



Safeguarding of Children and Young People Policy and Procedure

Statement of Purpose

Friends of Waterloo Park (FoWP) is committed to ensuring that children and young people who participate in our activities are able to do so in a safe and enjoyable environment and are protected from harm (physical, sexual or emotional abuse, neglect and bullying). A child is defined as anyone who has not yet reached their 18th birthday.

Policy

1. This Safeguarding Policy is based on the fact that members of FoWP will not be responsible for the primary care of children at any of our events.

Children will always be supervised by their own parent, carer or another designated adult.

2. As responsibility for the care of children and young people does not rest with us it is not necessary for any of our members or volunteers to hold D.B.S clearance and our Public Liability Insurance is arranged on these terms.

3. The role and responsibility of members and volunteers are the same as for any member of public, to ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and /or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All members and volunteers have a responsibility to report concerns to the Designated Safeguarding Officer.

Procedures

Friends of Waterloo Park will:

- Appoint a Designated Trustee responsible for Safeguarding and ensure that every member and volunteer knows her or his name and contact details;
- Ensure Friends and volunteers understand their role and responsibility to refer any concerns to the Designated Trustee;
- The designated trustee will report any disclosure or sign of abuse immediately to the **Children's Advice and Duty Service on 0344 800 8020** immediately and will cooperate in any resulting investigation if required.

If for some reason it is not possible to contact the designated trustee the member or volunteer should not delay, but should make a referral themselves.

- The member/volunteer and the designated trustee should make careful notes of the incident and action taken. The notes must be stored confidentially and when no longer of use, disposed of securely;
- Confidentiality must strictly be observed at all times.

Members and supporters should follow these guidelines if they are concerned that abuse is taking place.

If someone discloses that they are being abused you should:

- *React calmly*
- *Reassure the child that they were right to tell and that they are not to blame;*
- *Keep questions to a minimum. Don't ask about explicit details; questions as this may compromise any potential investigation.*
- *Reassure but do not promise that you will keep what they have said to yourself;*
- *Inform the child/young person what you will do next;*
- *Make a full written record of what has been said / heard as soon as possible and don't delay in passing on the information; stick to facts only, do not include any personal assessments or opinions within your written record.*
- *Talk to the designated Trustee as soon as possible.*

The written record should include whatever you may have of the following:

- *The child's name, age, date of birth and address.*
- *The nature of the allegation including dates and other relevant information.*
- *A description of any visible bruises or other injuries.*
- *Details of any witnesses.*

Because we do not have close contact with children any details we have may be very sketchy. This should not prevent us making a referral. It is up to the Children's Advice and Duty Service to decide whether any action is necessary.

If you are unable to get through to the Children's Advice and Duty Service on 0344 800 8020 or if you have immediate and serious concerns for the safety of the child / young person, call Norfolk Police on 101 / 999

Policy agreed by the Trustees on 14th June 2022.

Signed on behalf of the Trustees

Name	<u>A Jordan</u>	Position	CHAIR, FRIENDS OF WATERLOO PARK	Date	27/7/23
And	<u>Sean Mc Cormick</u>	Position	SECRETARY / TRUSTEE	Date	27/7/23

Policy to be reviewed in two years.

The Designated Trustee for the Safeguarding of Children and Young People is:

Name: Shirley Jordan

Contact details: shirleyjordanx@gmail.com

Phone: 07910 165872