



Safeguarding Policy – Summary

Extra – Support for Families (EXTRA) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. EXTRA is committed to safeguarding children and vulnerable adults (Safeguarding Vulnerable Groups Act 2006).

EXTRA's staff, facilitators working on behalf of EXTRA, facilitators working with EXTRA from partner agencies and Parent Volunteers, need to be aware that safeguarding issues regarding abuse may arise when working with parents/carers and children in workshops, parenting groups, at home visits and through telephone contact.

All staff (paid or unpaid or contracted) have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. EXTRA expect all staff (paid or unpaid) to promote good practice by being excellent role models, contribute to discussions about safeguarding and to positively involve parents/carers in developing safe practices.

Definition of Abuse

Abuse is about the misuse of the power and control that one person has over another. In determining whether or not abuse has taken place, it is important to remember that **intent is not the issue**.

The definition of abuse is based not on whether the perpetrator intended harm to be caused but rather on whether harm was caused and the impact of the harm (or risk of harm) on the individual.

Abuse can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

EXTRA follows the SET (Southend, Essex and Thurrock) guidelines on child protection. The Handbook and main file for the guidelines are in EXTRA's office at Jaywick Community Resource Centre.

Named contact

The designated person for safeguarding children and vulnerable adults and Safeguarding Lead at EXTRA is Karen Hayward 07794 992 080.

DBS checks

All staff at EXTRA hold current enhanced DBS checks. Any facilitators or parent volunteers working on behalf of EXTRA need to hold enhanced DBS checks. EXTRA will retain the disclosure numbers of these on file. These checks are renewed every 3 years.

Child Protection Training.

All of EXTRA's staff team are trained in safeguarding through the ESCB. The safeguarding lead (Parent Services Manager) has attended ESCB's Safeguarding Children Level 3 – Designated Person Training, and ESAB's Designated Safeguarding Adults Training. The rest of the staff team all have ESCB's and ESAB's training to at least level 2.

Child Protection Training is renewed every 3 years and records of training dates are kept with DBS checks.

Safer Recruitment

EXTRA follow safer recruitment principles to ensure that we employ appropriate staff as follows:

- We write clear job descriptions and person specifications.
- We use application forms to assess the candidate's suitability for the role
- We make reference to our safeguarding procedures in our job application pack.
- We have a face-to-face interview with pre-planned and clear questions related to the person specification.
- We include a question about whether candidates have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children
- We check the candidate's identity by asking them to bring photographic ID
- We check the candidate holds any relevant qualifications they claim to have
- We apply for a Disclosure and Barring Service (DBS) check.
- We take up references and ask specifically about an individual's suitability to work with children and vulnerable adults.
- We provide a copy of our organisation's safeguarding procedures.

Workshops and parenting groups

Facilitator's responsibility:

Facilitators working in partnership with EXTRA, independent associates and parent volunteers are required to sign an agreement which provides details of their roles and responsibilities. Within parenting workshops and groups, the group facilitators are responsible for ensuring EXTRA's safeguarding, health and safety and data protection procedures are followed, amongst others.

Facilitators need to make themselves aware of any Child Protection procedures used by the agencies in the venues where the group is being run and adhere to these. Facilitators working within their professional role in partnership with EXTRA need to also be aware of their own service's child protection procedure.

In the first session of a parenting group facilitators will assist the group in reaching a group agreement. If parents do not come up with the issue of confidentiality, facilitators need to raise it themselves. This is the time to inform parents/carers that if something is raised regarding the abuse of a child or vulnerable adult, the facilitators have a duty of care for their welfare and safeguarding to take this further. The facilitators will tell parents that they will discuss it with them first (unless doing so has the potential to cause further harm, or may jeopardise further investigation) and, if necessary, refer on to the appropriate agency.

In one-off workshops, facilitators need to supply general group rules, including safeguarding information.

Telephone contact & home visits

EXTRA staff's responsibility:

If, during a telephone conversation with EXTRA or on a home visit, a parent/carer discloses information which concerns EXTRA that a child or vulnerable adult is being or is at risk of being abused (including online abuse), EXTRA has a duty to inform the parent/carer of their concerns and encourage them to seek help.

Where practicable concerns should be discussed with the family and agreement sought for a referral to Children's Social Care, unless this may place the child at risk of significant harm through delay or the parent's actions or reactions, lead to the risk of loss of evidential material.

Where immediate protection is needed, Police support will be requested.

How to respond to a person disclosing abuse

DO:

- Treat any allegations extremely seriously and act at all times towards the parent/carer/child as if you believe what they are saying.
- Tell the parent/carer/child they are right to tell you.
- Be honest about your own position, who you have to tell and why.
- Tell the parent/carer/child what you are doing and when and keep them up to date with what is happening, if this does not compromise the safety of the child or adult.
- Take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Write down everything said and what was done using EXTRA's Safeguarding Recording Form.

DON'T:

- Make promises you can't keep.
- Interrogate the parent/carer/child – it is not your job to carry out an investigation – this will be up to the police/social services, who have experience in this.
- Do nothing – make sure you tell your nominated Safeguarding Children person immediately – they will know how to follow this up and where to go for further advice.

Reporting procedure

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made.
- Names of people who were involved.
- What was said or done by whom?
- Any action taken to gather information and refer on.
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency.
- Names of person reporting and to whom reported.

The Safeguarding report should be given the same day to the designated person for Safeguarding Children who will then use the appropriate reporting systems for the situation.

If staff or volunteers hear of safeguarding concerns through a third party, they should discuss the concerns with the designated person who will take the appropriate action. If the designated person is unavailable, contact the Essex County Council Protection of Children and Vulnerable Adults Helpline (below) to seek advice.

If it is thought that returning home would put a child or vulnerable adult in immediate danger, seek advice from the Essex County Council Protection of Children and Vulnerable Adults Helpline.

Making a referral

- ❖ If the safeguarding concern has been raised in a course or workshop in a school where the parent/carer to be referred has a child, refer in the first instance to the school's child protection officer (generally the Head Teacher). Inform EXTRA of any such referrals.
- ❖ For all other referrals, contact Karen Hayward at EXTRA. If you are unable to reach either of them, please contact Essex County Council Protection of Children and Vulnerable Adults and inform EXTRA as soon as possible.

Telephone Numbers

Extra- Support for Families	: 01255 475001
Karen Hayward	: 07794 992080

Essex County Council Protection of Children and Vulnerable Adults:

Where there are concerns about the immediate welfare or safety of a child/young person (in working hours):

0345 603 7627

Out of hours:

(5.30pm - 9.00am Monday - Thursday, 4.30pm Friday - 9.00am Monday and Bank holidays) Tel: 0845 606 1212

Normal telephone enquiries/referrals:

0345 603 7627

For parents/carers who need emergency mental health treatment,
Call: ***North Essex Crisis Line:*** 0845 038 0800

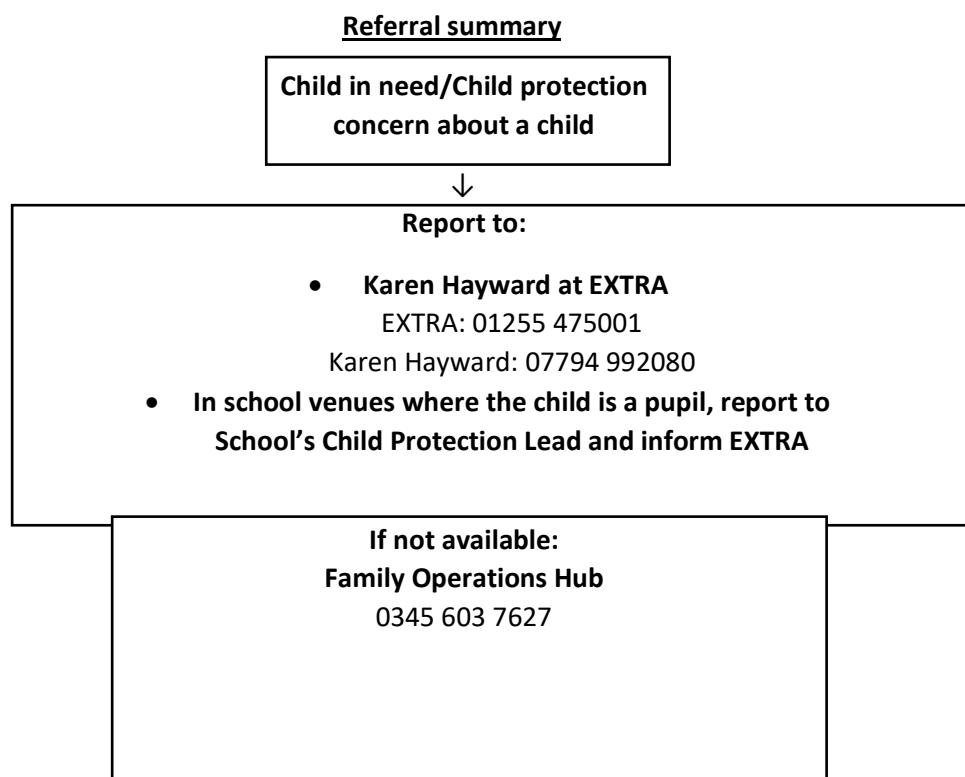
For advice regarding children with mental health safeguarding issues,
Call: ***Safeguarding Children:*** 01702 538253

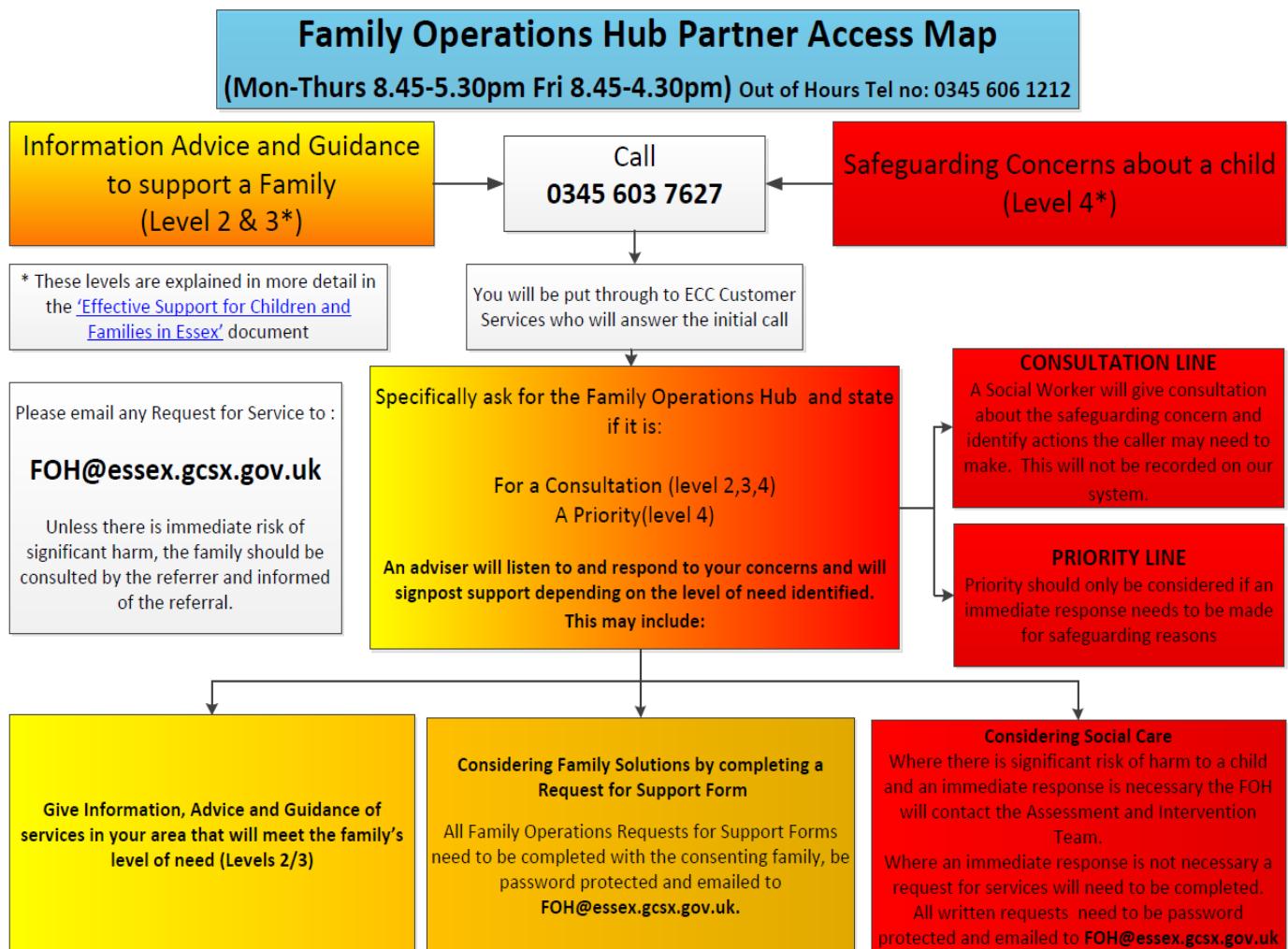
Adult safeguarding – In an emergency dial 999. To report a concern telephone: 0345 603 1212 or report a concern via the safeguarding portal: [Reporting concerns | Essex SAB](#)

Domestic Abuse - Compass – A partnership of Domestic abuse services providing a response in Essex. <https://www.essexcompass.org.uk>

Domestic abuse helpline 0330 3337 444

8am-8pm weekdays, 8am-1pm weekends





Whistle Blowing Procedure

Procedure to deal with in house allegations against other workers/volunteers

This procedure gives guidance for staff and volunteers to share in confidence with the designated person concerns they may have about another member of staff or volunteer.

It can be very difficult to report concerns about a member of staff or volunteer, but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child or vulnerable adult arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately. EXTRA will take steps to fully support anyone who in good faith reports his or her concerns that a colleague is or may be abusing a child/vulnerable adult. EXTRA understands that a whistle blower is a witness, not a complainant.

Allegations of abuse against a member of staff or volunteer should be fully recorded and reported appropriately.

Every effort should be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers (including independent support where appropriate).

The Chair of the EXTRA Board of Trustees will be informed immediately if an allegation is made against a member of staff, partner agency facilitator or volunteer. They will have the duty to ensure that an objective view is taken of the allegation by involving a local authority Designated Officer or a designated officer from an external agency, e.g. NSPCC.

Other relevant procedures can be obtained from EXTRA:

- Staff disciplinary procedure
- Health and safety procedure
- Information for parents/carers: Confidentiality & Complaints procedure
- Data protection/privacy – Personal information collected
- Parents & Carers Privacy Statement