Hunslet + Belle Isle Community Project

Registered Charitable Incorporated Organisation: 1206294

Kids Youth Families

Child Protection and Safeguarding Policy and Procedures. March 2026.

Safeguarding Lead: Ben Hutchinson. Phone: 07419 366 058. Email: ben.hutchinson@hotmail.co.uk

Safeguarding Trustee: Kate Singleton. Phone: 07846682619. Email: kate@stlukescares.org.uk

Policy Statement

Hunslet and Belle Isle Community Project is committed to promoting the welfare and protection of children and young people throughout its work and activities, believing that children and young people have a right to be safe and protected from abuse, neglect and witnessing mistreatment of other children and adults.
Hunslet and Belle Isle Community Project also has a commitment to valuing, listening to and respecting children and young people and this policy is intended to ensure the safe recruitment, supervision, practice and training of all workers (paid & voluntary) and trustees.
All employees, volunteers and trustees will be shown this safeguarding policy upon their induction and it is their responsibility to familiarise themselves with this information, abide by this policy and to follow its guidance whenever their work brings them into contact with children and young people.

Hunslet and Belle Isle Community Project will support anyone (e.g. children; young people; staff; volunteers; parents; key workers) who raises concerns regarding the welfare or protection of young people. Any concerns raised will be taken seriously.
Hunslet and Belle Isle Community Project accepts that the best interests of the young person must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.

Our Safeguarding and Child Protection Policy covers a wide range of child-centred service areas which include:

- Centre based groups and clubs
- Outdoor, detached or street work
- Home visits
- Trips and residentials
- Sports activities
- Family support work
- any other organised events that involve children, young people and families

Hunslet and Belle Isle Community Project will review this policy and the relevant procedures regularly together with all other policies and procedures they have in place.

Child and Young People Protection co-ordinator for Hunslet and Belle Isle Community Project

Ben Hutchinson (Project leader)
Work phone: 07419 366 058
Emergency phone: 07834 903 603
Email: ben.hutchinson@hotmail.co.uk

This person has the responsibility of promoting the Safeguarding policies within the project and ensuring that all trustees, relevant staff and volunteers are DBS checked and regularly trained in child protection issues and procedures and refresher courses, where appropriate. All service users should know who the project "Child and Young People Protection co-ordinator" is and their contact details. DBS checks should be done on recruitment and renewed every three years.

Hunslet and Belle Isle Community Project Definitions:

- **Young people/person**: All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18. This policy is in place to safeguard all the young people that the project works with. Some aspects of this policy such as Code of conduct will be in place to protect all young people, regardless of age.
- **The Hunslet and Belle Isle Community Project staff**: This policy applies to all full and part-time paid staff, volunteers, any contract or sessional paid staff and all trustees. For the purpose of this document any reference to staff will include all those mentioned above.

Hunslet and Belle Isle Community Project will endeavour to safeguard children by:

- Ensuring that all our staff are carefully selected, vetted, trained and supervised.
- Assessing all risk carefully and taking all necessary steps to minimise and manage the risk.
- Letting young people, children, parents and workers know how to voice concerns or complaints about anything that they may not be happy with.
- Giving young people, children, parents and workers information about what we do and what can be expected from us.
- Adopting child protection guidelines through procedures and a code of conduct for staff (see appendix).

Suspicion of abuse
All workers (paid or voluntary) and trustees with Hunslet and Belle Isle Community Project have a duty to identify and report any concerns and/or abuse against children or young people. Abuse can take place in any setting, public or private, can be perpetuated by anyone, and can include physical; financial; material; sexual; psychological; discriminatory; emotional abuse and neglect.

If you have a concern about a child protection issue you should follow the guidance below:

- Do not excessively question the child or young person, simply listen to what they have to say and make notes of what is said.
- Do not promise that you will keep the information secret.
- If you see behaviour or a possible injury which is of concern, make a detailed note of what you have seen. Do not speculate about what may be happening or what has happened – simply be factual.
- Report the incident/concern to your line manager.
- Make a record of the incident /concern on an incident report.(see appendix)
- Do not talk to the parent/carer before reporting or before getting advice from the Safeguarding co-ordinator (Ben Hutchinson).

The project Safeguarding Co-ordinator should then follow this guidance as soon as possible:

- If a Safeguarding concern is raised with you it would almost always be appropriate to discuss this with your local Social Service Department, Local Authority Designated Officer (LADO).
- You should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation you should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.
- You should also inform the Safeguarding Trustee and keep them updated but at this stage discuss the concern with no-one further.
- It is your responsibility to ensure that notes of any incident are clearly and accurately recorded and filed securely
- In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.
- Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.

Documentation:

Any incident, disclosure, cause for concern or action taken as a result of child abuse or suspected child abuse must be documented immediately stating:

- Date and time of the disclosure/incident/area of concern
- Date and Time of Report
- Child or young person's name
- Actual details of the disclosure/incident/area of concern;
- The full name and age of the child(ren) concerned;
- An outline of the circumstances that led to the disclosure/incident/area of concern;
- An accurate record of what was said, and by whom;
- Actions to be taken (both internal and external actions - based on the issues raised in the allegation. Eg; Notify Manager/ Duty and Advice/ LADO)
- Respect confidentiality and file documents securely;
- Designation and signature of person reporting the incident.

Once this information is documented, this record must be maintained in the child or young person's file and an Action Plan must be implemented immediately.

Details should also be included in the file of decisions made, actions taken, and reasons for that action, referrals made, persons and agencies involved together with evidence of future plans.

Recognising The Signs and Symptoms of Abuse

- **Physical Abuse**: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

- **Emotional Abuse**: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve

seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber- bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Sexual Abuse**: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non- penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Neglect**: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Financial Abuse**: Financial or material abuse can take the form of defrauding, stealing or using of the children's or young people's and property without their permission. To coerce children and young people to part with money, goods and/or property. This can be once or over a period of months or years that could involve large sums of money or just small amounts an allowance each week.
    - Theft of money or possessions
    - Missing personal possessions
    - Personal items going missing
    - Unreasonable or inappropriate gifts
    - 'Mate' Crime: this is defined as the exploitation, abuse or theft from any person at risk from those they consider to be their friends.

- **Radicalisation:** Children and young people can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.
- **Other forms of abuse:** This category has been added to cover additional types of abuse not mentioned above but may be relevant including FGM (Female Genital Mutilation), forced marriage, so called 'honour' based violence, black magic or witchcraft abuse and the risk that some young people may have been forced to act as child soldiers in their country of origin. Modern slavery and child trafficking is also child abuse.

Possible signs of abuse include:

- 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 or the explanation of the cause of the injury is does not seem right.
  The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Becoming aware of a safeguarding issue

There are different ways in which we may become aware of issues relating to a child or young person's safety:

- A third party or anonymous allegation may be received
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect
- A child or young person reports an incident (s) or alleged abuse which occurred some time ago
- A written report is made regarding the serious misconduct of a worker towards a child or young person
- A child or young person makes a disclosure to a member of staff or a volunteer
- A parent may disclose information about issues within the family home, including domestic abuse

Allegations against staff members

Any allegation against a staff member must be reported immediately to the "Child and Young People Protection co-ordinator" for Hunslet and Belle Isle Community Project (Ben Hutchinson). If the allegation relates to the "Child and Young People Protection co-ordinator" contact the Safeguarding Trustee. **Kate Singleton 07846682619.**

Whilst following the procedure outlined above, the Safeguarding Co-ordinator should also follow the Leeds Safeguarding Children Partnership's procedures and will need to liaise with Social Services in regard to the suspension of the worker and making a referral to an Allegations Management Adviser (AMA).

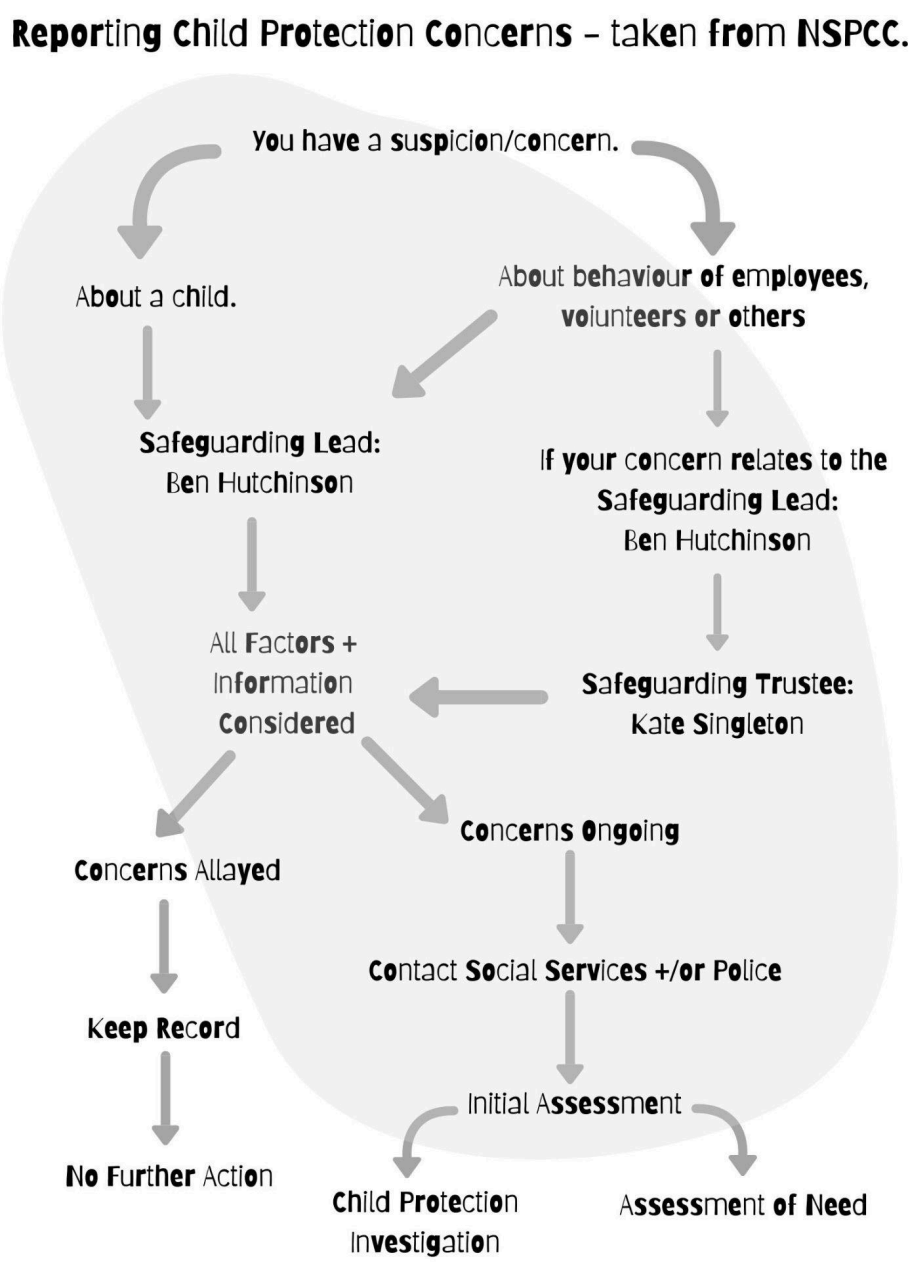
Useful Contacts if you have a concern about a Child or Young person:

- Hunslet and Belle Isle Community Project Child and Young People Protection co-ordinator: Ben Hutchinson (Project leader), Work phone: 07419 366 058. Emergency phone: 07834 903 603.
  Email: ben.hutchinson@hotmail.co.uk
- Safeguarding Trustee - Kate Singleton Phone: 07846682619. Email: kate@stlukescares.org.uk
- Leeds Social Care. For an issue about a **child** call 0113 222 4403. During Office hours (Monday to Friday, 8am to 6pm) - **0113 376 0336** and provide them with as much information as possible.
  If you need to call Leeds Social Care outside of normal office hours call the emergency team on (out of hours) 0113 376 0469 or email childrensedt@leeds.gov.uk
- NSPCC Helpline: 0808 800 5000 or email help@nspcc.org.uk
- Childline: 0800 1111 or 1-2-1 counsellor chat.
- British Sign Language: www.leeds.gov.uk/accessibility
- If **urgent action** is needed because you suspect an immediate risk of harm call the police on 999

General

- The Disclosure and Barring Service (DBS)
  www.gov.uk/government/organisations/disclosure-and-barring-service
- Leeds Safeguarding Children Partnership - www.leedsscp.org.uk
- Thirtyone:eight (formerly known as CCPAS) thirtyoneeight.org 03 03 003 11 11

4. Reporting Child Protection Concerns - A Summary. (Taken from NSPCC)



Code of Conduct and Good Practice

These guidelines are designed not only to protect children and young people but also to protect staff from situations where false allegations may occur.

Good practice

1. Contact with children

- Minimise time alone with children away from others
- Children should only be taken alone on a vehicle journey in an emergency or with parental consent
- Do not take children to your home
- Never meet up with children outside of your work with Hunslet and Belle Isle Community Project unless it is with the full consent and knowledge of the child's parents / carers and your manager
- Never enter a house when a child is on their own

2. Relationships

All staff should be aware that they should never:

- Engage in rough physical games
- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about or to a child even in fun
- Ignore allegations a child makes or let them go unrecorded
- Do things of a personal nature for children that they can do themselves
- Tolerate oppressive or bullying behaviour

3. Intimate Care

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents and when adequate training has taken place. If an emergency situation arises that requires this type of help then parents should be fully informed as soon as is reasonably possible.

4. Restraint

Restraint is where a child is being held, moved or prevented from moving against their will. This is done where not to do so would result in injury to themselves or to others or would cause significant damage to property. Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and failed. Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury). A young person should be restrained for the shortest period necessary to bring the situation under control.

All such incidents should be recorded detailing the facts of the behaviour; witnesses; who restrained the young person and how; what other methods had been tried and what other follow up action took place. This record should then be passed to the designated Child Protection Officer. Parents/carers should be informed fully if restraint measures were used.

Code of Conduct

Staff must:

- Treat all children and young people and their possessions with respect.
- Provide an example of good conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within the sight or hearing of others
- Respect a young person's right to personal privacy and encourages young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a child or young person may be misinterpreted and be mindful of how and where you touch young people.
- Recognise that special caution is required when discussing sensitive issues
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and wear a name badge at all times
- Keep the child's needs first and performing outcomes second.

Staff **must not**:

- Have inappropriate physical or verbal contact with children or young people
- Make sexually suggestive comments, even in fun
- Make derogatory remarks or gestures in front of children and young people
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child abuse issues
- Show favouritism to individuals
- Ask young people to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Allow bullying
- Believe that "it could never happen to me"
- Take chances when common sense, policy or practice suggests a more prudent approach.

Supervision of children

Making arrangements for the proper supervision of children and young people is one of the best ways you can minimise the opportunities for children to suffer any harm while in your care.

When organising journeys, visits or trips, you should to follow the guidelines below.

Planned activities

When you organise journeys or visits:

- You should undertake all relevant pre-site visits and complete appropriate risk assessments and trip forms. You should plan and prepare a detailed programme of activities for the children who are involved.
- You are responsible for the children's welfare and safety for the whole time they are away from home.
- You should not leave young people to their own devices; for example, in a town for the evening or on shopping expeditions, unless clear approval has been sought from parents/carers and a full risk assessment has been undertaken relating to age and behaviour of group
- You should ensure that all children and young people are adequately supervised and engaged in suitable activities at all times unless the conditions above are fulfilled.
- When your planned activities are disrupted, e.g., because of weather conditions, you should have alternative activities planned.
- You should get written parental consent for any children to join an organised trip.
- You should give parents/carers full information about the trip, including details of the programme of events, the planned activities and the supervision ratios (ie, how many children to each supervising adult).

Supervising children and young people

• If you are a leader in charge, you must be satisfied that the workers and adults who accompany group parties are fully competent to do so.

How to react and what to do

• Young people must be supervised at all times.

• Young people must not be left unsupervised at any venue, whether it is indoors or outdoors.

• You and the other workers should know at all times where young people are, and what they are doing.
• Any activity using potentially dangerous equipment should have constant adult supervision.
• Young people will be safer if supervised by two or more adults.
• Dangerous behaviour by young people should not be allowed.

Adult/child ratios

Supervision must be adequate, whether at the organisation's venue or on a journey or visit. As a leader, when you decide how many adults you will need for supervision, you must consider a range of practical matters.
• The number of participants in the group.
• The nature of the site or venue.
• The activities to be undertaken - if an activity is hazardous, e.g., mountain climbing, there are specific ratios of adults to young people that you must follow.
• It is important that each individual supervisor knows his or her responsibilities.
• We recommend that you should not make a journey or visit without at least two adults in attendance, one of whom must be a worker. You should not count bus drivers as supervisors.
• It is up to the leader in charge to decide on the level of supervision, taking into account our guidance as stated above.
• If a party consists of both girls and boys, you should provide both male and female supervision, unless otherwise agreed.
• If an activity involves swimming and the children are under eight years of age, the ratio must be one adult to one child.
• There should always be at least two members of staff supervising any group of young people.
• For specialist sports or activities (e.g., canoeing), ratios recommended by the appropriate governing body should be followed.
• Our standard recommended ratios for activities are:

- There should be a minimum ratio of one member of staff to two young people at all times.
- In addition the following guidelines from NSPCC will govern our practice.

· *Aged 0 - 2 years: 1 adult to 3 children*
· *Aged 2 - 3 years: 1 adult to 4 children*
· *Aged 4 - 8 years: 1 adult to 6 children*
· *Aged 9 - 12 years: 1 adult to 8 children*
· *Aged 13 - 18 years: 1 adult to 10 children.*

"If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible. When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher. It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times."

<u>Designated Child Protection Officer</u>

The designated safeguarding officer has the following responsibilities:

- To ensure that this policy and procedures are disseminated, implemented and adhered to at all times.
- To be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection.
- To receive all information from staff, young people, parents or carers about any child protection concern or issue, to assess this information promptly and take any appropriate actions and maintain records.
- To liaise with and be familiar with relevant staff in external child protection agencies, and to make referrals as and when necessary. When making a referral to do so having spoken to the relevant member of Hunslet and Belle Isle Community Project staff and the young person involved.
- To arrange appropriate training and support for all relevant staff.
- To provide support during and after incidents involving child protection.
- To monitor and maintain records to provide feedback to The Hunslet Initiative on the number of safeguarding concerns and incidents, and the outcomes of these.

This organisations designated Child Protection Officer is Ben Hutchinson who can be contacted on 07419 366 058.

Safeguarding Incident Report Form

The person who receives the allegation or has the concern, should complete this incident report form and ensure it is signed and dated.

Name:	
Address:	
Telephone:	
Briefly describe what happened (include times and dates):	
Names and contacts of witnesses:	

Name of person completing form:	
Date:	
Name, position and contact details of Manager responsible for investigation:	
Date:	
Action taken:	
Signatures:	