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In the rare cases of the named or deputy person being implicated, anyone can refer to the Children's Social Care Services or the police directly.

In exceptional circumstances you may have concerns, about the conduct of a colleague. It is important that you observe the points in this leaflet and inform the lead person (or deputy) for safeguarding immediately. He/she will refer to Children's Social Care Services and a LADO (Local Authority Designated Officer) will co-ordinate any future actions.

Remember, your organisation has a child protection policy to deal with such occasions and it is not helpful to either the child or adult if you delay or ignore the situation, however difficult it might be.

**REMEMBER IN AN EMERGENCY
DO NOT DELAY, DIAL 999**

Useful Contacts

Social Care Services	-----
Police:	101
NSPCC:	0808 800 500

Training

Most adults will receive the safeguarding children policy summary and this leaflet upon appointment and will attend a Raising Awareness training session within 3 months of appointment. Training needs updating every 3 years (or 2 years for online training).

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Safeguarding Children Good Practice Guidelines

General Information for All Adults who come into Contact with Children and Young People

This leaflet is designed to help everyone involved to understand the importance of working safely with children.

All adults have a duty of care towards the welfare of children and young people and are responsible for:

- Health and safety
- First aid
- General well-being
- Child protection

The lead person for safeguarding is:

Name:
Contact:

The deputy is:
Name:
Contact:

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It is estimated that 1 in 10 children experience sexual abuse, some research suggests this figure is higher, particularly for children with physical or learning disabilities.

What is abuse?

Physical:

Where a child's body is deliberately hurt or injured.

Sexual:

Where adults use children, or their images, to satisfy sexual desires; other children can also be abusers.

Emotional:

Where children may be deprived of love, continually shamed and taunted, given responsibility beyond their years, or witness the ill treatment of another.

Neglect:

A persistent failure to meet a child's physical and/or psychological needs.

Some example signs of abuse might be:

- Aggressive or violent behaviour of adults towards children (physical and verbal)
- Very young, unsupervised children
- Vandalism or fire setting
- Bullying behaviour or fighting
- Physical signs

You may also be concerned if you find the following, especially in or near areas:

- Sexually explicit magazines with children's images
- Smearing or vandalism/fire setting in toilets
- Discarded needles, alcohol bottles, condoms in inappropriate places
- Meals/food discard on a regular basis

You also need to be aware of safety issues, when children may be at risk when using the internet or mobile phones.

Adults can help to keep children safe by always acting in a professional manner:

- Always follow the organisation's ID security procedures as appropriate
- Avoiding being alone in any situation with a child as you may both be vulnerable
- Being polite and friendly but not forging relationships with children nor making favourites
- Avoiding physical contact unless absolutely necessary when a child is injured and there is an emergency

Monitor the areas you work in by:

- Being observant of children and adults together
- Being aware of children who may be alone and in the area a long while, particularly if young
- Observing Health and Safety regulations
- Not accepting swearing, bullying or other behaviours from the public when children are either involved or in close proximity
- Being alert to members of the public/staff approaching, videoing, or taking photographs of children who are either alone or not seemingly related to them
- Reporting any such behaviours/incidents to the lead person (or deputy) for safeguarding
- Seeking help from management or dialing 999 without delay if such behaviours are criminal or dangerous
- Being aware of visitors seemingly having no business on the premises

A child may choose to talk to you about something which concerns them. It is important to:

- Always take what a child says seriously
- Listen but do not investigate
- Encourage the child to speak to their parent or carers (if appropriate)
- Report factually, record, date, time and sign any concerns you may have and speak to the named person; so she/he takes responsibility to inform the relevant agencies without delay.
- Observe confidentiality with colleagues, family and friends