

SNOOP CHILDREN AND YOUNG PERSON SAFEGUARDING POLICY – FOR PARENTS AND CARERS

Introduction

SNOOP (Special Needs Objective Outreach Project) is a registered charity which provides services for children and adults with learning disabilities and/or autism and complex needs which include after school care, holiday play schemes, youth club and young adults service. We also offer support and information for the parent/carers of this group of children and young people.

Policy Statement

SNOOP believes that children have the right to be safe from both the fear and reality of abuse, and we are committed to the safeguarding and protecting the welfare of all the children and young people in our care. SNOOP is committed to ensuring that all employees, volunteers, trustees and all children and young people are safe whilst attending our services. This includes the children of adults who access our services also.

Definition of Safeguarding

Safeguarding in relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as –

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children have the best outcomes.

There is a separate legislative and separate policy for responding to Adult's safeguarding needs. The Care Act 2014 provides legal framework for how local authorities and other parts of the health and care system should protect adults at risk of abuse or neglect. However, most of the principles and procedures that apply are the same as those for safeguarding children and young people.

Designated Safeguarding Leads

We are required by Ofsted to have a dedicated person with specific responsibility for safeguarding within the organisation. Here at SNOOP we take our responsibility very seriously and the safety of children a priority. Therefore the following people have specific roles and responsibilities within the organisation.

- SNOOP's Dedicated Safeguarding Lead is: Carol Beardmore (01274 292127)
- SNOOP's Deputy Dedicated Safeguarding Lead is: Sophie Turnbull (01274 292126)
- SNOOP's Trustee with responsibility for Safeguarding: Anne Whitaker/Christopher Pilkington (in training)

Whistleblowing

Officially whistleblowing is called 'making a disclosure in the public interest'. This means a member of staff, parent or member of the public can report it if they have witnessed someone acting illegally or if anyone within the organisation is neglecting their duties particularly if they believe that someone is not safe, or is being harmed by a person at SNOOP or Tadpoles Nursery. SNOOP staff are familiar with the provisions within this policy. **The Ofsted Whistleblowing hotline is 0300 1233155 (8am-6pm Monday to Friday) or email whistleblowing@ofsted.gov.uk or write to : WBHL Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2 WD**

Managing Allegations

At SNOOP we have a managing allegations policy and procedure that states what will happen if an allegation has been made about a member of staff or volunteers and what outcomes can be expected from reporting allegations.

Both the Designated Safeguarding Lead and the Deputy Safeguarding Lead should be trained and qualified in managing allegations of abuse against a member of staff.

Photography and Mobile Phones.

SNOOP takes the safety and privacy of children and young people extremely seriously as a matter of both legal and moral importance. Our photography and mobile phones policy aims to minimise risk of inappropriate use of photos of children and restrict access to extremist websites. All staff are familiar with the provisions within this policy and are expected to act in accordance with them at all times.

GDPR (General Data Protection Regulation)

SNOOP needs to gather, store and use certain information about individuals. To comply with law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. It is your responsibility to inform SNOOP of any changes to any details, we ask for a safe word which is set by yourselves and for you to share with emergency contacts who are listed on your own child's file can collect your young person or child.

It is our procedure to collect consent for sharing information as stated in the consent form within the registration pack, we will only share information without consent we believe a child to be at risk of harm or if required by law.

Visitors

Visitors visiting SNOOP are expected to adhere to the same safeguarding policy and procedure as the staff. This means that visitors should provide identification on arrival, not take their belongings in to the service rooms and will not be left alone with any child or young person – staff will be present at all times.

Key Workers/Staff Deployment

A CHILD OR YOUNG ADULT WILL NEVER BE LEFT ALONE, THEY WILL BE KEPT IN SIGHT OR HEARING AT ALL TIMES.

Key workers have the responsibility of ensuring your child or young person's development/progression files are kept up to date and act as a point of contact for you, should you need to discuss any specific requirements that you may want us to work on with

your child or young person. SNOOP ensures that ratios OFSTED require based on age and needs are met.

First Aid and Allergies

SNOOP have designated first aiders on site at all times. All medication is kept in an accessible cabinet away from any risks. We require a medication form to be completed before SNOOP can administer any medication.

If your child or young person has an allergies, these do need to be specified and recorded within the registration form along with the form for the medication your child or young person requires to treat the allergy/reaction.

Supervisions and Appraisals

All SNOOP staff attend supervision and appraisal meetings. These are used to discuss any progress and development within their job role/work. This is to ensure that all staff are suitably trained and support them to develop in their role. SNOOP staff are required to declare any convictions or safeguarding concerns relating to their personal life and family.

Recruitment and Selection

SNOOP is committed to placing the best interests of the children and young people's welfare, safeguarding, care and development at the centre of all staffing matters and the service we provide. When selecting and recruiting staff to work for SNOOP we go through the same interview process for each individual and gather the necessary information, which we then apply for an enhanced Disclosure and Barring Service (DBS) check and this is matched against both the child and the adults barred register.

Training

All SNOOP staff are trained and qualified to relevant level for their role within the organisation. SNOOP Staff are also invited to attend regular training to refresh/gain new skills and obtain knowledge as part of their job role. All SNOOP staff who are working with a child or a vulnerable adult are required to access the relevant and appropriate safeguarding training and be able to recognise the signs and symptoms of abuse.

Our rule is NEVER DO NOTHING for all our staff. Staff are encouraged if they think a child may have been harmed or at risk of harm to ask sufficiently curious questions.

Useful Contacts

OFSTED – 0300 1231231/enquires@ofsted.gov.uk

Safer Bradford – <https://saferbradford.co.uk>

Children's Social Care – 01274 435600 or Out of Hours – 01274 431010

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