

PROCEDURE:	SAFEGUARDING & CHILD PROTECTION POLICY
DATE OF ISSUE:	July 2025 (then reviewed every September)
DATE REVIEWED:	July 2025
DATE TO REVIEW:	September 2026

Journey Together staff and services will safeguard & promote the welfare of all children, advocate for children's right to play, to be listened to & to be safe

JOURNEY TOGETHER SAFEGUARDING AND CHILD PROTECTION POLICY

Journey Together recognises its responsibility for Safeguarding and Child Protection. The welfare and well-being of children and young people is paramount.

Journey Together is committed to ensuring that all children and young people in contact with our services are protected from harm. This includes ensuring that their physical and emotional health and welfare, and that their social and intellectual development, are actively promoted.

This policy applies to all staff, including volunteers and focuses on the following elements:

- Staff recruitment and selection – ensuring that all staff and volunteers, (who have unsupervised access to children) have been safely recruited and appropriately checked through the DBS process.
- Raising awareness of child protection issues and equipping children and young people with the skills needed to keep them safe.
- Implementing procedures for identifying and reporting suspected cases of abuse.
- Supporting children and young people who are the subject of a child protection plan.
- Establishing a safe and nurturing environment where children and young people feel safe and happy.

Journey Together recognises that staff who work regularly with children and young people are best placed to notice changes in behaviour and/or physical injuries. Journey Together staff will therefore:

- Report any unusual / inappropriate behaviour to their designated lead staff member for child protection.
- Ensure that young people know they can approach any of the adults in our establishment if they are worried about something and that they will receive a consistent, supportive response.

Journey Together staff will follow the Oxfordshire Safeguarding Children Partnership procedures in all cases of suspected abuse. These can be found at www.oscp.org.uk

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Journey Together will ensure:

- That we have a designated lead staff member for child protection. Details of staff with child protection responsibility are listed at the end of this policy.
- That the designated lead trustee for child protection and lead youth worker receive Specialist Safeguarding training, refreshed every two years.
- That all over 18 paid staff, volunteers and trustees receive Generalist Safeguarding training every three years.
- That all under 18 youth support workers receive Level 1 safeguarding training every two years, and all under 18 young leaders receive an age-appropriate briefing on safeguarding and child protection.
- That all paid staff and volunteers have read this safeguarding policy and know who the designated staff member is, in case they need to pass on concerns.
- That staff keep accurate written records of concerns on children where a referral is not appropriate immediately.
- That all paid staff and volunteers are recruited safely and have had the appropriate checks, (e.g. DBS).
- That all paid staff and volunteers are aware that any allegations against a member of staff must be addressed using the **Journey Together Allegations Policy** and be referred to the Local Authority Designated Officer (LADO) on 01865 810603 / lado.safeguardingchildren@oxfordshire.gov.uk before taking any action, and within 24 hours of the allegation.
- That this policy is reviewed annually and is in line with county procedures.

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ALL STAFF have a responsibility for action in cases of suspected child abuse. The following procedure should be followed if you have concerns about the safety of a child or if a disclosure is made.

- 1) EXPLAIN - If a child asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague in order to help them.
- 2) LISTEN – Stop and listen carefully if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.
- 3) REASSURE – Stay calm and give reassurance that only those people who need to know will be told about this. Explain to the child that they have done the right thing by telling you and that what has happened is not their fault - let them know that you believe them.
- 4) GIVE – the time to talk. Establish the facts of what has happened but do not probe or ask leading questions. Keep questioning open, e.g. ‘Is there anything else you want to say?’ or ‘Can you tell me more about that?’ Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your lead person for child protection.
- 5) RECORD – If possible, make brief notes about what the child is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child’s language wherever possible.
- 6) REPORT – Report the incident to your lead person for child protection as soon as possible and do not tell any other adults or children about it. Ensure that this person has your notes of what was said so that they can keep them in a safe place.
- 7) REMEMBER – Do not confront the alleged abuser and please ensure that information is kept confidential and only shared with people who need to know.

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CONTACT INFORMATION FOR CHILD PROTECTION CONCERNS

Journey Together Lead Person for Child Protection is:

Hannah Woods (Lead Youth Worker) – 07415 603815

In her absence staff should seek advice from:

Charlotte Pearson-Miles (Safeguarding Trustee) 07958 206605

If you cannot find your lead person or deputy for child protection then please call the MASH on **0845 050 7666** during office hours (8.30am–5pm, Monday to Thursday, 8.30am–4pm, Friday). Outside office hours call the Emergency Duty Team on 0800 833 408.

MASH stands for multi-agency safeguarding hub which seeks to enable the sharing of information so that risks to children can be identified at an early stage.

It is a link between universal services such as schools and GPs and statutory services such as police and social care.

To report allegations about a professional or staff member, contact the Oxfordshire Local Authority Designated Officer (LADO) on 01865 810 603

To report a concern of abuse or neglect or exploitation, contact the Multi-Agency Safeguarding Hub (MASH) 0845 0507666 during office hours (8.30am–5pm, Monday to Thursday, 8.30am–4pm, Friday). Outside office hours call the Emergency Duty Team on 0800 833 408.

To discuss an on-going case, see the appropriate contact number on the OSCB website: <https://www.oscp.org.uk/concerned-about-a-child/>

If you think a child or young person is in immediate danger, call the police on 999.