**Furzedown Youth Centre Ltd**

www.furzedownyouthcentre.org.uk

**Working in partnership with:**

London Borough of Wandsworth Youth Services

St James, St Albans, St Pauls & Mitcham Lane Baptist Churches

Graveney School Member of Jack Petchey



Endorsed by Sadiq Khan Mayor of London



**Safeguarding Policy**

**Protecting Children and Young People in our Care**

**Revised October 2020**

**Section 1. Organisation details**

**Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**

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**Appendix 2. Forms**

*This policy is supplemented by FYC’s:*

*Recruitment and Selection Policy Anti-Bullying Policy*

*E-Safety Policy Activities off the Premises Policy*

*Safeguarding Officer’s Responsibilities Behaviour Management Policy*

*Also by:*

The “thirtyoneeight” Online Safeguarding Manual Sections 1 - 10

**The Safeguarding Policy**

**SECTION 1**

**Details of organisation**

**Name of Place of Organisation:** Furzedown Youth Centre Ltd (FYC) in St. James Community Hall

**Business Correspondence Address:** St. James Church, 236 Mitcham Lane, Streatham, London, SW16 6NT.

**Contact Details:** Rev. Canon Geoff Vevers, Chair, FYC, 63 Chillerton Road, London, SW17 9BE

**Tel No:** 07903 357 092 **Email address:** g.vevers@pobroadband.co.uk

**Membership of:** The Furzedown Team of Churches.

Mitcham Lane Baptist Church, St. James, West Streatham, St. Alban, Streatham Park,

St. Paul, Furzedown.



**Charity Number:** 1111797 **Company Number:** 4804966

**Umbrella Body:**

[**https://thirtyoneeight.org**](https://thirtyoneeight.org) ***formerly CCPAS***



**Insurance Company**

Ecclesiastical Insurance Company

Charity and Community Insurance including Public Liability

**Governance:**

FYC has a Board of Trustees who are Directors appointed by the Furzedown Churches.

**The following is a brief description of our organisation and the type of work / activities we undertake with children and young people:**

"FYC exists to provide high quality recreational and educational activities to young people in Year 6 to Year 12, within a safe and supportive Christian environment, to help promote their social, emotional and spiritual well-being and to maximise their leadership potential."

**Our commitment**

As a Board, we recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Board, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and practice guidelines are based on the Online Safeguarding Manual published by “thirtyoneeight” our safeguarding umbrella body and prepared in consultation with the Furzedown Team of Churches.

The Board undertakes to:

* endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
* provide on-going safeguarding training for all its workers and will regularly review the operational guidelines.
* ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
* support the Safeguarding Officer in his work and in any action he may need to take in order to protect children.
* the Board agrees not to allow the document to be copied by other organisations.

**SECTION 2**

**Recognising and responding appropriately to an allegation or suspicion of abuse**

**Understanding abuse and neglect**

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

**Statutory Definitions of Abuse (Children)**

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2015)’.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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 another child or children.

## 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.

## 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 cyberbullying), 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

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.

## 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.

Some special topics on forms of abuse

Church members should also be aware that, within these categories, a wide range of forms of abuse can occur. The government issues guidance documents or advice for several of these special topics. Among those which have been the subject of attention are:

**Stranger abuse**

The majority of abuse is carried out by people known to the child, but abuse can also be carried out by strangers.

**Internet-related abuse**

Adults may misuse chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

The offences of downloading, possessing or distributing indecent images of children are widely committed, including by church members.

For detailed advice consult the Child Exploitation and On-line Protection Centre

(CEOP), which also produces material suitable for children.

**Bullying (abuse by other children)**

There is no clear boundary between bullying and abuse and a significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority Children’s Social Care service.

**Children affected by gang activity**

Such children are at risk of violent crime and are therefore considered vulnerable. Risks include access to weapons, including firearms, retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

**Fabricated or induced illness**

Parents and carers can induce or pretend symptoms in a child which lead to unnecessary investigations or treatment.

**Abuse of disabled children**

Disabled children are more, not less likely, than able-bodied children to be subjected to

abuse.

**Deliberate self harm (e.g. overdoses, cutting, misuse of drugs or alcohol)**

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority children’s social care. Help can also be obtained from Child and Adolescent Mental Health Services (CAMHS), through the GP and sometimes from direct access counselling services.

**Domestic abuse**

Domestic abuse is the abuse of adults within a household. It need not involve violence to count as abuse, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witness to the abuse and are considered to be emotionally abused at least whether or not they are in the same room. They may also be directly affected by abuse.

**Parents who are themselves vulnerable adults**

It is common for the parents of children who are abused or neglected themselves to be vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a child living with them, a referral to the local authority Children’s Social Care service may be required.

**Female genital mutilation**

This is an offence and any suggestion that it is being sought or has been carried out should be referred to the local authority Children’s Social Care service or the police.

**Child trafficking**

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of reasons which can include domestic service, illegal adoption, organ harvesting or prostitution. Such children may have little English. The police or local authority Children’s Social Care service should be contacted immediately if a church member comes across such a child.

**Sexual exploitation and involvement in prostitution**

Children can be exploited by being given something in return for sexual activities. Technology can also be used. Violence, coercion and intimidation are common. Such children are regarded as a matter of public policy as victims of child sexual abuse and not as criminals or as displaying anti-social behavior.

**Forced marriage and honour based violence**

Disclosures of actual or possible forced marriage should not be treated as a family matter or disclosed to family members. Local authority Children’s Social Care or the police should be contacted.

**Complex (organised or multiple) abuse**

This is abuse which involves one or more abusers and a number of children. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children. The internet may also be used.

**Spiritual abuse**

Within faith communities harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or obtrusive healing and deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in cooperation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

**Signs and indicators of abuse**

The following signs could be indicators that abuse has taken place but should be considered in context of the child’s whole life.

**Physical**

* Injuries not consistent with the explanation given for them
* Injuries that occur in places not normally exposed to falls, rough games, etc
* Injuries that have not received medical attention
* Reluctance to change for, or participate in, games or swimming
* Repeated urinary infections or unexplained tummy pains
* Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
* Cuts/scratches/substance abuse\*

**Sexual**

* Any allegations made concerning sexual abuse
* Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
* Age-inappropriate sexual activity through words, play or drawing
* Child who is sexually provocative or seductive with adults
* Inappropriate bed-sharing arrangements at home
* Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
* Eating disorders - anorexia, bulimia\*

**Emotional**

* Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
* Depression, aggression, extreme anxiety.
* Nervousness, frozen watchfulness
* Obsessions or phobias
* Sudden under-achievement or lack of concentration
* Inappropriate relationships with peers and/or adults
* Attention-seeking behaviour
* Persistent tiredness
* Running away/stealing/lying

**Neglect**

* Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
* Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

**How to respond to a child wishing to disclose abuse**

#### **Effective Listening**

Ensure the physical environment is welcoming, giving opportunity for the child at risk to talk in private but making sure others are aware the conversation is taking place.

* It is especially important to allow time and space for the person to talk
* Above everything else listen without interrupting
* Be attentive and look at them whilst they are speaking
* Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
* Try to remain calm, even if on the inside you are feeling something different
* Be honest and don’t make promises you can’t keep regarding confidentiality
* If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
* Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

**HELPFUL RESPONSES**

* You have done the right thing in telling
* I am glad you have told me
* I will try to help you

**DON'T SAY**

* Why didn't you tell anyone before?
* I can't believe it!
* Are you sure this is true?
* Why?  How?  When?  Who?  Where?
* I am shocked, don't tell anyone else

**Safeguarding awareness**

The Board is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.**All our workers will receive induction training and undertake recognised safeguarding training on a regular basis given by the Safeguarding Officer in a Seminar at the beginning of each Term.**

The Board will also ensure that children are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

**RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Rev Geoff Vevers (hereafter the "Safeguarding Officer") tel no: 07903 357 092 who is nominated by the Board to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If there is a concern that a child or young person may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following, making use of the Cause for Concern Form in Apendix 2 if desired:

* Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible a drawing of its location and shape on the child's body.
* Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
* Write down dates and times of these events and when the record was made.
* Write down any action taken and keep all hand-written notes even if subsequently typed up.
* These notes should be passed on to the safeguarding officer to assist them should the matter need to be referred to the statutory agencies such as Adult or Children’s Social Services or the police.

In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to The Rector, Rev Rob Powell, tel no: 020 8677 3947. If the suspicions implicate both the Safeguarding Officer and the Rector, then the report should be made in the first instance to our umbrella body “thirtyoneeight”0303 003 11 11, [infor@thirtyoneeight.org](mailto:infor@thirtyoneeight.org)

* Alternatively contact Social Services or the police.
* Where the concern is about a child the Safeguarding Officer should contact Children’s Social Services: IPCO (Initial Point of Contact} formerly Wandsworth MASH (Multi Agency Safeguarding Team) telephone number (office hours) is 020 8871 6622 / 020 8871 6000 (out of hours). email: [mash@wandsworth.gov.uk](mailto:mash@wandsworth.gov.uk)
* The Police Protection Team telephone number is 020 8785 8529
* The Safeguarding Officer **may** need to inform others depending on the circumstances and/or nature of the concern (for example the President of FYC, to log that a safeguarding concern is being dealt with, the Insurance company, to log that there is a possibility of a serious incident concerning safeguarding or “thirtyoneeight”).
* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Rector should not delay referral to Social Services, the Police or taking advice from “thirtyoneeight”.
* The Board will support the Safeguarding Officer / Rector in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
* It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from “thirtyoneeight”, although the Board hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Office / Rector has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Board demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Officer / Rector is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Detailed procedures where there is a concern about a child:**

**Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer / Rector will:

* Contact Children’s Social Services (or “thirtyoneeight”) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
* Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
* Seek medical help if needed urgently, informing the doctor of any suspicions.
* For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
* Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.
* Seek and follow advice given by “thirtyoneeight” (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

**Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

* Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
* Seek and follow the advice given by “thirtyoneeight” if, for any reason they are unsure whether or not to contact Children’s Social Services/Police. “thirtyoneeight” will confirm its advice in writing for future reference.

If there is a concern regarding spiritual abuse, Safeguarding Officer will:

* Identify support services for the victim i.e. counselling or other pastoral support
* Contact “thirtyoneeight” and in discussion with them will consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children’s Social Services in regard to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Wandsworth Local Authority Designated Officer (LADO)

LADO@wandsworth.gov.uk

020 8871 7440

Working Together to Safeguard Children 2015 no longer refers to them as LADOs only ‘designated officers’. However the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity. In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or **adults with care and support needs**. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

**SECTION 3**

**Prevention**

**Safer recruitment**

The Board will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

* There is a written job description / person specification for the post
* Those applying have completed an application form and a self declaration form
* Those short listed have been interviewed
* Safeguarding has been discussed at interview
* Written references have been obtained, and followed up where appropriate
* A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
* Qualifications where relevant have been verified
* A suitable training programme is provided for the successful applicant
* The applicant has completed a probationary period
* The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

**Management of Workers – Codes of Conduct**

As a Board we are committed to supporting all workers and ensuring they receive support and supervision. All workers are expected to adhere to a code of conduct towards children and young people as outlined in our “Behaviour Management Policy” and in the “thirtyoneeight” Online Safeguarding Manual Section 5 *Working Safely*

**SECTION 4**

**Pastoral Care**

**Supporting those affected by abuse**

The Board is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Pastoral care will be arranged in consultation with the leadership of the 4 churches and will comply with the guidance in the “thirtyoneeight” Online Safeguarding Manual Section 8 *Pastoral Care*

**Working with offenders**

“thirtyoneeight” recommends that due to the addictive and/or persistent nature of certain abusive behaviours there needs to be great caution in recognising and dealing with people who may be a risk. This is especially true if a person has committed sexual offences, and they should never again work or be placed in any position of responsibility that puts them in contact with children or young people. Similarly, where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out to ascertain their suitability for working with the above.

The Board fully endorses this approach and is committed to consult with “thirtyoneeight” for guidance about the management of those who may pose a risk, as set out in the “thirtyoneeight” Online Safeguarding Manual Section 9 *Managing those who may pose a risk.*

**SECTION 5**

**Practice Guidelines**

As an organisation working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers outlined in our “Behaviour Policy” we also have specific good practice guidelines for every activity we are involved in and these are to be found in the “thirtyoneeight” Online Safeguarding Manual Section 5 *Working Safely.* These guidelines will be looked at regularly in training sessions led by the Safeguarding Officer as needed.

Forms for use with certain activities are to be found in Appendix 2.

**Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We are committed to the guidelines in the “thirtyoneeight” Online Safeguarding Manual Section 10 *Working in Partnership.* We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets “thirtyoneeight” safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The Safeguarding Officer is fully conversant with the Safeguarding Policies and Procedures used by the Furzedown Team of Churches and is in contact with the Safeguarding Officers in the Team. He attends training run by their Umbrella Body (The Southwark Diocese).

The Safeguarding Officer ensures that all organisations that use FYC premises have their own Safeguarding Policies and that he personally sees original DBS Certificates for all in leadership in those organisations.



**Signed by:**

**Date: 14/10/2020**

**Review date: 14/10/2021**

**APPENDIX - 1**

**Board Safeguarding Statement**

The Board of Furzedown Youth Centre Ltd [hereafter referred to as Board] recognises the importance of its work with children and young people and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our organisation.

The following statement was agreed by the Board on: 25th January 2018

This organisation is committed to the safeguarding of children and young people and ensuring their well-being.

Specifically:

* We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
* We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
* All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
* We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
* We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
* We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
* We undertake to exercise proper care in the appointment and selection of all those who will work with children and young people.
* We believe in the necessity of creating a healthy culture in our organisation where the value of all people is recognised and challenges are responded to appropriately.

**We are committed to:**

* Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
* Respecting the rights of children as described in the UN Convention on the Rights of the Child.
* Implementing the requirements of legislation in regard to people with disabilities.
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
* Keeping up to date with national and local developments relating to safeguarding.
* Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
* Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
* Supporting parents and families
* Nurturing, protecting and safeguarding of children and young people
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
* Supporting all in the place of worship/organisation affected by abuse.
* Adopting and following the ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service.

**We recognise:**

* Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
* Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
* Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency’s headquarters.
* Safeguarding is everyone’s responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Rev Canon Geoff Vevers

FYC Safeguarding Officer

November 2018

A copy of the full policy and procedures is available from Geoff Vevers. The “thirtyoneeight” Online Safeguarding Manual which is referenced in this policy is available as an online HTML PDF document that can be emailed on request from Geoff Vevers at [g.vevers@pobroadband.co.uk](mailto:g.vevers@pobroadband.co.uk)

Appendix 2

**Cause for Concern Report Form**

**Strictly private and confidential**

(Completed forms must never be forwarded electronically via email systems but handed personally to the Safeguarding Officer)

**Please complete this form in as much detail as possible using the young person’s consent form to obtain address, contact details etc. if information is not known to you.**

Name of young person:

Gender: (M/F) Date of birth: Ethnicity:

Address:

Contact telephone number(s):

School:

GP:

Name of main carer (specify relationship):

Address and phone number:

Does the main carer know the referral is being made?

Does the young person know the referral is being made?

Which Furzedown Youth Centre session does the young person attend?

Name of person filling in this form:

Address:

Brief description of what has given you cause for concern. Include date(s), time(s) and event(s):

If not already clear in the information given above please state who you have spoken to about this matter and what was said:

Please state what action you have taken (especially any emergency action such as phone calls to FYC’s Safeguarding Officer):

Signed: Date:

Print name:

Position held at FYC:

A close up of a logo

Description automatically generated

Furzedown Youth Centre Parental Consent Form 2018/19

Please note that without this form your young person may be denied entrance to our clubs.

|  |  |  |
| --- | --- | --- |
| Personal details | | |
| Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Gender: female/male  Attending: Juniors / Inters | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ­ ­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Parent/Guardian information** | | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Emergency contacts** | | |
| Have these people named as your emergency contact given you permission to include their phone number on this form? Yes/No | | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Medical information** | | |
| Name of family doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Does your child have any conditions requiring medical treatment (if yes please give details)?  Condition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Does your child suffer from any allergies, including any medication? (if yes please give details)  Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |
| --- |
| **Special considerations** |
| Does your child have a registered disability? If yes please give details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Does your child’s disability require the provision of extra support to enable them to fully participate in particular activities? Please give details.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Does your child have any court orders or curfews that might prevent them from participating in the programme? If yes please give details.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Declaration** |
| I agree to my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) taking part in the FYC programme.  I understand and agree to take responsibility for my child’s behaviour whilst they are taking part in the FYC programme.  In case of an emergency, I agree to my child receiving any emergency treatment as considered necessary by first aiders and or medical authorities present.  I agree to my child taking part in any filming/photography for publicity purposes (print and online)  I have read and understood the above information and am aware that I can receive additional information if required.  All information contained in this consent form with  be treated in the strictest confidence  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to young person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Furzedown Youth Centre, Welham Road, Streatham, London, SW16 6NT  Tel: 020 8677 5376/07972375202 Email: [furzedownyc@gmail.com](mailto:furzedownyc@gmail.com) [www.furzedownyouthcentre.org.uk](http://www.furzedownyouthcentre.org.uk) |
| Data protection |
| To comply with new data protection regulations we must ask for permission to hold data on each member. As a club we need to hold information on young people for their safety and wellbeing. For this reason, your child will not be permitted to attend club if consent is not given. If you have any questions regarding this, please do contact us.  Please fill in this section if your child is under 16.  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of parent/carer) give consent for FURZEDOWN YOUTH CENTRE to hold the data given in this form. It will be held securely and confidentially and will only be used to contact you about your child if we need to.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If your child is over 16 please ask them to fill in this section  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) give consent for FURZEDOWN YOUTH CENTRE to hold data given in this form. It will be held securely and confidentially and will only be used to contact your parent/guardian about you if we need to.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Consent Form for taking and publishing images of children**

At FYC we include images of children in our publicity with the consent of them and their parents or guardians. We have a duty of care to reduce the risk of inappropriate contact by ensuring that children must remain unidentifiable in publications.

Consent

For completion by a named representative of FYC:

1 Name of FYC representative: ……………………………Role: …………………..

2 Specific purpose image is to be used for:

Church notice board □ Church magazine □

Church website □

Diocesan newspaper/other press/other website (specify which)……………. □

Other □

3 Storage

The image will be stored:

Computer file (specify which computer) ……………………….. □

Album □ Filing cabinet □

or The image will be destroyed after use (delete as appropriate).

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For completion by parent or guardian and child:

I consent to images of my child named below being used and stored, solely for the purposes specified

above. I understand that the identity of my child will be protected in all publication of images.

Name(s) of child: …………………………………………………………………………….

Name of parent or guardian:……………………………………………………………………..

Address: ……………………………………………………………………………………………

Signatures: ………………………(parent/guardian) ……………..…………………… (child)

Date: ………………………

Queries regarding this process should be addressed to Geoff Vevers

FYC Safeguarding Officer,