



Child Safeguarding Policy and Procedures

1. Policy Statement.

Gympanzees is committed to safeguarding all those who use its services. 'Safeguarding' is a term that relates to the action taken to promote the welfare of children as well as protecting them from harm. Safeguarding is everyone's responsibility.

The 'Every Child Matters' agenda 2003 and Children Act 2004 detailed five main outcomes to be achieved:

1. Being healthy
2. Staying safe
3. Enjoying and achieving
4. Making a positive contribution
5. Economic well-being

Government guidance is clear that all organizations working with children, young people, families, parents and carers have responsibilities for Safeguarding. It is also important to remember that children and young people themselves can also abuse and such incidents fall into the remit of this policy.

In order to have effective safeguarding procedures Gympanzees:

- Has senior managers committed to safeguarding
- Is clear about people's responsibilities and accountability
- Has a culture of listening to children
- Has safe recruiting practices for all those working within the organization
- Has procedures for dealing with allegations and concerns about staff and volunteers
- All staff and volunteers have mandatory induction, safeguarding training, supervision, reviews and support
- Has agreements about working with other organizations and agencies.

This policy and these procedures are guided by all British legislation and legal guidance that enshrines children's welfare rights and complies with best practice. It recognizes that the welfare and interests of the children are paramount in all circumstances. For the purpose of this document 'children' are aged 0-18 years.

As part of this policy Gympanzees will:

- Promote and prioritize the safety and well-being of its children.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities in this regard.
- Ensure appropriate action is taken in the event of incidents/concerns and provide support to the individual/s who raise or disclose a concern
- Ensure that confidential, detailed, contemporaneous and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/engagement of unsuitable individuals.

Gympanzees aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation, or socio-economic background, all those using its services:

- Have a positive and enjoyable experience in a safe and child centred environment
- Are protected from abuse whilst participating in the activity or outside of the activity.



Compliance with this policy and these procedures is mandatory for all those involved with Gympanzees. Failure to comply will be addressed without delay and may ultimately result in dismissal/exclusion from this organization.

2. What is child abuse?

Abuse is a form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Many factors can make a disabled child more vulnerable to abuse than their non-disabled peers. Some of the reasons may be:

- They have fewer outside contacts than other children.
- They receive intimate care from a number of carers, increasing the risk of exposure to abuse and making it difficult to set physical boundaries.
- They may have impaired capacity to resist or avoid abuse
- They may be inhibited about raising concerns for fear of losing services.
- Carers may lack the ability to communicate adequately with the child.
- Some adult abusers may target disabled children in the belief that they are less likely to be detected.

Child abuse has 4 broad types, physical, sexual, emotional and neglect, though they are not mutually exclusive and are not easily recognized.

1. **Physical-** hitting, shaking, squeezing, burning or biting. Giving children drugs and alcohol is also abusive. Force feeding, rough handling and unjustifiable physical restraint is also abusive.
2. **Sexual-** where children are encouraged or forced to observe or participate in any form of sexual activity, whether or not the child is aware of what is happening. This may involve physical contact, assault, kissing, rubbing and touching or non-contact activities such as watching pornographic material or encouraging them to behave in a sexually inappropriate way, 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 well as other children.
3. **Emotional-** persistent emotional maltreatment of a child causing severe and persistent adverse effects on the child's emotional development. It may involve
 - conveying to the child that they are worthless, unloved, inadequate, or valued only in so far as they meet the needs of the other person.
 - Not giving the child opportunities to express their views, deliberately silencing/making fun of what they say or how they communicate.
 - Imposing developmentally inappropriate expectations on the child. This can be interactions above their age, or overprotection and preventing the child from normal exploration, learning or social integration.
 - Seeing or hearing ill-treatment of another e.g. domestic violence or abuse.
 - Serious bullying (including cyber bullying) causing the child to feel frequently frightened or in danger.
 - Some form of emotional abuse is involved in all other forms of child maltreatment, though it may occur alone.
4. **Neglect-** persistent failure to meet the child's basic physical or psychological needs, likely to cause serious impairment of the child's health and development. It may involve failing to:
 - Provide adequate food, clothing, shelter (including exclusion from home/ abandonment)
 - Protect the child from physical and emotional harm or danger.



- Ensure adequate supervision (including that of care-givers)
- Ensure access to appropriate medical care of treatment.
- Neglect or unresponsiveness to the child's basic emotional needs.

No single professional can have a full picture of any child's needs or circumstances, so all those who come into contact with the child have a role to play in identifying concerns, sharing information and taking prompt action and so fulfil the purpose of safeguarding legislation. The arrangements should also have a child-centred approach, whereby effective services are based on a clear understanding of the needs and views of the children.

Recognizing abuse:

Recognizing abuse is important in safeguarding children. Often it is physical signs but it can be behaviour changes that raise the concern i.e.

- Becoming aggressive/withdrawn/clingy
- Seeming to keep a secret
- Deterioration in general well being
- Unexplained bruising, marks or poor personal hygiene
- Unreasonable fear of certain places or people
- Acting out inappropriately with adults, other children, toys or objects.
- Sexually explicit language or actions

Not all concerns relate to abuse, they may well be other explanations e.g. family breakup.

A Safeguarding Children Board Serious Case Review (2006) of situations involving disabled children found the following themes:

- An under-reporting of disabled children in the safeguarding system
- A lack of safeguarding knowledge in staff working with disabled children
- The staff's need for training and access to advice from colleagues with safeguarding experience.
- The tendency for indicators of abuse to be explained as a function of the disability.
- Practitioners have difficulty in focussing on the child's needs separately from those of the parent/carer.
- Staff can over identify with the parents/carers and so are reluctant to accept that abuse is taking place. It is seen as attributable to the stress and difficulties of caring for the disabled child.
- The general problems encountered in recognizing and acting on neglect are compounded when the child is disabled.

Children with disabilities are children first and foremost and have the same rights to protection as any other child.

'No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs' - Equality Act 2010

Gympanzees will keep children safe by:

- Acknowledging that the welfare of the child is paramount.
- Affirming that all children have the right to protection regardless of gender, ethnicity, religion, disability or sexual orientation.
- Value them, listen to them and respect them.
- Recognize that some disabled children may have speech and language issues that make it difficult for them to tell others what is happening.
- All staff and volunteers will be recruited by following our safe recruiting guidelines and ensure all necessary checks (including Disclosure and Barring Service) are made.



- Share information about safeguarding and good practice with children, parents/carers, staff and volunteers.
- Share information with relevant agencies and involve parents and children appropriately.
- Provide effective management for staff and volunteers through supervision, support and training.
- Ensure that all staff/trustees/regular volunteers at Gympanzees have current Child Safeguarding training.

3. What to do if abuse is suspected or disclosed.

Disclosure of abuse may be made verbally, through play or through the behaviour of the child/young adult/adult.

Suspicion of possible abuse can arise by:

- Your own observations and concerns
- Being told by a third party of their concerns
- The child tells you.
- The abuser tells you.

If these concerns arise it is important that the information is communicated to the DSO/ Deputy DSO without delay.

Concerns may also arise because of difficulties experienced by the adults caring for the child e.g. Domestic violence, mental health issues, drug and alcohol abuse etc.

If abuse is disclosed, the recipient must stay calm, listen and reassure the child that they have done the right thing in telling and will not ask leading questions. Be honest with the child about who you will need to talk to in order to keep them safe.

It is not the role of volunteers or staff at Gympanzees to investigate the allegation of abuse, and so decide whether or not it has taken place, but it is their responsibility to act on the disclosure. It must be reported immediately to the Designated Safeguarding Officer (DSO) (Elizabeth Scholey) or her deputy (Stephanie Wheen).

If abuse is disclosed, the safeguarding officer will contact the Local Children's Safeguarding Board and discuss the situation with them and act on their advice.

If abuse is suspected, the DSO /Deputy DSO will discuss the concerns and seek guidance from the Local Children's Safeguarding Board before actual reporting any child protection issues.

In all situations the parents/carers will be informed, unless to do so would put the child in danger.

Confidentiality will be maintained at all times.

4. Alleged abuse by staff or volunteers.

Gympanzees does not believe that it is in anyone's interests for staff or volunteers with knowledge of wrongdoing to remain silent. It will take any reports of wrongdoing seriously and will support those who report the concerns as well as those about whom the allegation is made.

An allegation or concern must be taken to the DSO or deputy DSO. If it concerns either of these people it will taken directly to the Local Authority Designated Officer (LADO)



5. Record Keeping.

Any person receiving disclosure or having safeguarding concerns must make an accurate record as soon as possible, but within 24 hours, noting what has been said or seen, putting the event in context and giving the date, time and location. These records will be factual and not judgemental. These records must be signed and dated. They will include any known details of the child/children involved e.g. name, address, DOB etc. Any decisions made about this event will be recorded along with the reasons for making those decisions. These too will be signed, dated, timed and job role of the person making the decision.

All hand-written records will be retained even if they are later typed for more formal reporting. All written records of concerns must be stored even if there was no immediate onward referral as advised by the Local Children's Safeguarding Board.

All records will be securely kept in a locked cabinet at Gympanzees registered offices: 236 Henleaze Road, Bristol, BS9 4NG. Only the safeguarding lead and her deputy will have access to them and they will be kept only as long as necessary.

7. Training.

All staff, volunteers and trustees of Gympanzees will be made aware of this policy and be asked to sign that they have read and understood it. Gympanzees has become a member of Safer Activities For Everyone CIC (safecic). It is an organization providing accredited training, both online and face to face. In addition to this policy, all regular members of Gympanzees will complete both the Standard Child and Adult Safeguarding Courses. Additionally, the DSO and deputy DSO will complete the Leading on Child and Adult Safeguarding Courses. Gympanzees has enrolled in regular updates from this organization about training and any changes to national safeguarding policies that might arise from review boards or changes in legislation. Gympanzees will implement these changes promptly as and when they arise.

8. Review.

Gympanzees is committed to review this policy annually, in response to any changes in legislation or after any significant event within our organization. Gympanzees will review the training needs for all members and ensure that it remains in date.

Gympanzees Safeguarding Officers.

The Lead Person for Safeguarding is: Elizabeth Scholey
(DSO) liz.scholey@hotmail.com
Tel: 07773 132748 / 0117 9683627

The Deputy Person for Safeguarding is: Stephanie Wheen
(Deputy DSO) steph@gympanzees.org
Tel: 07773 553112

Other Useful contacts:

Gympanzees is a trading name for Gympanzees CIC. Company registered number is 11053032. Registered in England and Wales. Registered address is 236 Henleaze Road, Henleaze, Bristol, BS9 4NG



1. NSPCC 24 hr helpline: 0800 800 5000
2. Childline: 0800 1111 (open 24 hrs)
3. Safe CIC help@safecic.co.uk 01379 871091

Gympanzees Pop Up Locations and Safeguarding Boards.

Easter 2019.

8th - 19th April inclusive

Location:

Kingsweston School,
Napier Miles Road,
Bristol.
BS11 0UT

Local Safeguarding Board =Bristol Childrens Safeguarding Board:

Contacts numbers:

First Response Tel: 0117 903 6444

Out of Hours Tel: 01454 615 165

LADO Tel: 0117 903 7795

Additional documents to complete Gympanzees Safeguard Policy.

1. Adult Safeguarding Policy
2. Safe Recruiting Policy
3. Health and Safety Policy.
4. DBS Policy
5. Volunteer Policy.
6. Code of Conduct
7. Film and Photography Policy.
8. eSafety Policy
9. Whistle Blowing Policy
10. Grievance and Complaints Policy
11. Disciplinary Policy.

E. S. Scholey 20.03.2019