



SAFEGUARDING VULNERABLE YOUNG PEOPLE

1. INTRODUCTION

Get Me Out The Four Walls recognises that they have a duty of care towards children and young people under the age of eighteen if ever they are in our charge to protect them from physical, emotional and sexual abuse or harm and ensure their well-being. Get Me Out The Four Walls seeks to comply with UK's local Safeguarding Children's Board in promoting good working practices that safeguards children and promotes their welfare.

It is a requirement that any member of Get Me Out The Four Walls, staff or any volunteer working on behalf of the Get Me Out The Four Walls has the responsibility to pass on information and concerns regarding a child or young person who may have been or is likely to be harmed or abused.

The designated Young Persons Protection Officer is: ALAN HOLLAND

Get Me Out The Four Walls Young Persons Protection Officer is responsible for:

- * Monitoring & recording concerns
- * Making referrals to Social Services without delay
- * Liaison with other agencies
- * Arranging appropriate training for all staff

2. VETTING AND TRAINING

All Get Me Out The Four Walls ACT staff are interviewed, referenced and undergo criminal record checks to an enhanced level under the Disclosure and Barring Service for roles that come into contact with children and young persons.

Appropriate training is available to staff and volunteers undertaking direct work with children and young people to make them aware of child protection issues and proper reporting procedures. This is reviewed at regular intervals. Get Me Out The Four Walls has recruitment policies for both staff and volunteers which seek to ensure that the well-being of children and young people is maintained.

Get Me Out The Four Walls acknowledges and accepts the U.N. Convention on the Rights of the Child, the principles of the Children Act 1989 and the Human Rights Act 1998.

We will:

- * treat all children with respect and celebrate their achievements
- * carefully recruit & select all adults whether paid or voluntary
- * respond to concerns and allegations appropriately

When any adult has concerns about the welfare of any child/ young person then he/she is expected to share those concerns with the Young Persons Protection Officer. Please refer to Appendix A in the event of a disclosure.

3. CONFIDENTIALITY

In cases of disclosure of abuse, by either children or parents, we are obliged to share the information and refer our concerns to Social Services.

4. STAFF ALLEGATIONS

Concerns about the behaviour of adult/ s in our organisation will be referred without delay to the Young Persons Protection Officer who will contact Social Services or the police as appropriate.

5. WHAT TO DO IN THE EVENT OF A DISCLOSURE

- Never guarantee absolute confidentiality, as Child/Young Person's Protection will always have precedence over any other issues.
- Listen to the child/young person, rather than question him or her directly.
- Offer him/her reassurance without making promises, and take what the young person says seriously.
- Allow the young person to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Use the child/young person's words or explanations – do not translate into your own words, in case you have misconstrued what the child/young person was trying to say.

5.1 Record any discussion or actions taken within 24 hours. Details must include as far as practical:

- Name of child or young person
- Age
- Home address (if known)
- Date of Birth (if known)
- Name/s and address of parent/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the child or young person been spoken to? If so, record details
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? E.g. designated Child/Young Persons Protections Officer within the School or Social Services etc.
- Has anyone else been consulted? If so, record details.

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet. Only the designated persons will have access to these files.

The designated person/s will inform the relevant outside organisation of the incident.

Norfolk Police Central Referral Team (Office hours)	01603 276332
(Out of hours)	01953 424242
Norfolk County Council Social Services	0844 800 8014
Local Authority Designated Officer	01603 223473