



Sudanese Community Oxford

Safeguarding Policy

2022-2023

Purpose of Policy

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend Sudanese Community. The policy aims to ensure that:

- All our children are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices; and

Staffs, children, Trustees, visitors, volunteers and parents are aware of the expected behaviours and the Sudanese Community's legal responsibilities in relation to safeguarding and promoting the welfare of all our children.

Policy Statement

This policy develops procedures and good practice within Sudanese Community, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It provides evidence of how this will be implemented within Sudanese Community and within multi-agency working arrangements.

Introduction

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance. The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within Sudanese Community to identify, assess, and support those children who are suffering harm

Ethos

Improving outcomes for all children and young people underpins all of the development and work within this Sudanese Community. Safeguarding is considered everyone's responsibility and as such Sudanese



Community aims to create the safest environment within which every child has the opportunity to achieve. Sudanese Community recognises the contribution it can make in ensuring that all registered children or those who use Sudanese Community space feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Governing Body Responsibilities

- Our Governing Body has a legal responsibility to make sure that the Sudanese Community has an effective safeguarding policy and procedures in place and monitors that the Sudanese Community complies with them. The Governing Body has appointed a Designated Child Protection Officer (DCPO) who has lead responsibility for dealing with all safeguarding issues in Sudanese Community. In the absence of the DCPO, the Sudanese Community has a Deputy Designated Child Protection Officer. The DCPO (and Deputy DCPO) has undertaken multi agency child protection training which is refreshed every two years. Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services. All members of staff are provided with opportunities to receive appropriate training in order to develop their understanding of the signs and indicators of abuse and of the child protection procedures every three years.
- All members of staff, volunteers and Trustees know how to respond to a child who discloses possible abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of possible abuse. All parents/carers are made aware of responsibilities in regard to child protection procedures through publication of the Child Protection and Safeguarding Policy. Our lettings policy will seek to ensure the suitability of adults working with children on Sudanese Community sites at any time. Community users organising activities for children are aware of and understand the need for compliance with child protection guidelines and procedures. Our selection and recruitment procedure includes all appropriate checks on staff suitability, including Criminal Records Bureau checks, and we hold a Single Central Record of workers at Sudanese Community. Should we dismiss or remove a member of staff or a volunteer because they



may have harmed a child, or might/would have done so if they had not left, we will report this to the Independent Safeguarding Authority (ISA) with the advice and support of our HR Service and in accordance with ISA barring responsibilities. The name of any member of staff considered unsuitable to work with children will also be notified to the ISA. Our safeguarding policies and procedures will be annually reviewed and updated.

Designated Child Protection Officer's (DCPO) Responsibilities

- We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department of Education and local guidance. Our Designated Child Protection Officer (DCPO) is responsible for: advising on LSCB threshold /continuum of need guidance;
- Contacting by telephone the Multi Agency Referral Unit (MARU) 0300 123 1116 as a matter of urgency, in order to discuss the child protection concerns of possible abuse or neglect that the designated person has in connection with the child, being prepared to provide the child's details and follow advice and guidance provided by the person handling the call and as in the guidance referred to above appropriate, a Criminal Record Check. 4 As required by Safeguarding Children and Safer Recruitment in Education 2007 <https://www.education.gov.uk/>
- Providing a written record of any formal referral by fax/post/e-mail to the Referral and Assessment Service using the multi-agency referral form within 48 hours;
- Ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered including instigating a Common Assessment Framework (CAF) process;
- Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral;
- Ensuring that all such records are kept confidentially and securely and are separate from child records, with a front sheet listing dates and brief entries to provide a chronology;
- Ensuring that an indication of further 'child protection related' record keeping is marked on the child's records;
- Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals;
- Attending child protection conferences (or delegating this requirement to another appropriately informed member of staff), family support meetings, core groups, or other multi-agency planning



meetings; contributing to the Framework for Assessment process, and providing a report for the conference which has been shared with parents; ensuring that the Children Social Work and Psychology Service is notified immediately when any child subject of a Child Protection Plan is absent without explanation;

- Ensuring that all Sudanese Community staff are aware of this policy and know how to recognise and refer any concerns;
- Completing an annual safeguarding audit to the Governing Body which details any changes to the policy and procedures; training undertaken by the DCPO and by all staff and Trustees; relevant curricular issues, number and type of incidents/cases, and the number of children referred to the Children's Social Work and Psychology Service and subject of a Child Protection Plan (anonymised). If this self-assessment highlights any areas for improvement, this will be detailed in the action plan which will be signed off and monitored by the Named Governor for Safeguarding to ensure these improvements are implemented.
- Completing, a return to the Local Authority and the CloSSCB, which have an auditing role in ensuring the Sudanese Community is meeting its safeguarding requirements under Section 175/157 of the Education Act 2002;
- keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training as recommended by the CloSSCB, or the Safeguarding Children Standards Unit; and
- Implementing all recommendations applicable to Sudanese Community s and education services arising from Serious Case Reviews.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:

- Stay calm and listen carefully;
- Reassure the child that s/he has done the right thing in telling you;
- Not investigate or ask leading questions;
- Let the child know that s/he will need to tell the DCPO;
- Not promise to keep what they have told you a secret; but explain who will be told and why.
- Inform the DCPO as soon as possible; and



- Make a written record of the allegation, disclosure or incident which will be signed, and dated using the Sudanese Community 's safeguarding record procedure

Confidentiality

- We recognise that all matters relating to child protection are confidential;
- The DCPO will disclose personal information about a child to other members of staff on a need to know basis only;
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children;
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- We will always undertake to share our intention to refer a child to the Children's Social Work and Psychology Service with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit on this point.

Managing Allegations against staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with children and young people whilst in Sudanese Community. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people or other concerned adults.

- If an allegation is made, the member of staff receiving the allegation will immediately inform the Chair of Trustee or the most senior member of staff if the Chair is not present;
- Chair of Trustee or senior member of staff on all such occasions will follow the procedures in the South West Safeguarding and Child Protection Procedures, (www.swcpp.org.uk/) and will inform the Local Authority Designated Officer (LADO).
- If the allegation made to the member of staff concerns the management, the person receiving the allegation will immediately inform the most senior member of staff available who will inform the Acting Chair of Trustees will consult as above; and
- The Acting Chair of Trustees will need to discuss with the LADO the nature of the allegations in order for appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.



- member of the Trustee will also need to:
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
 - ensure that the appropriate disciplinary procedures are followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
 - act on any decision made in any strategy meeting; and
 - advise the Independent Safeguarding Authority (ISA) where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been had they not resigned.

Supporting Staff

- We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document: 'Guidance for Safer Working Practice for Adults Working with Children and Young People' provides advice on these and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse.
<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>
- These matters form part of our staff induction and are referred to in the staff handbook. We recognise that staff working in the Sudanese Community who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We support such staff by providing an opportunity to discuss their anxieties with the DCPO, or another member of staff and/or a trade union representative as appropriate.
- Our designated staff have access to support and appropriate workshops, courses or meetings as organised or recommended by the CloSSCB, Safeguarding Children Standards Unit or Local Authority.

Physical Restraint



- Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Sudanese Community s' Guidance(<http://www.cornwall.gov.uk/Default.aspx?page=7580>) along with guidance from the DfE.
- We have a procedure in place for recording each significant incident in which a member of staff uses force on a child, and for the reporting of these incidents to the child's parents as soon as practicable after the incident.
- A member of staff who has used appropriate physical restraint will have a reasonable defence to any legal action against them, if:
 - The purpose of the physical intervention was to avert an immediate danger of injury to any person; or an immediate danger to the property of any person ("person" includes the child);
 - or to prevent the committing of a criminal offence;
 - or where a young person's conduct leads to behaviour that prejudices good order and discipline; and
 - no more force was used than was reasonably necessary in the circumstances
- Wherever possible such events are recorded and signed by a witness. Staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Prevention

- We recognise that the Sudanese Community plays a significant part in the prevention of harm to our children by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. SUDANESE COMMUNITY will support all children by:
 - Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
 - Promoting a caring, safe and positive environment within the Sudanese Community and ensuring that all children know that there is an adult in the Sudanese Community whom they can approach if they are worried or in difficulty.
 - Providing across the curriculum, including within PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.



- Encouraging the development of self-esteem and resilience in every aspect of Sudanese Community life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Providing continuing support to a child who leaves the Sudanese Community area and about whom there have been child protection concerns, by ensuring that such concerns and Sudanese Community records are forwarded under confidential cover to the Chair of Trustee as a matter of urgency.
- Recognising that children come from a variety of different cultural backgrounds, the Sudanese Community has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy in SUDANESE COMMUNITY prospectus/website and will post copies of our policy throughout the Sudanese Community . We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Training

- All members of staff and volunteers will have access to whole Sudanese Community safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.
- Our DCPO and Deputy will undertake further safeguarding training in addition to the whole Sudanese Community training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DCPO/Deputy to be able to better undertake their role and support the Sudanese Community in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in SUDANESE COMMUNITY . This includes taking part in multi-agency training.
- Our Governing Body will have access to safeguarding training. Our named Governor for Safeguarding will also undertake additional training at least every two years to support the member of the Trustee in managing allegations against staff and volunteers who work with children and



young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.

- At least one senior member of staff or Governor sitting on an interview panel will have undertaken training in safer recruitment.

Policy Review

- The Governing Body of SUDANESE COMMUNITY is responsible for ensuring the annual review of this policy and for additional policies that are relevant to safeguarding and child protection.

Legislation and guidance relating to this policy

- Sudanese Community Standards and Framework Act 1998
- Children Act 1989, • Children Act 2004
- Working Together to Safeguard Children, 2010
- Education Act 1996, • Education Act 2002 (Section 157/175)
- Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007
- Safeguarding Vulnerable Groups Act 2010