an adult with care and support needs
- or in the case of an adult without obvious care and support needs, but where there is risk of significant and immediate harm (looking at the [SafeLives DASH Risk Checklist](#) may help you determine this)

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<sup>2</sup> List referenced from Office of the Public Guardian, [Safeguarding Policy](#)

*Jannaty staff have a responsibility to signpost/ refer on to frontline services.*

- If the disclosure made suggests that there is a serious risk of abuse if the child/ adult returns home, you should consider reporting the matter immediately.
- An immediate referral through the safeguarding notification process applicable to where the child/ adult lives or the police is appropriate, where it is safe to do so. Wherever possible you should contact your line manager/ supervisor or the Director of Jannaty before taking such action.
- As soon as possible and within 24 hours of the incident you should write up a brief anonymised record of the safeguarding concerns and your actions and share this with your line manager/ supervisor.
- The children and adults with care and support needs that Jannaty comes into contact with very likely to be the clients of another organisation. In such cases it is your responsibility to report any concerns to the relevant member of staff within that organisation and then they should follow the relevant procedures. If there is no appropriate partner organisation, then you should report your concerns to the local safeguarding children/ adults team.
- If the disclosure made by the child or adult with care and support needs is against a Jannaty staff member, the staff member to whom the disclosure has been made must report concerns directly to the Chair of Jannaty's Board of Trustees, in their absence, any other Trustee. The Designated Safeguarding Lead (DSL) should also go to the [Local Authority Designated Officer | ISCP](#)
- If the disclosure made by the child or vulnerable adult is against a Trustee of Jannaty, the concern should be raised with two other Trustees. Again, the Designated Safeguarding Lead (DSL) should also go to the [Local Authority Designated Officer | ISCP](#).
- Consider your own feelings and seek support from Jannaty's management or Board of Trustees if needed. **Please do not divulge specific information regarding the child/vulnerable adult or the case.**
- You should not discuss your suspicions or allegation with anyone other than those named in the above points.
- Staff should not under any circumstances confront the person allegedly responsible for the abuse or alert them to what has been alleged.

*Recognising safeguarding concerns in adults*

There are many signs and indicators that may suggest someone is experiencing abuse or neglect. There may be other explanations too, but **Jannaty Women's Social Society** will not ignore any of these signs if they are apparent.

An adult may confide (disclose) to a trustee, volunteer, or other member of **Jannaty Women's Social Society** that they are experiencing abuse, inside or outside the activities of the group. Or someone else may notice signs in a particular individual. The signs we will look out for include:

- Unexplained bruises or injuries
- Belongings or money going missing from the person.
- The person no longer attending or enjoying **Jannaty Women's Social Society's** activities or responding to contact from other members of the group.
- A change in confidence or behaviour of a person e.g. if they are withdrawn and quiet around a particular person or people, when usually they are outgoing and confident.
- A change in appearance of the person e.g. losing or gaining weight, deterioration in personal hygiene or way of dressing.
- Someone else (e.g. a parent, carer, or family member) always speaking for the person and not allowing them to make their own choices.
- The person showing fear of, or not wanting to be around, a particular individual or group of people.

### *Responding to concerns*

**Jannaty Women's Social Society** has a designated safeguarding lead whose contact details are on page 17. For flow chart see Appendix 2.

**Jannaty Women's Social Society** recognises that it can be difficult for many reasons to speak up if you think someone is being abused or neglected. However, we expect our volunteers, trustees, and staff to take action in response to any concerns. Our safeguarding lead will support the person raising the concerns, as well as the person being abused.

If anyone in the group notices any signs of abuse or neglect in another person, they should bring these concerns to the safeguarding lead.

If someone discloses to anyone else in the group that they are being abused, the response should be as follows:

- Always make sure the person speaking up feels they are being listened to and supported.
- Don't promise to keep information confidential between you and them.
- Tell the designated safeguarding lead about the concerns (unless the safeguarding lead is implicated in causing the harm or perpetrating the abuse. In this situation, information should be shared with a trusted committee member/trustee, and they will be responsible for taking further action instead of the safeguarding lead)
- Ask for the person's consent to share the information. If they refuse and you are still worried that they or someone else is at immediate risk of harm, you cannot wait for this consent. You must share this information with the safeguarding lead.
- Write a clear statement of what you have been told, seen, or heard.

The **designated safeguarding lead (DSL)** is responsible for taking further action once concerns have been raised with them. Throughout the process, the safeguarding lead will record all the information they are given, the actions they take, and why. The procedures they will follow are:

### *Initial assessment*

As soon as information is shared with the safeguarding lead, they will make an initial

assessment of the concern. They will, if possible, talk to the person reporting the concern and gather as much information as possible from them.

Key questions to ask:

- What type of concern has been reported? Different actions are required depending on what type of concern it is (see below)
- What action has already been taken?
- Is anyone else in the organisation affected by this situation (e.g. other volunteers or those you work with)? Are there any attitudes or emotions that you may have to be aware of?
- How might this concern affect what the organisation delivers in the short term?
- Who else might need to be informed?
- What other actions now need to be taken?

*Immediate actions depending on what type of concern has been raised:*

**(a) Emergency incidents:** this is when there's a life-threatening situation where there's imminent danger and harm to an adult, young person or child.

- Immediately contact the emergency services if they haven't been called already.
- Make sure the current situation is safe.
- Establish how others are coping – do they need any immediate support?
- Inform the senior people in the group

**(b) Protection concerns:** This is when an adult who you believe is unable to protect themselves is at current risk of, or has experienced, abuse or harm.

- If the person is in immediate danger, call the police.
- If they're not in immediate danger, you must contact the local authority safeguarding team within 24 hours and make a referral (contact details are in section 10).
- Be guided by the safeguarding team or police on any further actions required of you.

**(c) Allegations concerning staff or volunteers:** this is when someone has alleged that staff or volunteers from your organisation have harmed or abused an adult at risk.

- Contact the local authority safeguarding team as soon as possible within 24 hours.
- Be guided by them on any further actions required of you.

**(d) Welfare concerns:** This is when no one has been harmed in any way, but a person shows signs of being in need. It's when you have concerns for their health, wellbeing or safety if they don't get help.

- Within 7 days you, or someone in your organisation, should speak with the person. When it is appropriate you should also speak with their family or carer. You must explain your concerns and make sure they have the support they need.
- Depending on the conversation, the safeguarding lead may then also:
  - Help the person or their family access services or give them the information they need to do this themselves.
  - Speak to another professional who is already working with the person or family, such as a social worker, about their needs.

**(e) Concerns about other organisations:** This is a situation where the safeguarding concern is about another organisation, their staff, volunteers or the people they work with.

- As soon as possible within 24 hours contact the designated safeguarding lead of the organisation in question and pass on your concerns, if this has not already happened.
- In some circumstances you may decide to follow up with the organisation to confirm they have acted on the issue.
- If at any point you think the organisation has not acted and someone is at risk, you should contact the local safeguarding team yourself.

**(f) Responding to historic or non-recent concerns:** You may become aware or be told about

a concern from an adult relating to an incident which took place in the past, including when they were a child. Historical allegations of abuse should be taken as seriously as contemporary allegations.

- Remember that it's never too late to report abuse. An individual can make a formal complaint to the police about non-recent abuse, ideally in the geographic area in which the abuse is reported to have taken place.
- Establish if the person alleged to have caused the harm works with children or adults at risk. Try to find out their recent or current whereabouts and any contact they have with children or adults at risk. A referral should be made to social services, with the consent of the person who experienced the abuse if possible.
- Consider what consent the person has given for information to be shared. How, when and to whom they share this information should usually be with their consent.
- Signpost the person who experienced the abuse to relevant support groups that can help them.

**(g) Supporting those who share a concern with you:** Your primary concern should be the best interests of the person who is at risk of harm. However, the person sharing this concern with you may also be distressed by the situation, even if they are reporting on behalf of someone else. Everyone can respond to worries about another differently. If someone has previously experienced trauma, they can find it especially upsetting.

- Thank them for bringing this concern to your attention and that they have fulfilled their key responsibility
- Explain that you will now take responsibility in leading management of this concern and any contact with statutory agencies
- Highlight that there may be limited updates that you have or can give them on the situation; that does not mean that it was not important for them to share their concern
- Remind them of the importance of confidentiality and not sharing this information further
- Ensure they have your contact details in case they think of anything else they have not yet shared that they think may be relevant
- Discuss with them what additional support they may require. Consider contacting them later to check in on how they are doing

(H) Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) the adult's wishes and preferred outcome
- (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- o the police if a crime has been committed and/or
- o Islington's Access & Advice Team (part of adult social services) for possible safeguarding enquiry
- o relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- o service commissioning teams
- o family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the London Safeguarding Adults Procedures.

### *Keeping records*

**Jannaty Women's Social Society** recognises that it is vital to record and store details about any safeguarding concerns that arise. We will record information, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will be kept in a locked cabinet or drawer (if hard copy) and/or password protected and stored on a computer with protection against hackers and viruses (if electronic).

It is the responsibility of the designated safeguarding lead to ensure that the following information is recorded about every safeguarding concern:

- The date and time of the incident/disclosure/concern
- The date and time of the report
- The name and role of the person to whom the concern was originally reported and their contact details
- The name and role of the person making the report (if this is different to the above) and their contact details
- The names of all parties who were involved in the incident, including any witnesses
- The name and any other relevant information about the adult who is the subject of the concern (including information about their care and support needs)
- What was said or done and by whom
- Any action taken to look into the matter
- Any further action taken (such as a referral being made)
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)

Each record will be signed and dated by the person making the report.

### *Prevent*

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance>

*What you should do if a child/adult discloses something of concern to you:*

- Listen to the child/adult do not look shocked or disbelieving.
- Look at them directly and do not promise to keep any secrets before you know what they are but always let the child/young person know if, and why, you are going to tell anyone.
- Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
- It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named Safeguarding Officer.
- Speak immediately to the Police, Local Authority or NSPCC for further advice and guidance as and when required.

*What you should not do*

- Staff should not begin investigating the matter themselves.
- Do not discuss the matter with anyone except the correct people in authority.
- Do not form your own opinions and decide to do nothing.

*Things to say or do:*

- Acknowledge how hard it must have been to tell someone
- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

*Things not to say or do:*

- Do not ask leading questions – Why? How? What?
- Why didn't you tell anyone before?"
- "I can't believe it"
- Do not say "Are you sure?"
- Do not show your own emotions e.g., shock/disbelief
- Do not make false promises

*How to respond:*

- Do not interrogate – let them tell you as far as possible
- Do not ask probing questions or suggest answers – it's not your job to find out "who, where, when?" as this could compromise future legal actions
- Refer your concern on to the designated senior manager for child / vulnerable adult protection of the partnership organisation engaged primarily with the child or adult – in line with local authority safeguarding procedures
- Record the date and time and any information given to you; always use the words said to you; never interpret what was said or put it in your own words. (this information could be used as evidence)
- Make a note of any injuries you have seen or been shown; this is very important as

bruises, cuts, marks, etc. tend to heal, and this could be used as evidence

- Record what you did next and with whom you shared the information
- Sign and date everything that you record
- Make sure that any records are kept secure – either locked away if in hard copy or in a password protected file if stored electronically.
- Try to follow things through yourself so they do not need to repeat their story to other staff.

## *Information sharing*

When reporting disclosures or suspected abuse to the appropriate people there is a need to share what would usually be treated as confidential information. The following questions will help you make decisions about information sharing.

1. Is there a clear and legitimate purpose for you to share the information?
2. Does the information enable a living person to be identified?
3. Is the information confidential?
4. If the information is confidential, do you have consent to share?
5. If consent is refused, or there are good reasons not to seek consent to share confidential information, is there a sufficient public interest to share the information?
6. If the decision is to share, are you sharing information appropriately and securely?
7. Have you properly and securely recorded your information sharing decision?

## *GUIDANCE & TOOLS*

### *Measures for prevention*

#### *Recruitment*

Jannaty will recruit and select staff and volunteers safely, ensuring all necessary checks are made including satisfactory DBS (Disclosure and Barring Service) checks (if appropriate) for those in direct contact with children and vulnerable adults, either in person or virtually.

Jannaty will ensure that the new member of staff's contact with service users, children, young people or vulnerable adults is not unsupervised until the DBS check is complete.

#### *Conviction information*

In May 2013, legislation came into force that allows certain old and minor cautions and conviction to no longer be subject to disclosure. If a DBS check contains disclosed information, it will be at the discretion of Jannaty's Director and Board of Trustees as to whether the appointment can proceed. This decision will be made after consideration and in accordance with guidance at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

- In addition, employers will no longer be able to take an individual's old and minor cautions and conviction into account when making decisions
- All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

- Further guidance and criteria which explains the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers is available at [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance)

*We will seek to keep children and young people safe by:*

- Valuing, listening to and respecting them
- Appointing a nominated Safeguarding lead for adults and children.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance including attendance registers and permission slips.
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions when the need or opportunity arise.
- Making sure that children, young people and their families know where to go for help if they have a concern through information sharing, posters, awareness training, etc.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations and take action against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

*Ratio of adults to Children*

- The following table shows recommended adult to child ratios based on [Ofsted guidelines](#).

Child's age	Amount of adults	Amount of children
0-2	1	3
2-3	1	4

<b>4-8</b>	<b>1</b>	<b>6</b>
<b>9-12</b>	<b>1</b>	<b>8</b>
<b>13-18</b>	<b>1</b>	<b>10</b>

### *Trips/Outings*

- When organising a trip/outing Jannaty will ensure a consent form is completed for every child. This includes details about the trip and a section for parents to give their consent as well as any health and safety matters which need to be noted including allergies.
- Parental consent slips must be returned before the event takes place, with one copy kept on file and another taken with trip supervisors for the duration of the outing.
- NB: If a child / young person consent form has not already been completed then this child/ young person **cannot** participate in the outing / activity.
- Ensure that there is adequate insurance for the work and activities.
- Ensure that there is appropriate adult to child ratio
- Ensure that throughout planning has been made for comfort breaks, mealtimes, refreshments and routes home if and when required.
- Maintain a list of emergency contact numbers for each child.
- Keep all confidential documents secure with staff with the relevant clearance only.

### *Personal/Personnel Safety*

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves and the parent).
- Teenage assistants should always be supervised.

### *Child Safety*

- Make sure that the area you are using for activities is fit for the purpose, e.g. carry out a risk assessment, remove harmful items and furniture which could cause injury during energetic games.
- Make sure that all workers and assistants know where the emergency phone is and who to contact in an emergency
- Ensure the First Aider is part of the planning for activities
- Ensure the first aid kit is always accessible to staff / volunteers who have first aid training
- Record accidents or injuries in the incident book
- Follow the Fire Warden or the venues procedures in the event of a fire or other emergency
- Check that the regular fire drills are being practiced and a named fire warden is on site

- Do not let children go home without a known adult unless the parent has given written or verbal consent that they may do so
- If private cars are used for an outing, the drivers must be approved by the committee i.e. from a known firm where Child protection measures have been followed.
- The driver must be properly insured, have rested before driving, and should have a clean license.
- There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.
- Under normal circumstances, workers should only give a lift home to a young person from group activities if the parent of the young person has specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).
- In the case of trips or outings, it should be made clear if an employee will be using their personal car with pick up and drop off points already agreed with parents via consent form.

### *New Staff*

Staff and volunteers are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

- Completion of an application form.
- An interview by minimum two, up to three people from the staff or committee board, who will take the final decision on appointment.
- Identifying reasons for gaps in employment, and other inconsistencies in the application.
- Check the applicants' identity by viewing their passport, driving license, etc.
- Taking up references prior to appointment.
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Disclosure and Barring Service (as above).
- Taking appropriate advice before employing someone with a criminal record, as mentioned above.
- Allowing no unaccompanied access to children until all of the above have been completed.
- It is recommended to allow a probationary period of 3 months for new employees and volunteers.
- On-going supervision must be part of the regular management process for employees and volunteers
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance is always followed
- A nominated Safeguarding Officer is represented on the Management Committee.

### *Training*

- Employees and volunteers will benefit from undertaking training to ensure their knowledge of child protection matters is kept up to date and shared with colleagues as and when appropriate.
- The management should permit employees and volunteers time to attend relevant training courses.
- The Safeguarding Officer should sign up to the local authority safeguarding training services and notices to keep abreast of changes in legislation, policies and general information sharing.

## **Contact details:**

*Nominated Child Protection lead/ Safeguarding lead*

Name: Majida Sayam

## **Trustee/Senior lead for safeguarding and child protection**

Name: Asmaa Rezki

***Jannaty is committed to reviewing our policy and safeguarding practice bi-annually.***

### **Additional resources for Safeguarding:**

- ✓ Online course -Introduction to safeguarding and child protection training by the [NSPCC](#).
- ✓ Visit [nspcc.org.uk/vcs](https://nspcc.org.uk/vcs) for more information and resources for voluntary and community organisations.
- ✓ NSPCC Helpline: 0808 800 5000
- ✓ Islington Children's Social Care: 020 7527 7400. Email: [CSCTReferrals@Islington.gov.uk](mailto:CSCTReferrals@Islington.gov.uk).
- ✓ Services for adults facing abuse:  
<https://www.islington.gov.uk/social-care-and-health/abuse>