

Bearwood Community Hub Child Protection and Safeguarding Policy

1. Introduction

Bearwood Community Hub is a not-for-profit, community-led Community Benefit Society, fostering positive collaboration and social action to improve individual and community wellbeing. Situated in Bearwood and serving communities in Smethwick, North Edgbaston and Warley. All our initiatives are designed and delivered by local people who want to make their own change, ensuring relevance and effectiveness within our community.

Bearwood Community Hub is committed to ensuring the safety and wellbeing of all children, young people and adults at risk when using their services. Our aim is to ensure that all people using our services are protected from all forms of abuse, whether that be actual or potential.

This policy applies to all activities carried out on behalf of or in partnership with Bearwood Community Hub, whether they are regular activities or one-off. The current list of regular activities that the Hub offers is as follows:

- Co-working
- Work Experience opportunities
- After School Play
- IAG
- Wednesday Warm Welcome - warm space
- Community Lunch
- Community ReHome Shop
- Bring Your Own Art Club
- Craft with Make Good Arts
- Conversation Cafe
- Curiosity Cafe
- English 4 Everyday Beginners Classes

2. Policy statement

In implementing this child protection and safeguarding policy Bearwood Community Hub will:

- Ensure all staff, board members, volunteers, consultants, contractors, sessional workers, students and anyone else working on behalf of the organisation understands their child protection and safeguarding responsibilities. Note: Sub-contractors should have their own organisational policies and procedures in place for their staff to follow. These will be checked to ensure they meet our requirements and standards.
- Recognise the importance of the safety of children, young people and adults at risk who come into contact with our services.
- Follow the safer recruitment and vetting of staff, including volunteers and anyone who comes into direct contact with the children and adults at risk we work with.
- Work within current legislation to safeguard children and guidance from Sandwell Children's Safeguarding Partnership and Regional Child Protection Procedures for West Midlands <https://westmidlands.procedures.org.uk/>
- Act appropriately to any allegations, reports or suspicions of abuse. This may involve sharing concerns with agencies who need to know and involving parents and children appropriately.
- Recognises that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- We recognise that all children have equal rights to protection, regardless of age, ability, culture, language, gender, race, religion or sexual identity. We believe that a child or young person should never experience abuse of any kind.

- Ensure there is a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL)
- Ensure appropriate training, advice and guidance are in place
- Keep up to date with local and national safeguarding developments

3. Designated Safeguarding Lead

Designated Safeguarding Lead (DSL):

Sally Taylor, Managing Director, 07832 259 658, hello@bearwood.cc

Deputy Safeguarding Leads:

Lizzie Palmer, Development Manager, 07421 748 565, communityhub@bearwood.cc

Jess Hirst, Board Member, 07863 207 737, jessyhirst@hotmail.com

The DSL is responsible for dealing with any child protection or safeguarding concerns. Their responsibilities are as follows:

- To provide advice and support to staff and volunteers who have concerns a child is at risk of, or is suffering from abuse
- To ensure all staff are aware of what they should do and who they should go to if they are concerned a child/young person is subject to abuse or neglect.
- Ensure any concerns about a child/young person are acted on immediately and clearly recorded.
- The DSL will make a decision as to whether to make a referral to Sandwell Multiagency Safeguarding Hub (MASH)
- To complete a Multi-agency request form (MARF): and send to where necessary. This document can be found along with other safeguarding documents for professionals here: <https://www.sandwellcsp.org.uk/key-safeguarding-issues/report-a-concern/>
- To ensure the referral is acted upon and issues are addressed in a timely manner.
- The Designated Safeguarding Lead/Deputy will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be stored in the safeguarding folder on the Google Drive and its contents will be kept confidential and secure.
- Refer any cases to the sandwell_lado@sandwellchildrenstrust.org about any child protection concerns relating to a staff member or other organisations.
- Refer persons dismissed/left due to risk or harm to a child to the [Disclosure and Barring Service](#)
- To ensure any concerns about radicalisation or violent extremism raised about a child or young person should be discussed with the police and the Local Safeguarding Referrals Pathway Procedure <https://westmidlands.procedures.org.uk/> should be followed. Consideration of referrals to the Channel programme may be appropriate in some cases.
- Refer cases where a crime may have been committed to the Police as required.
- Contribute to the assessment of children by working with all appropriate agencies and the local authority, including attendance at strategy discussions and multi-agency meetings if requested
- Ensure safeguarding policies are known, understood and used appropriately by staff and volunteers and parents/carers where relevant; reviewed annually with the organisations governing bodies or Board of Trustees
- Ensure policies are available publicly

4. Code of Conduct

It is the responsibility of all Bearwood Community Hub staff to do their best to prevent the physical, sexual and emotional abuse of children, young people and adults at risk as well as reporting any abuse, alleged or suspected.

Those working with Children, Young People & Adults at Risk must:

- Be identifiable – wear a form of identification at all times.

- Be professional and maintain the highest standards of personal behaviour at all times, giving an example we would wish others to follow.
- Remember that children and young people regard adults as role models as well as positions of trust. All individuals working (whether paid or voluntarily for the Bearwood Community Hub, including contractors) must ensure your behaviour, language, gestures are appropriate and above reproach. This list is not conclusive and if in doubt you should speak with your manager.
- Take all reasonable steps to ensure the health, safety and welfare of any person in contact with Bearwood Community Hub.
- Prevent any other member of Bearwood Community Hub from putting anyone in a situation in which there is a significant risk to their health and safety.
- Treat everyone with respect and dignity, whilst encouraging respect and care for others.
- As far as is possible conduct all dealings with children, young persons and adults at risk in a public environment in full view of others, to enable interactions to be observed.
- Obtain written consent from parent or guardian for permission when children or young people are under 18 years to use IT equipment, access the Internet and for the taking of photographs or video for publicity purposes.
- Obtain written consent from parent or guardian when children or young people are under 18 years of age to participate in supervised offsite activities and events without the presence of the parent or guardian.
- Recognise the legal importance of Child Protection issues in relation to working with children and young people and be mindful that others may misinterpret our actions even if they are meant with good intentions.
- Take appropriate action if you become aware of anyone physically, emotionally or sexually abusing a child or acting in ways that might be misconstrued.

5. Recognising the Signs and Symptoms of Abuse

Staff and volunteers have an individual and collective responsibility to recognise, and respond to, safeguarding situations or concerns when working with children, young people and adults at risk promptly and appropriately.

As such, all staff and volunteers undertake the basic e-learning training available on Sandwell Learn and further identified (see Appendix 4) multiagency training by Sandwell Children's Safeguarding Partnership <https://training.sandwellscb.org.uk/>

This will be completed as part of the induction, and refreshed every 3 years.

What is abuse and neglect? Abuse and neglect are forms of maltreatment of a person. Somebody may abuse or neglect a person by inflicting harm, neglect or by failing to act to prevent harm. A person 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 a child or children.

Children: Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

There are many different types of abuse. The definitions below are based on those from Working Together to Safeguard Children/young person (Department of Health, Home Office, Department of Education and Employment, 1999). They are intended to ensure that all staff have a comprehensive understanding of their responsibilities when working with children or young person. They should allow staff and volunteers to recognise signs and symptoms of abuse.

Physical abuse: A form of abuse which 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: 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 a child 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 a 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.

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.

Child Sexual Exploitation (CSE): Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Neglect: 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.

Self-Neglect (for adults): Self-neglect is an extreme lack of self-care, it is sometimes associated with hoarding and may be a result of other issues such as addictions. A hoarding disorder is where someone acquires an excessive number of items and stores them in a chaotic manner, usually resulting in unmanageable amounts of clutter. The items can be of little or no monetary value.

Domestic Abuse: Research analysing [Serious Case Reviews](#) has demonstrated a significant prevalence of domestic [abuse](#) in the history of families with children who are subject of [Child Protection Plans](#). Children can be affected by seeing, hearing and living with [domestic violence](#) and [abuse](#) as well as being caught up in any incidents directly, whether to protect someone or as a target.

It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by [domestic violence](#) in their peer relationships.

The Home Office definition of [Domestic violence](#) and [abuse](#) was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and [abuse](#) between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of [abuse](#):

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional*

Controlling behaviour is: *a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.*

Coercive behaviour is: *an act or a pattern of acts of assault, threats, humiliation and intimidation or other [abuse](#) that is used to harm, punish, or frighten their victim*

Female Genital Mutilation (FGM): FGM is a serious form of child abuse and violence against women and girls, and a violation of human rights. It has been illegal in this country since 1985 and there is a statutory duty to safeguard children and protect and promote the welfare of all women and girls. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison.

FGM is defined by the World Health Organisation as "all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons". It can leave women and girls traumatised as well as in severe pain, cause difficulties in child birth, and in some rare cases it can lead to death.

There is no cultural or religious justification for FGM.

Discriminatory Abuse: Discriminatory abuse is unequal or unfair treatment of somebody on the basis of a 'protected characteristic' – age, disability, gender/gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. It may manifest itself as another form of abuse, such as harassment, derogatory remarks or similar treatment. It may also involve denying access, providing substandard access/service or exclusion of somebody on the grounds of a protected characteristic. Discriminatory abuse could be direct – deliberately treating someone less favourably – or indirect – where rules or arrangements are in place for everyone, but which put someone at an unfair disadvantage.

Financial Abuse: Financial abuse is the mistreatment of someone in terms of their money or assets, such as their property. Financial abuse often occurs alongside other forms of abuse.

Financial abuse can include:

- money being stolen or misused; fraud;
- exploiting someone's financial affairs;
- restricting someone's access to money,
- employment or possessions;
- pressuring and coercing someone about their will, lasting power of attorney, property or inheritance.

Modern Slavery: Modern Slavery is the exploitation of people who have been forced, deceived, or coerced into a life of labour and servitude. It is a crime hidden from society where victims are subjected to abuse, inhumane and degrading treatment.

Examples of enslavement include:

- a person who is forced to work or serve – through fear and threats of violence
- is owned or controlled by an 'employer' who uses mental or physical abuse to exercise control

- dehumanised, treated as a commodity or bought and sold as 'property'
- being kept in substandard working/living conditions
- physically constrained or has restrictions placed on his/her freedom of movement

Modern Slavery is linked to Human Trafficking, but not all victims of modern slavery have necessarily been trafficked.

6. How concerns about a child, young person or adult at risk's safety can come to light

Concerns about persons' safety may come to light in the following ways:

- A child or young person alleges abuse has taken place or they feel unsafe
- A third party or anonymous allegation is received
- A child or young person's appearance, behaviour, play, drawing, or statements cause suspicion of abuse and/or neglect
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago
- A report is made regarding the serious misconduct of a worker towards a child or young person. These will be dealt with in line with the 'Managing allegations towards a member of staff, a volunteer or a trusted adult' procedures set out in section 8 of this policy.
- It is also important to note that there is a high correlation between domestic violence and child abuse. If a child discloses domestic violence at home, consideration must be given to the risk of that child facing emotional abuse, physical abuse and neglect.

Note: this list is not exhaustive and any concerns for the safety of a child, young person or adult at risk should be communicated to the DSL.

Those whom this policy affects must not try to investigate concerns yourself, but ensure that any concerns about a child are reported in accordance with the procedures in this policy. It must not be presumed that someone else will do it or it is someone else's responsibility.

7. What to do if you are concerned about a child, young person or adult at risk

It is important that any allegations are treated extremely seriously. Never think that someone else may be dealing with it.

RECEIVE: Listen to the child/young person/adult at risk and accept what they are telling you. Encourage the child/young person/adult at risk to allow another person to be present.

It is okay to ask questions e.g. 'I notice you don't appear to be yourself today', 'Can you tell me how you are feeling?' and you can ask them to clarify what they have said. You can ask questions such as: 'Tell me a bit more...', 'Can you explain that...' or 'Can you describe' ... (TED – Tell, Explain and Describe).

But **NEVER** ask **leading** (investigative) questions e.g. 'Was his hair brown? What was her name?' (This conversation could be deemed as the 'interview' and a child can only be 'interviewed' once with regards to a disclosure and this should be left to a professionally qualified person at Sandwell Children's Trust .

REASSURE: Stay calm and reassure them they have done the right thing. Do not promise confidentiality. Explain that you may need to share what they are telling you, so you can help them. Reassure them they are not to blame or in trouble for what they have told you.

REACT: Explain what you have to do next. Do not pass judgement or show shock or disquiet.

RECORD: Record what was said as soon as possible after any disclosure (it is important to record the same language/words used by the child). Make a note of any signs or injuries and any behaviour. Where possible draw a picture to indicate location of injuries. The person who receives the allegation or has a concern should complete the organisation safeguarding record.

SUPPORT: Offer support to the child or young person throughout any process that may happen to them. Make sure the child or young person will be safe. Get support for yourself through your line manager or agreed alternative.

NOTIFY the nominated Designated Safeguarding Lead or their Deputy of the disclosure immediately or contact **Sandwell Children's Trust on 0121 569 3100**/or the police if no-one from your organisation is available and you believe the child or young person to be in immediate danger.

Parental Consultation: Professionals should seek, in general, to discuss concerns with the family and, where possible seek the family's agreement to making a request for service unless this may, either cause delay the or place the child at increased likelihood of suffering Significant Harm.

A decision by any professional not to seek parental permission before making a request for service to Sandwell Children's Trust must be approved by their manager, recorded and the reasons given. Where a parent has consented, this must be recorded and confirmed on the relevant Form.

Where the parent is consulted and refuses to give consent, further advice and approval should be sought from a manager or the Designated Senior Person or Named Professional, unless to do so would cause undue delay. The outcome of the consultation and any further advice should be fully recorded.

If, having taken full account of the parent's wishes, it is still considered that there is a need for a request for support:

- The reason for proceeding without parental consent must be recorded.
- Sandwell Children's Trust should be told that the parent has withheld her/his consent;
- The parent should be contacted by the referring professional to inform her/him that after considering their wishes, a request has been made.

The Designated Safeguarding Lead (DSL) or worker will take immediate action if there is a suspicion a child has been abused or likely to be abused and will contact:

- Sandwell Children's Trust on **0121 569 3100**
- If you believe a child is at immediate risk of harm by a member of the public or family member contact the Police – **999**

If you have safeguarding or child protection concerns about a child or young person please use Sandwell's Multi Agency Request Form (MARF) to report your concerns to the Multi Agency Safeguarding Hub (MASH)

Please send your completed MARF via secure e-mail to: access_team@sandwellchildrenstrust.org

Note: In the event that an agency does not agree with the response and decisions about the referral by the Children's Trust, the referring agency should discuss their concerns directly with the line manager of the social worker, in the first instance to seek resolution. See also [SCSP Resolution and Escalation](#)

If you are still unsure what you should do if you are worried about a child or young person you can download further guidance here- [What to do if you are worried a child is being abused](#)

Advice can also be sought through:

NSPCC 24-hour National Child Protection Helpline on: 0808 800 5000

8. Managing Allegations against a member of Staff, Volunteer or another Trusted Adult

Bearwood Community Hub will ensure any allegations made against members or a member of staff or organisations will be dealt with swiftly and in accordance with these procedures:

- The worker will ensure the child is safe and away from the person against whom the allegation is made.
- The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. **They should not:**
 - investigate or ask leading questions if seeking clarification.
 - Make assumptions or offer alternative explanations.
 - Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.
- The Designated Safeguarding Lead for child protection at Bearwood Community Hub should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure the matter is dealt with by an independent person or the named deputy.
- The Designated Safeguarding Lead should contact the Local Authority Designated Officer (LADO), who will advise on how to proceed. Details for the LADO can be found on Sandwell Children's Safeguarding Partnership website <https://www.sandwellcsp.org.uk/key-safeguarding-issues/> under the heading Management of Allegations
- The employer should seek advice from the LADO, the Police and/or Sandwell Children's Trust as appropriate about how much information should be disclosed to the accused person.
- Subject to restrictions on the information that can be shared, the employer should, as soon as possible, inform the person accused about the nature of the allegation; how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS and/or regulatory body where required).
- Bearwood Community Hub has a legal duty under the Safeguarding Vulnerable Groups Act (SVGA) 2006 (England and Wales) to make a referral to the DBS in cases when an employer has dismissed or removed a person from working with children or vulnerable adults (or would or may have done so if the person had not left or resigned) because of concerns over their behaviour towards children. For more information see [DBS Guidance](#).
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important the report is an accurate description and is signed and dated.
- The Designated Safeguarding Lead, if appropriate, can support the worker during this process, but must not complete the report on their behalf. This report must be made available on request from either the police and/or Children's Social Care.
- Regardless of whether a police and/or Children's Social Care investigation follows, Bearwood Community Hub will ensure an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal, depending on the nature of the incident.
- Duty of Care to child/young person: The worker or Designated Safeguarding Lead (DSL) should follow up what happens to any referral made by the organisation if they do not hear back from Sandwell Children's Trust, LADO, or the police.
- Ofsted should be informed of any allegation or concern made against a member of staff in any day care establishment or against a registered childminder. They should also be invited to take part in any subsequent Allegations Management meeting. This applies to anyone registered with Ofsted either. Further guidance on legal responsibilities for reporting concerns can be found here: [EYFS handbook 2017](#)
[How to report a serious incident in your charity](#)

9. Recording and managing confidential information

It is important when recording information to note exactly what was said as soon as possible after any disclosure or allegation. The person who receives the allegation or has a concern should complete the organisation pro-forma ([see Appendix 1](#)) and **ensure it is signed and dated on each page.**

When recording information it is important to:

- Record the same language/words used by the child or individual.
- Make a note of any signs or injuries and any behaviour.
- Where possible draw a picture to indicate location of injuries.
- Respect confidentiality and file documents securely.
- Record any and all decisions taken and the reasons, whether further action was taken or not.

All referrals to external agencies concerning the well-being of a child, young person and adults at risk must be confirmed in writing within 24 hours.

Bearwood Community Hub is committed to managing all confidential information safely and in accordance with its Data Protection & Confidentiality Policy. Completed Safeguarding forms and any personal information, such as names and addresses, must be kept securely, stored only as long as necessary and disposed of in a way which maintains their confidentiality.

GDPR emphasises the importance of asking children for consent before sharing personal information.

If a child is mature enough you should give them the opportunity to decide whether they agree to their confidential information being shared. If a child doesn't have the capacity to make their own decisions, you should ask their parent or carer (unless this would put the child at risk).

However, if you have a child protection concern, you must share information with the relevant agencies, even if you haven't been given consent. GDPR does not affect this principle.

10. Information sharing

In order to keep children who, come into contact with our service safe from harm, we may need to share information with other professionals, in particular, where the following comes to light:

- A child's health and development, and exposure to possible harm.
- A parent / carer who may need help, or may not be able to care for a child adequately and safely; and
- Adults and other children who may pose a risk of harm to a child.

As a general principle, information will only be shared with the consent of the parent/carers and subject of the information, where relevant from the outset, about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

In accordance with regional child protection procedures for the West Midlands, the safety and welfare of a child must always be considered the overriding factor when making decisions on whether to share relevant information about the child without consent. In many instances a failure to pass on information, that might have prevented a child suffering harm, would be far more serious and dangerous than an incident of unjustified disclosure.

When in doubt, staff & volunteers should seek advice and consultation from the DSL. Advice must be sought and consultation must take place within a time frame which is not detrimental to the child's interests.

When sharing confidential information about a member of staff, child or parent, Bearwood Community Hub has regard to its responsibilities under the [Data protection Act 1988](#) and where relevant, the Education (Pupil Information) (England) Regulations 2005 and the Freedom of Information Act 2000.

Staff & volunteers must share relevant information securely when they are in situations where there is a statutory duty or Court Order requiring the information to be shared. Documents shared by email should be password protected and the password should be emailed separately.

11. Safer Recruitment

All individuals, including volunteers, working for or on behalf of Bearwood Community Hub will be provided with a copy of this policy as part of their induction.

All individuals, including volunteers, appointed to posts which involve regular, substantial or unaccompanied contact with children, young people or adults will be subject to pre-appointment and enhanced Disclosure and Barring Service (DBS) checks aimed at ensuring their suitability to work with Bearwood Community Hub.

At the time of recruitment, Bearwood Community Hub Designated Safeguarding Lead will review statutory guidance to ensure that appropriate pre-appointment checks are planned and actioned accordingly.

The appointment will only proceed if:

- The pre-employment checks prove satisfactory, and;
- The Disclosure provides no cause for concern as to their suitability to work with children, young people or adults.

If Disclosure brings up any issues of concern Bearwood Community Hub will follow procedures in line with the statutory guidance. A conviction-specific risk assessment will be carried out and make an informed judgement about employment based on the assessment of risk.

This applies whether the appointment is the result of external recruitment or an internal move. Managers must also be mindful of these requirements as the content of posts develop over time and new tasks are assigned.

12. Responsibilities of management committees

Bearwood Community Hub's Board of Directors are ultimately accountable for the implementation of effective safeguarding procedures.

The Board of Directors is also responsible for:

- Developing a clear framework for behaviour management towards any children or young people
- Providing information about procedures to follow if an allegation is made
- Ensuring all workers have training to recognise the signs and symptoms of abuse
- Ensuring that all staff have enhanced DBS checks where appropriate.
- Checking the correct policies are in place covering your activities e.g.: health and safety, risk assessment, whistleblowing, lone working, etc.
- Understanding what good safeguarding practice is and take responsibility for ensuring all staff within your organisation follow this
- Ensuring all workers understand that physical punishment or threat of physical punishment must never be used
- Ensuring that workers understand that verbal humiliation of children is unacceptable

13. Distributing/Reviewing Policies and Procedures

This policy shall be reviewed annually or sooner if required (e.g. due to updates in legislation) and shall be signed off by the Board of Directors.

A paper copy of this policy shall be held at all of Bearwood Community Hub's sites of operation, including:

- Bearwood CoWork
- Bearwood Baptist Church Hall

Staff and volunteers will be made aware of this policy (and all other policies) during their induction. This policy will be available in the Staff Handb-ook, and accessible on our website at Bearwood.cc/volunteer-hub

All subcontractors will be made aware of Bearwood Community Hub's procedures and shall have their own guidance in place for their staff to follow.

14. Date of policy and review date

This policy was updated on: 29th June 2026
 This policy was adopted by the Board on:
 This policy will next be reviewed and updated on:

APPENDIX 1: CHILD PROTECTION INTERNAL RECORDING PRO FORMA

CONFIDENTIAL

Complete a separate sheet for each person if the concern relates to more than one individual.

Name of person at risk	
Are they an adult or a child?	☐ Adult (18 years or older) ☐ Child (under the age of 18)
Address of person at risk [if known].	
Nature of concern.	<i>Please record a factual description of the events / information only.</i>
To be completed by staff or volunteer who has concern about signs of possible / disclosures of abuse.	Name of person reporting the Safeguarding concern:
	Signature:
	Role at Hub:
	Telephone:
	Date/Time:
To be completed by lead for Safeguarding.	Name of Safeguarding Lead:
	Signature:
	Role at Hub:
	Telephone:
	Date/Time:
	Action/s Taken:

If the Designated Safeguarding Lead (DSL) is not available, contact Deputy DSL: Amy Campbell - 07947 633686

Any safeguarding concerns need to be acted upon immediately.

Additional Space (If required):

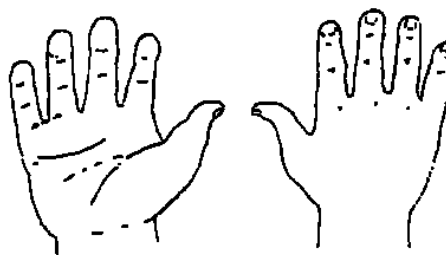
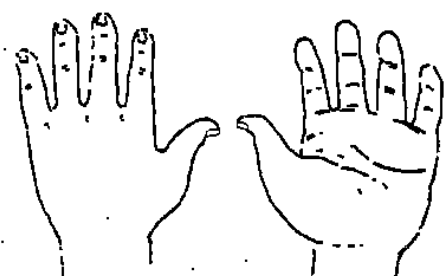
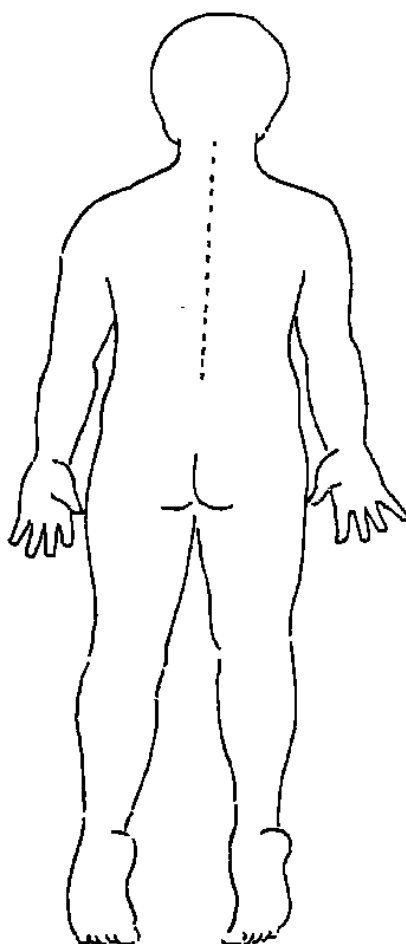
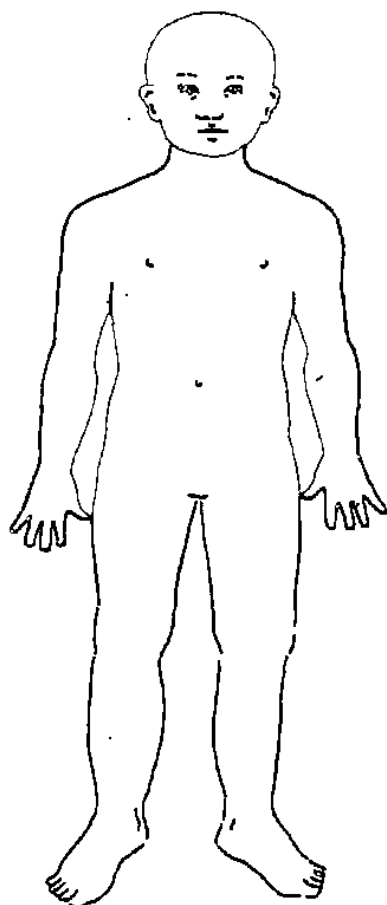
APPENDIX 2: BODY MAP

This form can be used to note any areas of abuse you think may have occurred.

RECOGNITION OF POTENTIAL CHILD ABUSE (SKIN MAP)

NAME OF YOUNG PERSON

DATE OF BIRTH



NAME OF REFERRER

SIGNATURE OF REFERRER

DATE

APPENDIX 3: LEGAL FRAMEWORK

Bearwood Community Hub works in accordance with local guidance from Sandwell Children's Safeguarding Partnership, Sandwell Safeguarding Adults Board and statutory legislation based on law and guidance that seeks to protect children, namely;

- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Children missing education (September 2016)
- Keeping Children Safe in Education 2022
- Counter-terrorism and Security Act 2015 (section 26 Prevent duty)
- Data Protection Act 1998 (updated 2018)
- Disqualification under the Childcare Act 2006 (February 2015)
- Female Genital Mutilation (FGM) Act 2003 (as amended by Serious Crime Act 2015)
- Human Rights Act 1998
- Information sharing – Advice for safeguarding practitioners' (March 2015) updated July 2018
- [Prevent Duty 2015](#) updated April 2021
- Protection of Freedoms Act 2012
- Safer working Practice Guidance (October 2015)
- Sexual Offences Act 2003; amended 2006
- Safeguarding Vulnerable Groups Act 2006
- Special Educational needs and disability (SEND) code of practice: 0 – 25 – Statutory guidance for organisations who work with and support children and young people who have special educational needs or disabilities; HM Government 2015
- United Convention of the Rights of the Child 1991
- What to do if you're worried a child is being abused (March 2015)
- [Working Together to Safeguard Children](#) (2023)

APPENDIX 4: SANDWELL SAFEGUARDING CHILDREN PARTNERSHIP TRAINING REQUIREMENTS

Group 4 - applies to Designated Safeguarding Leads

Group 2 - applies to Board Members and Volunteers who work with children

Group 4	Group 2	Key
Child Protection Level 1	Child Protection Level 1	Statutorily Required
Core Working Together Level 3	Domestic Abuse	Local Authority Minimum
Lead Professional	Neglect Awareness	Best Practice
Prevent	Intro to EH in Sandwell	
FGM	Childhood regained: exploitation modules 1-4	
Multi Agency Threshold	Domestic Abuse - 2 day course	
Introduction to Early Help in Sandwell	Prevent	
Learning from Serious Cases	Icon	
Adverse Childhood Experiences	Information Sharing	
Neglect Awareness	Integrated working	
GCP2	Childhood sexual exploitation (CSE)	
Working with families where neglect has been identified	Adverse childhood experiences (ACES) awareness	
Hidden Men - finding ways forward		
EHM Basic		
EHM Advanced		
Why wouldn't families want to work with us? Working with resistance & 'Disguised compliance'		
Gender Identity		
Childhood Regained: tackling childhood exploitation		
Managing Allegations		
Domestic Abuse		
Domestic Abuse (2-day course)		
Learning from DHRs		
Forced marriage & honor based abuse		
Sexual assault & abuse & FGM		
Working with men who abuse in relationships		
Child to parent abuse		

ICON
Human Trafficking & Modern Slavery
Private fostering
Understanding Extremism
Integrated Working
Information Sharing