



CHILD PROTECTION POLICY AND PROCEDURES

For Divine Buzz – Community & Youth Provision

1. Policy Statement

Divine Buzz is fully committed to safeguarding and promoting the welfare of all children and young people. We believe that every child has the right to feel safe, valued, respected, and protected from harm.

Child protection is **everyone's responsibility**, and all staff and volunteers must maintain the highest standards of professional practice.

This policy applies to:

- All staff (paid and unpaid)
- Volunteers
- Trustees
- Contractors
- Visitors and external partners

2. Legal and Statutory Framework

This policy is informed by:

- *Children Act 1989 & 2004*
- *Working Together to Safeguard Children (2023)*
- *Keeping Children Safe in Education (2024)*
- *Education Act 2002*
- *Equality Act 2010*
- Local Safeguarding Partnership procedures (Royal Borough of Greenwich)



3. Definitions

Safeguarding

Protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and enabling children to have the best outcomes.

Child Protection

Actions taken to protect a child who is suffering, or likely to suffer, significant harm.

Types of Abuse

- Physical
- Emotional
- Sexual
- Neglect
- Child-on-child abuse
- Online abuse
- Exploitation (CSE/CCE)
- Domestic abuse exposure
- Harmful sexual behaviour

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Responsible for:

- Receiving and acting on concerns
- Liaising with MASH, police, and other agencies
- Maintaining secure safeguarding records
- Ensuring staff training and compliance
- Leading on safer recruitment and policy review

Deputy DSL(s)

Support the DSL and act in their absence.

All Staff and Volunteers Must:

- Report concerns immediately
- Record concerns factually
- Never promise confidentiality
- Follow the Code of Conduct



- Attend safeguarding training
- Maintain professional boundaries

5. Recognising Signs of Abuse

Staff must be alert to:

- Unexplained injuries
- Changes in behaviour or presentation
- Sexualised behaviour
- Poor hygiene or neglect indicators
- Disclosure from a child
- Distress, withdrawal, or regression
- Online risks
- Concerns raised by parents or peers

Children with SEND may show abuse through:

- Changes in regulation
- Increased anxiety
- Behavioural changes
- Communication differences

6. Responding to a Concern or Disclosure

If a child discloses abuse:

1. **Listen carefully** – do not interrupt.
2. **Stay calm and reassuring.**
3. **Do not ask leading questions.**
4. **Explain that you must share the information** to keep them safe.
5. **Record the disclosure immediately** using the safeguarding form.
6. **Report to the DSL without delay.**

Do NOT:

- Promise confidentiality
- Investigate or question the child further
- Confront the alleged perpetrator



7. Reporting Procedures

Immediate Danger

Call **999** and inform the DSL.

Non-Emergency Concerns

- Complete the internal safeguarding concern form
- Submit to DSL **on the same day**
- DSL decides next steps, which may include:
 - Monitoring
 - Early Help referral
 - MASH referral
 - Contacting parents (if appropriate)

Record Keeping

- All records must be factual, dated, and signed
- Stored securely and confidentially
- Shared only on a need-to-know basis

8. Child-on-Child Abuse

Divine Buzz does not tolerate any form of child-on-child abuse, including:

- Bullying
- Sexual harassment
- Harmful sexual behaviour
- Physical aggression
- Online abuse

Staff must:

- Respond immediately
- Support both the victim and the alleged perpetrator
- Record and report to DSL
- Implement safety plans



9. Online Safety

We ensure:

- Safe use of devices
- Supervision during online activities
- Filtering and monitoring systems
- Staff training on online risks
- Clear rules for children and staff

10. Safer Recruitment

We follow safer recruitment practices, including:

- Enhanced DBS checks
- Identity and reference checks
- Safeguarding interview questions
- Induction training
- Probation monitoring

11. Staff Code of Conduct

Staff must:

- Maintain professional boundaries
- Use appropriate language
- Avoid one-to-one unsupervised situations
- Never use personal phones or social media with CYP
- Model respectful behaviour
- Report any breach immediately

12. Managing Allegations Against Staff

If an allegation is made:

- Report to DSL immediately
- DSL contacts the **Local Authority Designated Officer (LADO)**
- Staff member may be removed from duties pending investigation
- Records kept securely
- Confidentiality maintained



13. Working with Parents and Carers

We:

- Share concerns appropriately
- Work in partnership
- Respect cultural and family differences
- Provide support and signposting

14. Training and Induction

All staff receive:

- Safeguarding induction
- Annual refresher training
- Additional training on SEND, behaviour, online safety, and child-on-child abuse
- DSL receives advanced multi-agency training

15. Policy Review

This policy is reviewed **annually** or sooner if:

- Legislation changes
- Local procedures change
- A safeguarding incident requires policy revision

Name: Richard Nyarko

Role: Operations Director

Date of last review: 30/01/2026

Date of next review: 30/01/2027