

ICE Ilfracombe operates in partnership with Ilfracombe Academy and local churches. When our workers/volunteers are working within Ilfracombe Academy or local churches or organisations, that organisation's own safeguarding policy will apply. ICE Ilfracombe Safeguarding Policy applies only to activities organised and carried out by ICE Ilfracombe workers/volunteers specifically for ICE Ilfracombe, such as the Delta Club, and not under the auspices of Ilfracombe Academy or local churches or other organisations.

The policy has the following sections:

Section 1	Organisation details, statement of intent and commitment to safeguarding
Section 2	Prevention
Section 3	Practice guidelines
Section 4	Responding to allegations of abuse
Section 5	Pastoral care
Appendix 1	ICE Ilfracombe safeguarding statement
Appendix 2	Definitions, signs and indicators of abuse

*The term 'worker' applies to both employees and volunteers.*

## SECTION 1 ORGANISATION DETAILS, STATEMENT OF INTENT AND COMMITMENT TO SAFEGUARDING

### Organisation details

Name of Organisation: ICE Ilfracombe

Address: The New Vicarage, St Brannock's Road, Ilfracombe EX34 8EG

Tel no: 07790 725933

Email address: [steersheila@gmail.com](mailto:steersheila@gmail.com)

Charity Number: 1177605

Insurance Company: SAGIC

Safeguarding Coordinator: Sheila Steer [safeguardingiceilfracombe@gmail.com](mailto:safeguardingiceilfracombe@gmail.com) 07980 575654

Deputy Safeguarding Coordinator: Margaret Holman [mholman170@gmail.com](mailto:mholman170@gmail.com) 07977 240707

*NB Any safeguarding concerns about the work of the school youth worker and/or volunteers in school must be referred to Ilfracombe Academy's Safeguarding Co-ordinator.*

## What we do

ICE Ilfracombe is a youth work project. We support local young people, working with Ilfracombe Academy and local churches. ICE Ilfracombe is involved in two specific areas of youth work.

### *a) School Youth Worker*

The project employs and helps to support ~~one full-time~~ a youth worker who ~~is employed by~~ is based at Ilfracombe Academy. Their role is to meet young people where they are, supporting them spiritually, emotionally, physically and mentally. This involves running and supporting various lessons, groups and pastoral and mentoring activities for young people in school, in groups and individually, and is aimed at engaging both church and non-church youth. The youth worker provides a link between the school and churches, young people and adults, and church and secular youth agencies.

The youth worker is assisted by a team of trained volunteers, who work directly with young people in the Academy helping with Christian lunchtime clubs and individual mentoring.

### ~~The Delta Club~~

This is an after school drop in club for young people normally held on weekdays during term time. The ~~Delta Club~~ Manager is assisted by trained volunteer helpers.

The main changes we would like to see through ~~the Delta Club~~ include:

- Help to empower young people to embrace life in all its fullness. We want to see them more confident, safe, growing their aspirations and flourishing.
- Provision of a friendly and safe setting in Ilfracombe centre which is supported and known in the town by students and their parents.
- Positive contributions made by the young people to our town
- Young people supported more by the local community
- A reduction in antisocial behaviour amongst young people in the town.

## Our commitment

As ICE Ilfracombe Trustees we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any practice guidelines following are based on the ten **Safe and Secure** safeguarding standards published by ~~thirtyone~~**eight**.

ICE Ilfracombe trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

- provide on-going safeguarding training for all its workers and regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- not allow the document to be copied by other organisations.

## **SECTION 2 PREVENTION**

### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in our policy (see Appendix 2).

### **Safer recruitment**

ICE Ilfracombe will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- there is a written job description / person specification for the post
- those applying have completed an application form and a self declaration form
- those short listed have been interviewed
- safeguarding has been discussed at interview
- written references have been obtained, and followed up where appropriate
- a disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- qualifications where relevant have been verified
- a suitable training programme is provided for the successful applicant
- the applicant has completed a probationary period

- the applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### **Safeguarding training**

ICE Ilfracombe is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

ICE Ilfracombe will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

### **Management of workers – Codes of Conduct**

We are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

## **SECTION 3 PRACTICE GUIDELINES**

As an organisation working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in. ~~and these are attached or in the appendices.~~ These include: **Delta Behaviour Guidelines, Delta Registration Guidelines, Delta Self-Registration Form, ICE Ilfracombe Good Practice Guidelines.**

### **Working in partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## SECTION 4 RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

### Documenting a concern

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Co-ordinator:

**Name:** Sheila Steer

**Tel:** 07980 575654

**Email:** [safeguardingiceilfracombe@gmail.com](mailto:safeguardingiceilfracombe@gmail.com)

The above is nominated by ICE Ilfracombe to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Deputy Safeguarding Co-ordinator:

**Name:** Margaret Holman

**Tel:** 07977 240707

**Email:** [mholman170@gmail.com](mailto:mholman170@gmail.com)

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.**

**Tel:** 0303 003 1111.

Alternatively contact Social Services or the police.

The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

<b>Name of local authority:</b>	<b>Devon County Council</b>
<b>Children's Social Care</b>	<b>Multi-Agency Safeguarding Hub</b>
<b>Tel:</b>	<b>0345 155 1071</b>
<b>Out of hours Tel:</b>	<b>0345 600 0388.</b>
<b>Email Address:</b>	<b><a href="mailto:mashsecure@devon.gov.uk">mashsecure@devon.gov.uk</a></b>

**Police Protection Team Tel:** 111 or 999.

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

ICE Ilfracombe will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although ICE Ilfracombe hopes that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that ICE Ilfracombe demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Procedures where there is a concern about a child**

#### ***Allegations of physical injury, neglect or emotional abuse***

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

For lesser concerns, (e.g. poor parenting):

- Encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### ***Allegations of sexual abuse***

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

#### ***Allegations of abuse against a person who works with children/young people***

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker

- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

## **SECTION 5 PASTORAL CARE**

### **Supporting those affected by abuse**

ICE Ilfracombe Trustees are committed to offering pastoral care, working with statutory agencies and partner organisations as appropriate, and support to all those who have been affected by abuse who have contact with or are part of ICE Ilfracombe.

### **Working with offenders and those who may pose a risk**

When someone associated with ICE Ilfracombe is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Trustees will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Signed	John Roles	<i>Chair ICE Ilfracombe Trustees</i>
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Date	26 April 2018	Reviewed	20 January 2025
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## APPENDIX 1 ICE ILFRACOMBE SAFEGUARDING STATEMENT

*to be displayed on the ICE Ilfracombe website*

The following statement was agreed by ICE Ilfracombe Trustees on: 17 November 2020.

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of children and adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory, denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding Co-ordinators for this organisation.

**Safeguarding Co-ordinator: Sheila Steer** [safeguardingiceilfracombe@gmail.com](mailto:safeguardingiceilfracombe@gmail.com) 07980 575654

**Deputy Safeguarding Co-ordinator: Margaret Holman** [mholman170@gmail.com](mailto:mholman170@gmail.com) 07977 240707

A copy of the full Safeguarding Policy is available from the Safeguarding Co-ordinator

Signed John Roles

*Chair ICE Ilfracombe Trustees*

Date 26 April 2018

Reviewed 20 January 2025



## APPENDIX 2

### DEFINITIONS, SIGNS AND INDICATORS OF ABUSE

#### Statutory definitions of abuse (children)

<https://thirtyoneeight.org/get-help/safeguarding-manual/england/downloads/>

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

#### What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

**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 or 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 insofar 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 cyberbullying), 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 also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, 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. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

**Extremism** goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

#### **Signs of possible abuse (children & young people)**

<https://thirtyoneeight.org/get-help/safeguarding-manual/england/downloads/>

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

#### **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

#### **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration

- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

**Neglect**

Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.