

## **COWLEY ROAD WORKS: SAFEGUARDING POLICY**

### **1.0 Introduction**

Cowley Road Works ('CRW') recognises its responsibility for Safeguarding of Children and Vulnerable Adults. Legally, safeguarding is the responsibility of everyone who works for or with CRW. CRW is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means to follow procedures to protect children and vulnerable adults and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and vulnerable adults with appropriate safety/protection whilst in the care of CRW and to allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

This policy applies to all staff, freelance staff, trustees and long-term volunteers ('Staff and Volunteers') and partner organisations delivering work under the CRW umbrella.

**A child/young person is defined as a person under the age of 18 (Children's Act 1989). This policy also covers work with vulnerable and disabled adults up to the age of 25.**

### **1.1 Policy Statement**

Cowley Road Works is committed to the following:

- the welfare of children and vulnerable adults is paramount
- all children and vulnerable adults whatever their age, culture, ability, gender, disability, language, racial heritage, religious belief and/or sexual identity should be able to participate in a fun and safe environment and have an equal right to protection from all forms of harm or abuse.
- taking all reasonable steps to protect children and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all CRW employees and volunteers who work with children and vulnerable adults will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures.
- All staff and volunteers who will be working in a position of responsibility with children and vulnerable adults to undergo a DBS check. The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and prevent unsuitable people from working with children and vulnerable adults.

### **1.2 Monitor and review the policy and procedures**

The implementation of these procedures will be regularly monitored and reviewed. The CRW Designated Safeguarding Officer will regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required.

This policy will be reviewed annually and kept in line with county procedures.

Appointed CRW Designated Safeguarding Officers are asked to give one month's notice before leaving their role. If the CRW Designated Safeguarding Officer leaves their role, it is CRW's responsibility to ensure a successor is appointed without delay. If there is a gap or anticipated gap between appointments, CRW will appoint an interim CRW Designated Safeguarding Officer.

### **1.3 Recognising, Reporting and Responding**

#### **Recording Information**

CRW will ensure that all permanent staff will receive Generalist Safeguarding training every 3 years through Oxfordshire Safeguarding and Children Board (OSCB). All other staff will complete the Introduction to Safeguarding Children (Level 1) e-learning course available through OSCB. CRW will also ensure that all staff and volunteers have read this Safeguarding Policy (including how abuse is defined and how to recognise signs of abuse – see Appendix 1 at the end of this document) and know who the CRW Designated Safeguarding Officer is within the organisation.

We recognise that staff who work regularly with children and vulnerable adults are best places to notice changes in behaviour and/or physical injuries. CRW will report any concerns to the designated lead staff member and to the CRW Designated Safeguarding Officer.

It is **NOT** the responsibility of those working for CRW to decide that abuse is occurring. It **IS** their responsibility to act on any concerns.

When reporting a concern to the CRW Designated Safeguarding Officer, information should include the following:

- the child's or vulnerable adult's name, age and date of birth
- the child's or vulnerable adult's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's or vulnerable adult's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so, what has been said?
- has anyone else been consulted? If so, record details
- has anyone been alleged to be the abuser? Record detail

#### **1.4 Guidelines for Volunteers and Staff of Cowley Road Works**

**The CRW Designated Safeguarding Officer is: Micaela Tuckwell (Tel.:07768 865834)**

**If the CRW Designated Safeguarding Officer is not available, you should take responsibility and seek advice from the following services:**

**For Immediate Concerns about a child contact:**

Oxfordshire MASH (Multi-Agency Safeguarding Hub):

Access to Information and Services Team (in office hours): 0345 050 7666

Emergency Duty Team (outside office hours): 0800 833 408

**To talk about an on-going concern:**

North Oxfordshire Assessment Team: 01865 323039

Oxford Assessment Team: 01865 328563

South Oxfordshire Assessment Team: 01865 323041

You can fill out this form if you think a child is being abused or neglected:

<https://www2.oxfordshire.gov.uk/cms/content/report-child-abuse>

**To report concerns about child sexual exploitation**

If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited please contact the Kingfisher Team on: **01865 309196**. Out of hours calls to this number will be diverted to the Thames Valley Police Referral Centre.

**To report concerns about child radicalisation**

If you are concerned about a child or young person being radicalised please follow the guidance in this document: [Oxfordshire Prevent Referral and Contacts Oct 2015](#)

This could be in regard to a far-right movement such as the English Defence League (EDL), animal rights activists such as the Animal Liberation Front (ALF) or in regard to religious extremism such as the Islamic State (IS).

**For Vulnerable adults contact:**

Oxfordshire Social & Community Services by ringing 0845 050 7666, or you can email [socialandhealthcare@oxfordshire.gov.uk](mailto:socialandhealthcare@oxfordshire.gov.uk)

**If you need urgent help or a crime has been committed, you should contact the police:**

- If it is an emergency, you should call 999 or 112
- If it is not an emergency, St Aldates Police Station: 01865 841148

**If staff and volunteers are unsure about making a referral, further information about safeguarding in Oxfordshire can be found at:**

- Children: <http://www.oscb.org.uk/reporting-concerns/>
- Vulnerable adults: <http://www.osab.co.uk/public/reporting-concerns/>

## **1.5 Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The CRW Designated Safeguarding Officer
- The parents of the child
- The person making the allegation
- Social Care Team/police
- The alleged abuser (and parents if the alleged abuser is a child)

Seek advice from the social care team on who should approach the alleged abuser.

### **1.6 Guidelines for the CRW Designated Safeguarding Officer**

The CRW Designated Safeguarding Officer should seek to remain up to date on issues surrounding the protection of children and vulnerable groups. They should share this information with CRW volunteers and staff as appropriate.

The CRW Designated Safeguarding Officer should undertake to complete OCSB Designated Safeguarding Lead training every 2 years.

In the event of a safeguarding concern being raised, the CRW Designated Safeguarding Officer shall ensure this is fully documented, including concerns and decisions made, and that all necessary procedures are followed, and the steps outlined in **section 1.4** are completed.

### **1.7 Recruiting Staff and Volunteers**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children or vulnerable adults. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children and vulnerable adults the following steps will be taken by CRW when recruiting.

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers will receive formal or informal induction during which:

- A check will be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- Their qualifications will be substantiated
- The job requirements and responsibilities will be clarified
- Safeguarding Procedures will be explained, and training needs identified.
- All staff and volunteers who will be working in a position of responsibility with children and vulnerable adults to undergo a DBS check
- All employees, volunteers, to undertake relevant safeguarding training through OCSB, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a child or vulnerable adult.



In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

**Emotional Abuse:** the persistent emotional ill treatment of a young person or vulnerable adult, likely to cause severe and lasting adverse effects on the individual's emotional development. It may involve telling the individual they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause an individual to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person or vulnerable adult frightened or withdrawn.

Ill treatment of children and vulnerable adults, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text, email or chat room messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

**Neglect** occurs when an adult fails to meet the young person or vulnerable adults basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of their health or development; for example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe or exposing them to undue cold/heat or unnecessary risk of injury.

**Sexual Abuse** occurs when adults (male and female) use children or vulnerable adults to meet their own sexual needs. Siblings and family members can be the abuser. This could

include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing individuals pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

### **Indicators of Abuse**

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child or vulnerable adult is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person or vulnerable adult describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person
- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

### **Signs of bullying include:**

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.