

# **Safeguarding Policy**

**Name of Organisation/Group:**

**The Belonging Dojo CIC**

**Date of Policy:15/01/2026**

**Date for Review:14/01/2027**

# **SAFEGUARDING POLICY FOR**

## **The Belonging Dojo CIC**

### **Child**

A child is defined as any person under the age of 18 years, in line with Working Together to Safeguard Children (2023).

### **Adult at Risk**

An adult at risk is a person aged 18 or over who:

- has needs for care and/or support (whether or not these are being met), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves from the risk of, or the experience of, abuse or neglect.
- (This definition is in line with the Care Act 2014 and Statutory Care and Support Guidance 2025.)

### **Abuse**

Abuse is a violation of a person's human and civil rights and may consist of a single act or repeated acts.

Abuse can take many forms including (but not limited to):

- physical abuse
- emotional or psychological abuse
- sexual abuse
- neglect or acts of omission
- financial or material abuse
- discriminatory abuse
- organisational or institutional abuse
- domestic abuse
- exploitation

Abuse can occur in any setting and may be carried out by adults or by children or young people.

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**It is recognised that:**

- children and young people may be abused by other children or young people (peer-on-peer abuse),  
and
- children and young people may also abuse adults.

All safeguarding concerns will be taken seriously regardless of the age of the person causing the harm, and will be responded to in line with this policy.

### **. Concerns about the Designated Safeguarding Lead (DSL) or leadership**

If a safeguarding concern relates to the behaviour or conduct of the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding ), or another person in a leadership role, this must be reported without delay.

- If the concern is not about the DSL, it should be reported to the DSL in the first instance.
- If the concern is about the DSL, it should be reported directly to the appropriate external safeguarding authority (for example, the local authority safeguarding team) or to a trusted external professional body.

Concerns about safeguarding will never be handled solely through complaints processes and will always be prioritised appropriately to ensure safety.

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### **Escalating safeguarding concerns (internal and external)**

All staff, volunteers, and associates have a responsibility to raise safeguarding concerns.

- Concerns should be reported to the Designated Safeguarding Lead (DSL) as soon as possible.
- If the individual raising the concern feels their concern has not been taken seriously, not responded to appropriately, or they remain worried, they have the right and responsibility to escalate the concern externally to the relevant safeguarding authority.
- In an emergency, or where there is immediate risk of harm, emergency services should be contacted without delay.

No one will be penalised for raising a safeguarding concern in good faith.

### **What is a safeguarding allegation**

A safeguarding allegation is a claim or concern that a child or adult at risk has been harmed, is at risk of harm, or has been abused or neglected by:

- a member of staff
- a volunteer
- a contractor or associate
- another service user

All allegations will be taken seriously and managed in line with safeguarding procedures and relevant statutory guidance.

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## 6. Recording safeguarding concerns

**All safeguarding concerns must be recorded clearly, accurately, and promptly.**

- Concerns should be recorded using the organisation's safeguarding recording process and shared with the Designated Safeguarding Lead (DSL).
- Records should include factual information only, using the person's own words where possible, and avoid personal opinions or assumptions.
- Safeguarding records will be stored securely and confidentially, in line with data protection legislation, and only shared on a need-to-know basis.

### **. Where records are kept and for how long**

Safeguarding records are stored securely and separately from other records.

Records are retained in line with legal, regulatory, and safeguarding requirements and reviewed regularly. Access to safeguarding records is restricted to the Designated Safeguarding Lead and, where appropriate, relevant statutory authorities.

### **Confidentiality and information sharing**

Confidentiality is respected at all times; however, it is not absolute.

Information will be shared:

- where there is a concern about the safety or wellbeing of a child or adult at risk
- where required by law
- where sharing information is necessary to prevent harm

Information will be shared on a need-to-know basis and in line with safeguarding and data protection legislation.

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### **Reporting and Escalating Safeguarding Concerns**

All staff, volunteers, contractors, and associates have a responsibility to raise safeguarding concerns.

#### **Internal reporting process**

Safeguarding concerns must be reported internally in the first instance to the Designated Safeguarding

Lead (DSL), unless:

- the concern relates to the DSL, or
- there is an immediate risk of harm or an emergency.

Safeguarding concerns are submitted using the organisation's Safeguarding Concern Reporting Form (Jotform), which ensures concerns are recorded accurately and securely and shared directly with the DSL.

Concerns should be raised as soon as possible after they arise.

#### **Submitting a Safeguarding Concern**

(This is the bit NDCS will really like)

Safeguarding concerns must be submitted via the organisation's secure online reporting form:

#### **Safeguarding Concern Reporting Form:**

<https://form.jotform.com/260333766509057>

The form allows staff and volunteers to:

- record factual information clearly
- upload relevant information if needed
- ensure concerns are received promptly by the Designated Safeguarding Lead

If someone is unable to access the form, concerns can be reported directly to the DSL by alternative agreed means.

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Concerns About the Designated Safeguarding Lead (DSL) and deputy dsl

If a safeguarding concern relates to the behaviour or conduct of the Designated Safeguarding Lead (DSL), the concern must not be reported to them.

In these circumstances, concerns should be escalated directly to the appropriate external safeguarding authority without delay.

This ensures safeguarding concerns are managed independently and appropriately.

### Escalation of Concerns

(Internal → External clarity)

If a person raising a safeguarding concern:

- feels their concern has not been taken seriously,
- believes appropriate action has not been taken, or
- remains worried after reporting internally

they have the right and responsibility to escalate the concern externally to the relevant safeguarding authority.

In cases of immediate danger or risk of serious harm, emergency services must be contacted without delay.

### Recording Safeguarding Concerns

<https://form.jotform.com/260333766509057>

All safeguarding concerns must be recorded accurately and promptly.

- Safeguarding records are created through the Safeguarding Concern Reporting Form (Jotform).
- Records must be factual, dated, and include the person's own words where possible.
- Personal opinions, assumptions, or interpretations should be avoided.

The Designated Safeguarding Lead is responsible for reviewing, storing, and acting on safeguarding records.

### Storage and Retention of Safeguarding Records

Safeguarding records are:

- stored securely
- kept separately from other organisational records
- accessible only to the Designated Safeguarding Lead and relevant statutory authorities where required

Records are retained in line with safeguarding and data protection requirements and reviewed regularly.

## SAFEGUARDING POLICY FOR The Belonging Dojo CIC

1. This group/organisation believes that children must be protected from harm at all times.
2. We believe every child and young person should be valued, safe and happy. We want to make sure that children and young people we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children and young people who use or have contact with this organisation to enjoy what we have to offer in safety.
4. We want parents and carers who use or attend The Belonging Dojo CIC to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
5. We will achieve this by having an effective Safeguarding Procedure and following National and Local guidance; Working Together to Safeguard Children 2023 (Department for Children - DFE) and the Sandwell Safeguarding Children Partnership (SSCP) Child Protection Procedures at <https://www.sandwellcsp.org.uk/>
6. If we discover or suspect a child/young person is suffering harm we will follow our procedures in order that they can be protected if necessary. In an emergency calling 999. **See Appendix A for the categories of abuse.**
7. This Safeguarding Policy and our SSCP Child Protection Procedures apply to all staff, volunteers and users of **The Belonging Dojo CIC** and anyone carrying out any work for us or using our premises.
8. We will review our Safeguarding Policy and Procedures regularly to make sure they are still relevant and effective. **See checklist -Appendix G**

Signed: \_\_\_\_\_ *K. Tidman* \_\_\_\_\_ Position: Director

Signed: \_\_\_\_\_ *K. Tidman* \_\_\_\_\_ Position: Director

Date: \_\_\_\_\_ 15th Jan 2026      Review Date: 14th Jan 2027



## SAFEGUARDING PROCEDURE FOR The Belonging Dojo CIC

The named person responsible for safeguarding in this group/organisation is: Kerry Tidman

They will be responsible for dealing with any concerns about the protection or welfare of children and young people in this group/organisation.

1. All staff and volunteers will be carefully recruited and vetted to seek to ensure they do not pose a risk to children and young people. Those staff and volunteers who are involved in regulated activity with children and young people will be checked through the Disclosure and Barring Service (DBS). We will operate an open application process and take up at least 2 references for staff/volunteers. Please see <https://www.sandwellcsp.org.uk/>
2. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child/young person. In addition, where to get advice and what to do if you feel your concerns are not taken seriously. For advice on training please refer to the SSCB website <https://www.sandwellcsp.org.uk/>
3. We will endeavour to make The Belonging Dojo CIC a safe and caring place for children and young people by having a **Code of Conduct** for staff and volunteers. This will be given to all staff and users at the time of their induction and they will be expected to comply with it. **See Appendix C.**
4. Any information given to parents, carers or users about the activities of The Belonging Dojo will include information about the Safeguarding Policy and Procedure. Parents and carers of any children/young people using supervised activities will be given specific information about the policy and procedure. **See Appendix D.**
5. There will be a Belonging Dojo a complaints procedure, see **Appendix E.**
6. Staff and volunteers recognise that children and young people are capable of abusing their peers and this risk is covered adequately in the Safeguarding Policy.
7. The Safeguarding Policy reflects the additional barriers that exist when recognising the signs of abuse and neglect in relation to those who have special educational needs/ and or disabilities.
8. The group / organisation have clear policies and procedures **[if relevant to the group]** for dealing with children who go missing from education, particularly those who go missing on repeat occasions. Staff/ volunteers are alert to signs that children and young people who are missing might be at risk of abuse and neglect.

9. During term time or when the group/organisation is in operation, **the designated safeguarding lead or an appropriately trained deputy should be available during opening hours for staff/volunteers to discuss safeguarding concerns.**
10. **If applicable**, there is a clear approach to implementing the Prevent duty <https://www.gov.uk/government/publications/prevent-duty-guidance> and keeping children and learners safe from the dangers of radicalisation and extremism.

## **Appendix A**

## **Additional information for volunteers & staff**

### **Categories of Abuse & Recognising the Signs and Symptoms of Abuse**

It is important in this section to provide definitions of abuse and staff/volunteers need to familiarise themselves with these definitions. **The Belonging Dojo** is committed to ensuring that all workers have a basic awareness of the categories, signs and symptoms of child abuse and know where to go for information:

Additional information regarding training can be sourced at <https://www.sandwellcsp.org.uk/>

The definition for safeguarding and promoting the welfare of children in **Working Together to Safeguard Children 2023**:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes
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**Working Together to Safeguard Children 2023** defines the main categories of child abuse, which are also used for the purposes of drawing up child protection plans for children at risk of harm. The categories are as follows:

#### **Neglect**

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.

#### **Physical 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Sexual Abuse**

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.

## **Emotional Abuse**

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 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

## **Signs and Symptoms of Abuse**

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. Workers and volunteers should be aware of anything unusual displayed by the child.

<b>PHYSICAL SIGNS OF ABUSE</b>	<ul style="list-style-type: none"><li>• Bruise marks consistent with either straps or slaps</li><li>• Undue fear of adults - Fear of going home to parents or carers</li><li>• Aggression towards others</li><li>• Unexplained injuries or burns – particularly if they are recurrent and especially in non mobile babies</li><li>• Any injuries not consistent with the explanation given for them</li><li>• Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc</li><li>• Reluctance to change for, or participate in games or swimming</li></ul>
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	<ul style="list-style-type: none"> <li>• Bruises, bites, burns, fractures etc which do not have an accidental/satisfactory explanation</li> <li>• Cuts/scratches/substance abuse</li> <li>• Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning</li> <li>• Fabricated or induced illness –see SSCB / SCB website for the procedure inc signs and symptoms</li> </ul>
<b>NEGLECT</b>	<ul style="list-style-type: none"> <li>• Exposure to danger/lack of supervision</li> <li>• Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.</li> <li>• Injuries that have not received medical attention</li> <li>• Inadequate/inappropriate clothing</li> <li>• Constant hunger</li> <li>• Poor standards of hygiene</li> <li>• Untreated illnesses</li> <li>• Persistent lack of attention, warmth or praise</li> </ul>
<b>EMOTIONAL SIGNS OF ABUSE</b>	<ul style="list-style-type: none"> <li>• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety</li> <li>• Nervousness, frozen watchfulness</li> <li>• Obsessions or phobias</li> <li>• Sudden under-achievement or lack of concentration</li> <li>• Inappropriate relationships with peers and/or adults</li> <li>• Attention-seeking behaviour</li> <li>• Persistent tiredness</li> <li>• Running away/stealing/lying</li> <li>• Humiliating, taunting or threatening a child whether in front of others or alone.</li> <li>• Persistent lack of attention, warmth or praise.</li> <li>• Shouting/yelling at a child</li> <li>• Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.</li> </ul>
<b>INDICATORS OF POSSIBLE SEXUAL ABUSE</b>	<ul style="list-style-type: none"> <li>• Language and drawing inappropriate for age.</li> <li>• Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</li> <li>• Regularly engages in age inappropriate sexual play</li> <li>• Sexual knowledge inappropriate for their age</li> <li>• Wariness on being approached</li> <li>• Soreness in the genital area or unexplained rashes or marks in the genital areas</li> <li>• Repeated urinary infections or unexplained tummy pain</li> <li>• Difficulty in walking or sitting</li> </ul>

	<ul style="list-style-type: none"> <li>• Stained or bloody underclothes</li> <li>• Bruises on inner thigh or buttock.</li> <li>• Any allegations made by a child concerning sexual abuse</li> <li>• Sexual activity through words, play or drawing</li> <li>• Child who is sexually provocative or seductive with adults</li> <li>• Inappropriate bed-sharing arrangements at home</li> <li>• Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations</li> <li>• Eating disorders-anorexia, bulimia</li> <li>• Unaccounted sources of money</li> <li>• Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.</li> </ul>
<p><b>Remember – Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors – If in doubt check it out.</b></p> <p><b><u>The most important factor is to safeguard the child.</u></b></p>	

## Appendix B

### Designated Safeguarding Lead

- This group/organisation will have a Designated Safeguarding lead to take responsibility for Safeguarding matters including allegations about a person who works with children.
- They will be selected by the Trustees/Directors

- They should ideally be someone with some knowledge or expertise in the field of safeguarding and/or child development. If the organisation does not have a person who already has this knowledge s/he should be given specialist training as quickly as possible to undertake the role. For details of all multi-agency safeguarding training available locally please refer to the following website Staffordshire <https://www.sandwellcsp.org.uk/>
- Because of their key role in keeping children and young people safe, enhanced level DBS checks will be undertaken and two references taken up.

Their role is to:

- Ensure The Belonging Dojo Safeguarding Policy and Procedures are followed.
- To develop a culture of listening to children and taking account of their wishes and feelings.
- To support other staff and volunteers to recognise and respond to the needs of children including rescue from possible abuse or neglect.
- To ensure that staff and volunteers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff and volunteers feel able to raise concerns and feel supported when they do.
- To promote safer recruitment practices for individuals whom the group/organisation will permit to work regularly with children, including policies on when to obtain a Disclosure and Barring Service (DBS) check.
- Ensure staff and volunteers have an appropriate level of supervision and support, and their knowledge of child protection and safeguarding is regularly updated and includes Safeguarding Children Partnership training **to at least Level 1 in line with and recommended Level 2 for best practice**
- Ensure staff and volunteers know how to contact Sandwell Children's services and Support team and the police who are responsible for dealing with child protection concerns both during and after office hours.
- Report any concerns to the Sandwell Children's services  
Where a child is in imminent danger  
(N.B. Urgent concerns) report immediately to the Police by those aware of the concern even if the designated person is not available. **See Appendix H.**
- Act as a source of advice on child protection matters and seek further advice and guidance from Sandwell childrens or local statutory agencies as needed.

- Ensure that a record is kept of any concerns about a child, young person or adult and of any conversation or referrals to statutory agencies. Concerns about children need to be kept separate to any other files, and only accessible to designated safeguarding leads/or deputies

## Appendix C

### Guidance for staff and volunteers

**Working Together 2023** explains that EVERYONE has a responsibility to promote the welfare and safety of children, therefore it is the responsibility of The Belonging Dojo to safeguard children and young people from harm and to develop and nurture a culture that supports this approach.

Please read this guidance carefully. It will tell you what you need to know to safeguard children and young people.



All staff and volunteers are expected to follow this guidance.

1. The Safeguarding Designated Lead for The Belonging Dojo is Kerry Tidman. They can be contacted by telephone 07473070006 and/or email [kerry@thebelongingdojo.co.uk](mailto:kerry@thebelongingdojo.co.uk) If you have any queries around the welfare of any child or young person please contact the Designated Safeguarding Lead. If the child is in immediate danger because they are at risk of significant harm, you must call 999
2. Please read: -
  - This guidance
  - The Code of Conduct for staff and volunteers see page 14 of this policy.
  - Local Authority Designated Officer [LADO] Leaflet expand Local Area design
  - <https://www.sandwellcsp.org.uk/>
  - ‘What To Do If You’re Worried A Child Is Being Abused’ and the additional information on recognising a child in need and what to do next  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with please talk to the Safeguarding Designated Lead about this.

3. Please attend any training and activity planning meetings that you are invited to.
4. All staff and volunteers must inform the Safeguarding Designated Lead if they are/have been: -
  - Charged with a criminal offence involving a child/young person, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
  - Investigated by any authority due to concerns that you may have had involvement in causing harm to a child and/or young person.
  - Diagnosed with any medical condition that may affect your ability to carry out your role with children and young people safely, for example psychotic illness.
5. Make sure you know what to do if a child/young person tells you or you suspect that they are being harmed.

**Key points are:-**

- **DO NOT** carry out your own investigation by talking to parents or carers etc.
- **DO NOT** put words in any child/young person’s mouth by asking direct questions such as “Did your dad do it?”

- **DO NOT** feel that you must inform parents/carers if you think it may put the child/young person at risk of further harm or cause them to be silenced. **DO NOT**
- Ignore your worry. **DO NOT** ask the child to sign what you have recorded or to repeat
- it to another member of staff **DO NOT** take photographs of any injury **DO NOT** delete information/photographs from a computer/memory stick/mobile
- phone or any other electronic device
- **DO NOT** Make promises to the child.
- **DO** ask open-ended questions to clarify your concern e.g. “What happened to your arm?” **DO** listen to the child, young person/your gut feelings. **DO** take action.
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## Action to take

1. If a child or young person has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent/carer has arrived to collect them and is unfit to care for them, or a child/young person left alone at home) **dial 999** and request assistance from the ambulance service and/or police. If you know or suspect the child/young person has come to harm through the actions of another, make sure that the professional you hand the child/young person over to understand this. You must take their name and record it. It will generally be appropriate to inform the child/young person's parent or carer what has happened once the child/young person is safe with an appropriate professional, unless you have been specifically advised not to do so.
2. If it is suspected/alleged that a child/young person has been abused in anyway including sexual abuse (but is not in immediate danger) report this immediately to the service for the area where they live. The numbers are:

**Are you concerned about  
a vulnerable child in  
Sandwell?**

**If you are in any doubt,  
don't delay – call 0121 569  
3100 or in an emergency  
dial 999**

If you have concerns about a child see our [Report a Concern](#) page.

If you need advice, information or want to talk to someone, you can contact Early Help at your local [Strengthening Families Service](#) or the Sandwell MASH 0121 569 3100.

Alternatively you can contact:

- [ChildLine](#) on 08001111
- [NSPCC](#) Helpline on 0808 800 5000

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**Allegations or concerns regarding adults who work with children (including volunteers)?**

Contact the Local Authority Designated Officer (LADO) at [sandwell\\_lado@sandwellchildrenstrust.org](mailto:sandwell_lado@sandwellchildrenstrust.org)

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**Questions about Child Protection Conferences/Core Groups or LAC review meetings?**

Contact the Quality Assurance and Safeguarding on 0121 569 4770

3. If the concern is long term rather than immediate, for example a child/young person who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the child protection designated lead who will decide whether to make a referral.
4. If you have had to make an emergency referral, tell the child protection designated lead as soon as possible. They should follow up and seek further advice if they think the action that the Sandwell safeguarding takes in your opinion, still leaves the child/young person in danger.

## **Code of Conduct for Workers/Volunteers**

It is important that all adults working with children understand that the nature of their work and the responsibilities related to it and as such places them in a position of trust. The points below only provide a few examples of appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts.

Best practice as advised by Safeguarding Children Partnership would be to use this information to compliment and therefore strengthen any existing documents you have within your group/organisation.

1. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child or young person.
4. Do not undertake work with children and young people whilst under the influence of any substance which could impair your behaviour as a role model to them, whether legal, prescribed or illegal.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details to children, parents and carers (exempt childminders)
8. Do not use internet or web-based communication channels to send personal messages to/befriend children.
9. The use of mobile phones or any other devices to take images of children must be carefully managed. In some groups/organisations it may be necessary to take photographs of children in order to evidence progression in terms of their development, particularly with very young children and those with disabilities. Attention must be paid to the way in which the photographs are used and stored, whether this is on a mobile phone or other device. Mobile phones or any other devices **must not** be used to take images of children's injuries. You should always follow your organisations policy and procedures in relation to the taking or recording of images and informed written consent from parents/carers (and the child) should always be sought. For further advice and guidance on the use of social networking sites/ mobile phones/ computers/ cameras, please visit <https://www.ceop.police.uk/safety-centre/>
1. Generally you should not give children/young people presents or personal items. Exceptions to this would be an agreed custom such as buying children/young people a small birthday token. Providing additional help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should be declared to the Designated Safeguarding Lead and the child or young person's parent, and only given if agreed as acceptable by all parties. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader/safeguarding lead.
10. You should not invite a child or young person to your home or arrange to see them outside the set activity times (exempt childminders). Should the need arise to invite a child into your home then a discussion with a senior manager must be conducted in order to ensure this is the most appropriate action.

11. You should not engage in any sexual activity (this would include using sexualised language) with a child/young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
12. Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a child/young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly record the conversation in writing.
13. Physical contact should be open and initiated by the child/young person's needs, e.g. for a hug when upset or help with toileting. Always prompt children/young people to carry out personal care themselves and if they cannot manage to do this always ask if they would like help.
14. Do talk explicitly to children and young people about their right to be kept safe from harm.
15. Do listen to children and young people and take every opportunity to raise their self-esteem.
16. Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from children and young people and be consistent in enforcing it.
17. If you have to speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.
18. Do make sure you have read the Safeguarding Policy and any related procedures and that you feel confident you know how to recognise when a child/young person may be suffering harm, how to handle any disclosure and how to report any concerns.
19. Do seek advice and support from your colleagues, activity leaders or supervisors and your designated person for child protection.
20. Do seek opportunities for training such as that available through the Sandwell safer childrens partnership- <https://www.sandwellcsp.org.uk/>
21. Any concerns about a staff/volunteer should be reported to the Local Authority Designated Officer (LADO); for further advice and consideration contact the Sandwell safer childrens partnership.

## Appendix D

### InformationforParents

We want **The Belonging Dojo** to be a safe place for children and young people. We have a Safeguarding Policy and Procedure. You can ask for a full copy of this. Below is a brief summary of the key points.

We aim to keep children and young people safe by:

- Having a designated person for Safeguarding who is Kerry Tidman – 07473070006.
- A deputy for safeguarding which is Kiel Tidman - 07792637255  
Please contact them if you have any concerns about any child, young person or the behaviour of anyone accessing our group's/organisations sessions.
- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child or young person.
- Having a code of conduct/ground rules for everyone using the organisation enabling safety for all.
- Following Local Safeguarding Procedures by reporting any serious concerns to the Sandwell safer childrens partnership <https://www.sandwellcsp.org.uk/>

We would ask you to support us in keeping children and young people safe by:

- Following the code of conduct and treating people with respect
- Supervising your child (where appropriate) unless they are in an organised activity, in which case we would ask you to provide basic details about your child and make sure that we can contact you if there is an emergency.
- Talking to the designated person for Safeguarding if you have concerns about any child or young person or the behaviour of any adult.

## **Appendix E**

### **Complaints Procedure Notes**

It can be hard for people to make a complaint, particularly in small, local organisations, and particularly hard to complain about people in positions of authority such as leaders of community projects, voluntary/third sector agencies and faith groups, etc. Generally it is much easier to just walk away. It's helpful to know if there is a problem within your organisation and one way to find out is through promoting a complaints procedure that people can trust will be taken seriously.

If children or young people stop coming to an activity are you able to discover a reason why?

**Whoever is responsible for the complaints procedure needs to know when to refer a relevant complaint to the statutory authorities for investigation rather than dealing with it internally.**

For example, any reports or suspicions that a volunteer or member of staff may have abused a child/young person must be referred to the sandwell safeguarding.

Many organisations may be members of umbrella organisations like

<https://www.sandwellcsp.org.uk/> who can provide

support in investigating and following up complaints against staff and volunteers

Any complaints procedure needs to include: -

- A named person to take responsibility for complaints.
  - Information on whom to contact if the complaint is against the manager/person responsible for complaints.
  - How the complaints procedure will be publicised, and that complaints will be taken seriously and whom to contact to make one.
- Arrangements for complaints to be investigated.
- Arrangements for people who have made a complaint to be informed of the outcome and what to do if they are dissatisfied with it.

#### **Outline Procedure**

1. The person responsible for complaints is Kerry Tidman
2. In the event of the complaint being against that individual, then complaints should be made to Kerry Tidman
3. If the complaint leads to any suspicion that a criminal offence may have been committed against a child or young person, for example a breach of safeguarding, the complaint must be made to sandwell safer childrens partnership <https://www.sandwellcsp.org.uk/> and the Police.

4. Similarly a complaint that leads to a suspicion of abuse of a child or young person that does not seem to be a criminal offence **must** be referred to the Sandwell safer childrens partnership; they will refer to the police if needed.
5. Other matters may need to be referred to the local police station, e.g. theft.
6. Once the complaint has been investigated the complaints office will meet with the complainant to tell them the outcome of the complaint and what action if any is open to them if they do not agree with the outcome.
7. You may wish to add a timeframe for a response to the complaint i.e. 28 days. Records should be kept for a minimum of 3 years.



## Appendix F

### Allegations against a person who works with children

- Any situation in which an allegation or concern arises about the conduct of a person who 'works' with children should be managed using the Staffordshire or Stoke-on-Trent Safeguarding Children Partnership multi-agency policy and procedure for dealing with allegations against a person who works with children.

Sandwell <https://www.sandwellcsp.org.uk/>

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against, or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

If any of these situations apply then it is **not** a complaint but an allegation/concern and therefore it must be referred by the senior manager to the Local Authority Designated Officer (LADO) within 24 hours of the allegation being made.

If you have concerns about a child see our [Report a Concern](#) page.

If you need advice, information or want to talk to someone, you can contact Early Help at your local [Strengthening Families Service](#) or the Sandwell MASH 0121 569 3100.

Alternatively you can contact:

- [ChildLine](#) on 08001111
- [NSPCC](#) Helpline on 0808 800 5000

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#### Allegations or concerns regarding adults who work with children (including volunteers)?

Contact the Local Authority Designated Officer (LADO) at [sandwell\\_lado@sandwellchildrenstrust.org](mailto:sandwell_lado@sandwellchildrenstrust.org)

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#### Questions about Child Protection Conferences/Core Groups or LAC review meetings?

Contact the Quality Assurance and Safeguarding on 0121 569 4770

**Please note:** If you are a childcare provider you must refer to the statutory guidance, Early Years Foundation Stage (EYFS) 2017 statutory framework, as this sets out the process for informing the regulator of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises. (Child Protection, 3.8 page 17 & 18). Ofsted can be contacted on **0300 123 1231**.

## Appendix G

### All round Checklist

As good practice you may wish to refer to the checklist below to enable you to identify gaps in your safeguarding policies and procedures. You may have other essential safeguards specific to your group or activity, such as supporting young people with additional needs. You can add them in the space below.

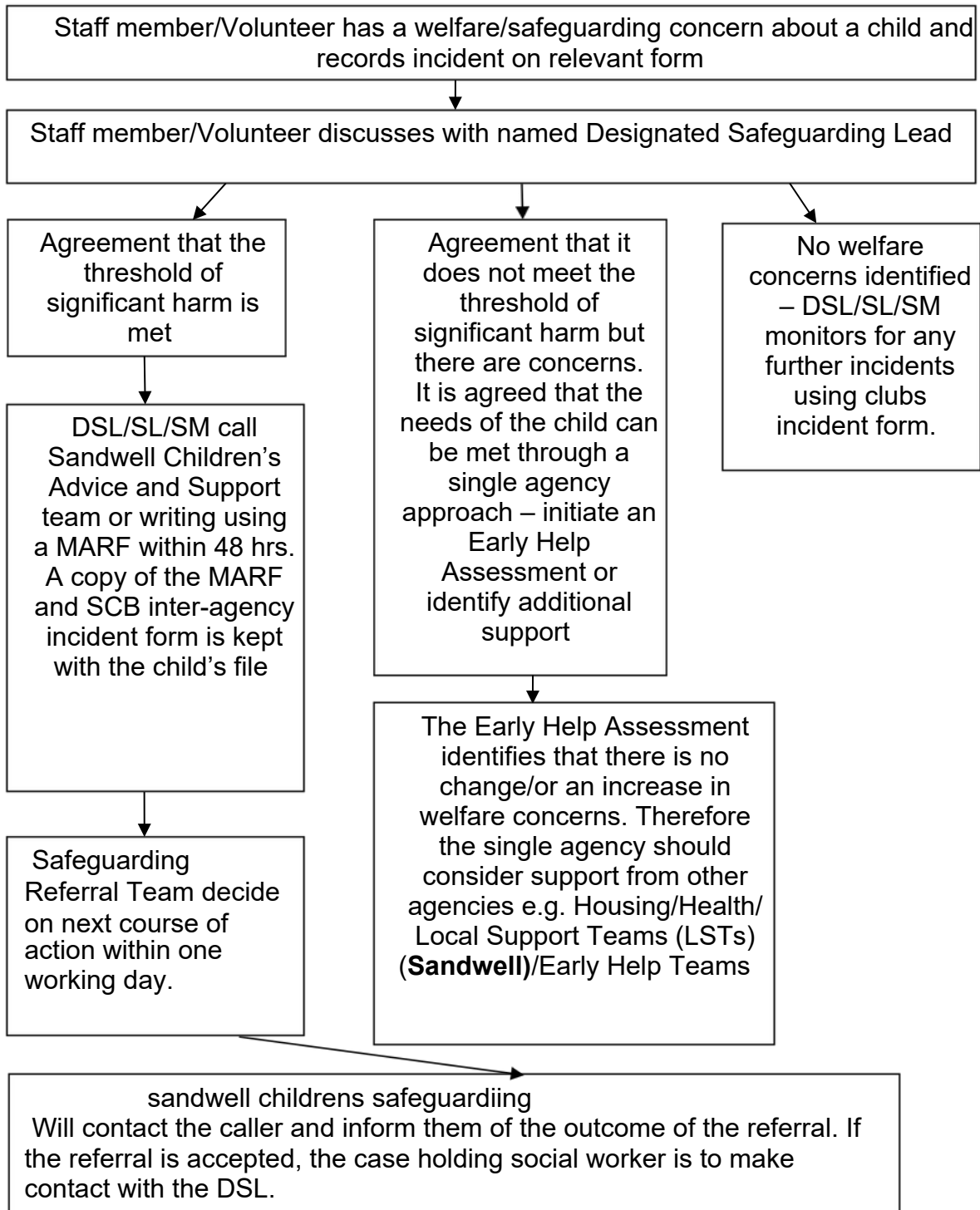
Does your group have?	Yes	No	Action needed & when?	Action completed and how?
A child protection policy and a procedure for what to do if there are concerns about a child's welfare. How often are these updated?	X			
A named person, for dealing with concerns or allegations relating to abuse and step-by-step guidance on what action to take, who is at least Level 1 and preferably Level 2 child protection trained. A rigorous recruitment and selection	X			
process for paid staff and volunteers who work with children and young people. (i.e. DBS check, References, Interview, etc.)	X			
A written Code of Behaviour which outlines good practice when working with children and young people. A training plan and regular	X			
opportunities for all those in contact with children to learn about safeguarding children.	X			
A 'Whistle-Blowing' policy. This is an open and well-publicised way for adults, children and young people to voice any concerns about abusive or unethical behaviour. Information for	X			
children, young people and parents/carers about the child protection policy and where to go for help.	X			
A protective culture that puts children and young people's interests first – they must feel confident that if they have concerns someone will listen and take them seriously	X			
Guidance on taking children and young people away on trips and on internet use: new technology safety, guidance on photographs, video, digital equipment and web sites, including chat rooms and social networking sites.	X			

<b>Does your group have?</b>	<b>Yes</b>	<b>No</b>	<b>Action needed &amp; when?</b>	<b>Action completed and how?</b>
Policies on bullying and on health and safety. You will need processes for dealing with complaints and for taking disciplinary action where necessary.	X			
Do you complete up to date written risk assessments that take account of specific activities/events/outings/equipment involving children/young people/care needs.	X			
Are there clear guidelines on consent – e.g. parental consent for activities and when completing an Early Help Assessment?	X			
Is the information clear on who has parental responsibility/legal contact and does this impact on the child/young person?	X			
Are there systems in place that collect detailed information about each child/young person's medical/dietary needs, allergies/specific developmental needs e. g club membership form.	X			
Is there an up to date first aid box and staff/volunteers who are first aid trained.	X			
Is there a reporting procedure for accidents relating to children/young people and a procedure for those arriving with existing injuries- recording system?	X			
Do you hold adequate insurance for all the groups/organisations requirements and is this clearly displayed	X			
Are you compliant with regulations covering safeguarding, fire precautions, food hygiene, health and safety, use of hazardous substances, reporting injuries and/or diseases and children to adult child ratios	X			
Information for staff/volunteers, leaders and managers recognising that children and young people are capable of abusing their peers and this risk is covered adequately in the child protection policy?	X			
Information in the child protection policy recognising the sign of abuse and neglect of children who have special educational needs/ disabilities?	X			
A clear approach to implementing the Prevent duty?	X			

Does your group have?	Yes	No	Action needed & when?	Action completed and how?
Clear policies and procedures for dealing with children and learners who go missing from education.	X			

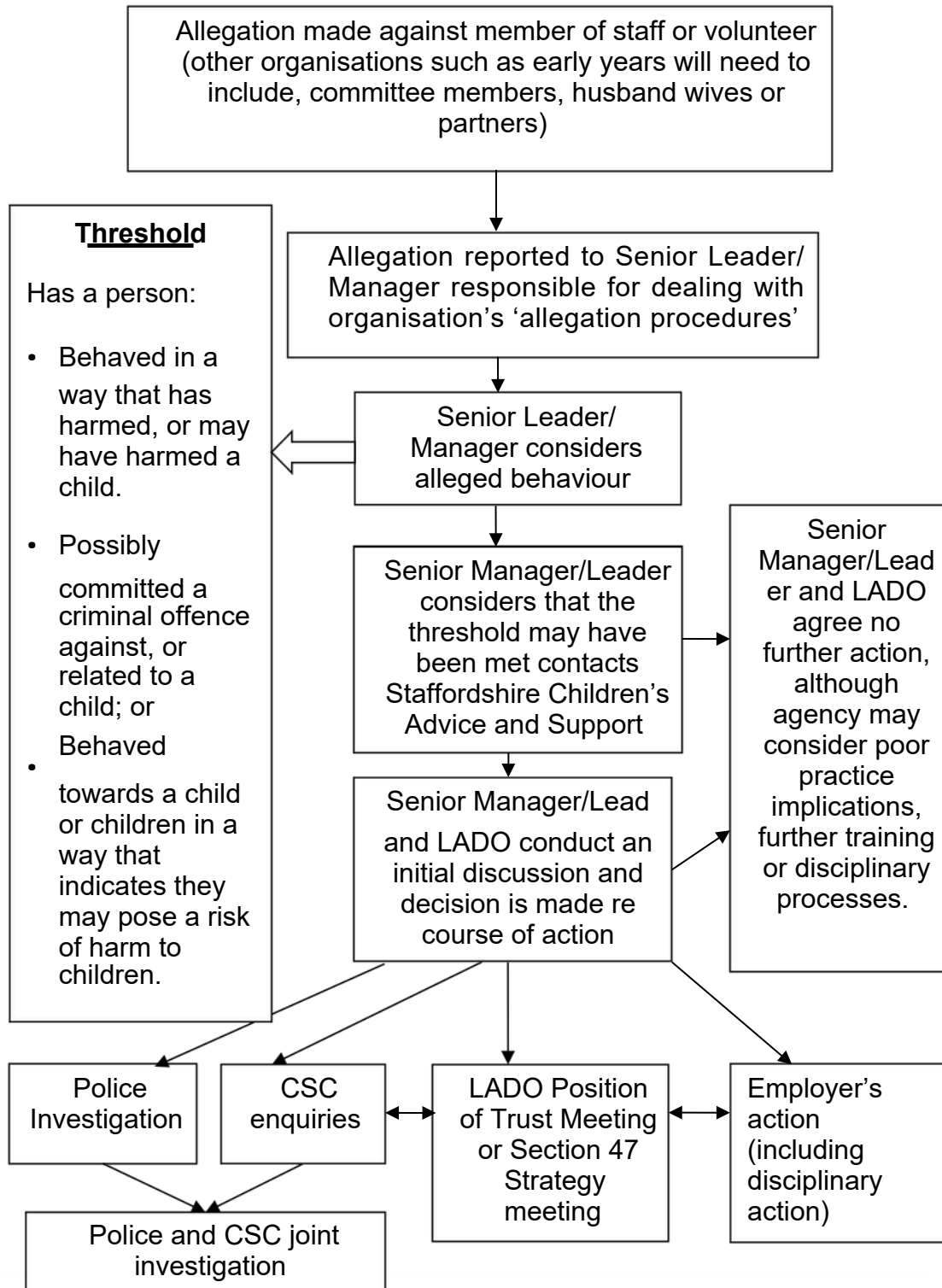
## Appendix H – Flow Chart

### What to do if you have welfare/safeguarding concerns about a child



## Appendix I – Flow Chart

### Managing Allegations against Staff and Volunteers



## Appendix H

### Whistle Blowing

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Whistle blowing is the reporting of certain types of wrongdoing, the group/organisation assumes that there is the greatest scope for whistle blowing within the safeguarding of children and young people, however, it can be in relation to the following

- a criminal offence
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the organisation is breaking the law
- you believe someone is covering up wrongdoing

The wrongdoing you disclose must be in the public interest.

As a whistleblower you're protected by law - you shouldn't be treated unfairly in any way because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now or you believe will happen in the near future.

If you raise a concern about a wrongdoing you should do so with the Designated Child Protection Lead (insert name). In the event of the complaint being about that individual, then complaints should be made to the Chair of Trustees.