

## Watercolour Community Space (WCS)

### Safeguard Policy - Children

Date	Policy name	Version Number	Update
01/04/2024	WCS-SAFEC-001	1.0	Live Version

This Policy will be reviewed on an annual basis.

Next review date – April 2025a

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WATERCOLOUR COMMUNITY SPACE (WCS) believes that a child or young person should not experience abuse of any kind. We have a responsibility to promote the welfare of children and young people and to keep them safe. We are committed to work in a way that protects them

The purpose of this policy is to set a framework within which we:

- Protect children and young people who receive services from WCS and all our associated projects. This includes the children of the adults who use our services
- Provide Colleagues (employees, volunteers, trustees, secondees and students) with the overarching principles that guide our approach to safeguarding children and young people

This policy has been developed on the basis of law and guidance, including:

- The Children Act 1989 and 2004
- The [Children and Social Work Act 2017](#)
- Working together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018
- Surrey Safeguarding Board guidance

This policy applies to all Colleagues and anyone else working on behalf of WCS.

### Commitments

WCS recognises that the welfare of the child is paramount as enshrined in the Children Act 1989 and that all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm. We also recognise that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

We recognise that:

- Everyone who works with children has a responsibility for keeping them safe
- Everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

We are committed to:

- Valuing and listening to children and respecting their views
- Ensuring our paid staff have access to safeguarding training and updates
- Providing basic safeguarding awareness to our Colleagues through regular updates
- Appointing a Designated Safeguarding Officer (DSO)
- Ensuring, where relevant, that anyone hiring WCS has in place appropriate safeguarding policies
- Including safeguarding in risk assessments of all new projects
- Providing effective management for Colleagues through supervision, support and training
- Recruiting Trustees safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, and our Colleagues
- Sharing concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Managing any allegations against Colleagues appropriately and with advice and support from the Surrey County Council LADO (Local Authority Designated Officer)
- Ensuring we have effective complaints measures in place
- Ensuring that we provide a safe physical environment for children, young people and Colleagues, by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely.

## Procedures

The following procedures apply to all Colleagues working at WCS and will be supported, where possible, by training to enable Colleagues to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables Colleagues to take appropriate action when they are concerned that a child is being harmed or abused or is at risk of harm or abuse.

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.

All Colleagues should be aware that very young children and those with disabilities, special needs or with language delay may be more likely to communicate concerns with behaviours rather than words. Additionally, Colleagues will question the cause of knocks and bumps in children who have limited mobility.

If a Colleague suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:

1. Make an initial record of the information related to the concern.
2. Report it to the Designated Safeguarding Lead (DSL) immediately. If they are not available, then report the concern to a Trustee.
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions in which they were involved.
  - Any injuries
  - Explanations given by the child / adult
  - Rationale for decision making and action taken
  - Any actual words or phrases used by the child

5. The records must be signed and dated by the author or / equivalent on electronic based records
6. In the absence of the DSL, Colleagues must be prepared to refer directly to Surrey Children's Single Point of Access (SPA) (and the police if appropriate) if there is the potential for immediate significant harm

Following a report of concerns the DSL must:

1. Using the Surrey Safeguarding Children Boards (SSCB) Levels of Need, decide whether or not there are sufficient ground for suspecting significant harm, in which case a referral must be made to the Surrey Children's Single Point of Access (SPA). and the police if it is appropriate.
2. Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to the Surrey Children's Single Point of Access (SPA). However, this should only be done when it will not place the child at increased risk or could impact a police investigation. The child's views should also be taken into account.
3. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm or abuse the DSL must contact the Surrey Children's Single Point of Access (SPA):

**Availability:** 9am to 5pm, Monday to Friday

- **Phone:** 0300 470 9100
  - **Out of hours phone:** 01483 517898 to speak to the emergency duty team.
  - **Email:** emails are dealt with during normal office hours – [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)
4. If a child is in immediate danger and urgent protective action is required, the Police (dial 999) must be called. The DSL must also notify SPA of the occurrence and what action has been taken
  5. If the DSL feels unsure about whether a referral is necessary, they can phone the SPA to discuss concerns
  6. Where there are doubts or reservations about involving the child's family, the DSL should clarify with the SPA or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation.
  7. When a child is in need of urgent medical attention and there is suspicion of abuse the DSL should take the child to the accident and emergency unit at the nearest hospital, having first notified the SPA. The DSL should seek advice about what action the SPA will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

## Implementation

The Board of Trustees has specific responsibility for the effective implementation of this policy and its procedures. All Trustees, Colleagues and hirers also have an individual responsibility to abide by the policy and its procedures to help create an environment in which safeguarding children and young people is our objective.

## Monitoring and review

Any incident that raises safeguarding concerns, whether this is progressed by the responsible local authority or not, will be reported to the Trustee Board, to help inform overall understanding of the nature of safeguarding issues. Any safeguarding issues raised will help inform developments to this policy

## Contacts

If you are concerned about the safety of a child or young person you can contact the Surrey Children's Single Point of Access (SPA).

The SPA provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.

**Availability:** 9am to 5pm, Monday to Friday

- **Phone:** 0300 470 9100
- **Out of hours phone:** 01483 517898 to speak to **emergency duty team**.
- **Email:** emails are dealt with during normal office hours

For concerns for a child or young person: [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk), [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

For concerns for an adult: [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

In an emergency, where there is immediate risk of harm to a child or young person, call the police on 999  
Concerns about WCS Colleagues must be reported to the Local Authority Designated Officer (LADO) 0300 123 1650  
or [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

For further information about Surrey's Safeguarding Children Procedure see here:

<https://surreyscb.procedures.org.uk/>