

# Colburn Community Support

## Safeguarding Policy

### Aim:

- To ensure that all children being supported by CCS are dealt with in a safe manner.

### Notes:

The term children: should be understood to include, babies, children and young people up to the age of 18.

This policy also incorporates the needs of vulnerable people of any age. Where the word 'child' or 'children' is used it can also mean 'vulnerable adult'.

### Principles:

- Those bringing children to any session with CCS have primary responsibility for their well-being and care.
- CCS has a responsibility to ensure that facilities they are based in, are safe and that any support staff have basic training in child protection and adopt safe practises.

### Policy:

- All those involved with CCS have a duty of care for all those they support, including children. As children have less personal responsibility, it is imperative that CCS looks out for their needs.
- Contact with children should, wherever possible, be in the company of other adults.
- CCS workers must avoid being in a private one to one situation with children.
- No one working for CCS should photograph children without the consent of adults with responsibility for them

### There is the need for the following training:

- For all new staff in Child Protection issues – best practise and how to deal with disclosures, how to keep themselves safe
- An annual refresher for all staff

### If there are concerns:

- a) How clients look after their children
- b) How others respond to children

c) How CCS staff respond to children

Then the concerns should be referred to the CCS Support Group who will decide upon the action to take.

The Facilitators of the Support Group will decide whether it is necessary to contact North Yorkshire County Council - 01609 780780 – this applies whether the child is with a family or as a CCS client. The CCSSG has a duty to report concerns to local social services regardless of where the child’s home is.

**Allegations against CCS staff:**

These will be investigated initially by the Facilitators of the Support Group.

**Record keeping:**

Any child protection incident should be written up the same day and kept on file.

Policy adopted: February 2022

Written by: Simon Eastwood

Review: February 2024

February 2026

As facilitators of the CCS support group, we agree to the wording of the above policy.

Signed on behalf of Support Group



Simon & Catherine Winchcombe

Date: 15<sup>th</sup> February 2022