



Safeguarding Policy for Family Friends of Prescott

A. Introduction

Family Friends of Prescott is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We recognize our responsibility to take all reasonable steps to promote safe practice and to protect children, young people, and vulnerable adults from harm, abuse, and exploitation.

B. Key Principles

1. The welfare of the child, young person, or vulnerable adult is paramount
2. All children and vulnerable adults have the right to protection from abuse
3. Safeguarding is everyone's responsibility
4. We will work in partnership with children, young people, vulnerable adults, their parents, carers, and other agencies

C. Procedures

Recruitment and Selection

Family Friends of Prescott will ensure all trustees, staff, and volunteers are carefully selected, trained, and supervised:

1. All trustees, staff, and volunteers must have a new enhanced DBS check or be registered with the online DBS update service before commencing work with the charity, and have the disclosure approved before they commence work with the charity. No volunteers will be placed until their enhanced DBS check has been approved.
2. Two references are required: one professional (current or recent, known for at least six months) and one personal. If a professional reference is unavailable, three personal references are needed (one from a professional body member e.g medical professional, solicitor, JP, teacher).
3. Services staff must attend regular Knowsley Safeguarding Children Partnership training upon commencement and every three years thereafter. Trustees undertake volunteer training provided by Family Friends of Prescott and must undertake Family Friends of Prescott or local borough safeguarding training. One trustee shall be appointed as the trustee safeguarding lead who will be required to undertake an appropriate level of safeguarding training.
4. Volunteers must complete the Family Friends of Prescott volunteer training course before working with families this will be delivered by the CEO.
5. Prior to commencement of the service all users, children and parents, are informed that any child protection concerns will be reported and also that they should feedback to the team if they have concerns about a staff member or volunteer

Supervision and Support

1. Staff supervise volunteers after weekly visits via telephone or email.
2. Volunteers may be asked to visit the office for one-to-one supervision.
3. Volunteers are encouraged to attend support group meetings.
4. Pastoral Support and Chief Executive meet weekly to discuss individual cases.

Reporting Procedures

1. Volunteers must report any issues or concerns to Family Friends of Prescott staff immediately.
2. Staff will report child protection issues to Knowsley Safeguarding Children Partnership.
3. An Incident Record Form is completed after a child protection incident has been disclosed.

Designated Safeguarding Lead

The CEO is the Designated Safeguarding Lead for Family Friends of Prescott but in light of absence this falls to Chair of Trustees. They can be contacted at [familyfriendsofprescot@gmail.com].

D. Child Protection Categories

Volunteers are informed about the four main categories of abuse:

Physical Abuse

Physical abuse involves deliberately hurting a child, causing injuries such as bruises, broken bones, burns or cuts. It can involve:

- Hitting, kicking, shaking, throwing, poisoning, burning or scalding
- Drowning, suffocating or otherwise causing physical harm
- Fabricating symptoms of illness or deliberately inducing illness in a child

Female Genital Mutilation (FGM) is also considered a form of physical abuse and is illegal. This may be more prevalent in certain cultural communities.

Emotional or Psychological Abuse

This involves the persistent emotional maltreatment of a child, causing severe adverse effects on their emotional development. It may include:

- Conveying to children that they are worthless, inadequate or unloved
- Not giving the child opportunities to express their views
- Mocking what they say or how they communicate
- Imposing developmentally inappropriate expectations
- Overprotection and limitation of exploration/learning
- Preventing normal social interaction
- Seeing or hearing the ill-treatment of others
- Serious bullying (including cyberbullying)
- Exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities. This may involve:

- Physical contact, including penetrative acts (e.g. rape, oral sex) or non-penetrative acts
- Non-contact activities, such as involving children in looking at sexual images
- Encouraging children to behave in sexually inappropriate ways
- Grooming a child in preparation for abuse (including online)

Sexual abuse can be perpetrated by adult males, females, or other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to impair their health or development. It may involve a parent/carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical/emotional harm or danger
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs

Neglect can occur during pregnancy as a result of maternal substance abuse.

Detailed descriptions of these categories and potential warning signs are provided in volunteer training.

E. Procedures for Suspected Abuse

If, during contact with a family, Family Friends of Prescott has reason to suspect that a child has been or is at risk of harm, the following procedures should be followed:



1. Immediate Reporting: Volunteers must inform the designated staff member at Family Friends of Prescott at the earliest opportunity. This ensures that concerns are addressed promptly and appropriately.
2. Staff Response Options: Upon receiving a child protection concern, Family Friends of Prescott staff have several options:
 - a) Consult with Authorities: Discuss the concern with the Duty Officer or allocated social worker at Family and Children's Services. If necessary, make a formal referral.
 - b) Seek Professional Advice: Discuss the concern confidentially (without revealing family details) with the local Family Support and Child Protection Adviser. In emergencies, contact the police or NSPCC. Staff will follow the recommendations provided.
 - c) Record and Monitor: Store a record of the concern by completing the Incident Record Log. This should be saved electronically on the Family Friends of Prescott drive in the specific family's folder. Regularly monitor and review this information. Form appendix A
3. Emergency Protocol: If suitable Family Friends of Prescott staff are unavailable, volunteers are authorized to call the NSPCC helpline or the Duty Officer at Family and Children's Services (for emergencies only) to seek immediate advice.
4. Documentation: Staff and/or volunteers must immediately create an accurate, written record of their observations using the pro-forma form. This should include any statements made by the child or parent. The record must be signed and dated. For referred cases, these records must be sent to Family and Children's Services within 48 hours of the concern being observed. A receipt or acknowledgment from Family and Children's Social Services is required.
5. Volunteer Conduct Concerns: Service users or their parents/guardians should contact their designated Family Friends coordinator if they have any concerns about a Family Friends volunteer's conduct.
6. Staff or Trustee Conduct Concerns: Service users or their parents/guardians should contact Designated Safeguarding Lead (see above) directly if they have concerns about the conduct of a Family Friends of Prescott staff member or trustee.
7. Internal Reporting of Concerns: Staff, volunteers, and trustees have a duty to immediately report any concerns about a staff member, volunteer, or trustee to the designated staff member(s) or CEO. All such allegations must be fully recorded and will be taken seriously.

8. Confidentiality: While maintaining confidentiality is important, it should never compromise the safety of a child. Information should be shared on a need-to-know basis with relevant authorities.

9. Follow-up: After reporting a concern, staff should follow up to ensure appropriate action has been taken. They should also provide support to the volunteer and family as needed, within the boundaries of confidentiality and ongoing investigations.

10. Review and Learning: After each incident, Family Friends of Prescott should review their procedures to identify any areas for improvement in their safeguarding practices.

Remember, the safety and well-being of the child is paramount in all situations. When in doubt, it's always better to report a concern than to remain silent.

F. Contact Information

Family Friends of Prescott: 07801802032

Knowsley Safeguarding Children Partnership: 0151 443 2600

NSPCC Helpline: 0808 800 5000

Childline: 0800 11 11

Police Non-emergency: 101

Emergency: 999

This policy will be reviewed annually or when there are substantial organizational changes.

Date of last review: November 2024

Date of next review: November 2025

Signed:



Mr Iain Parks

Chairperson, Family Friends of Prescott

Appendix A - Family Friends Incident Record Log

To be filled out in conjunction with the Family Friends of Prescott Incident Record Pro Forma Form AND on occasion when an Incident Record Pro Forma Form is not felt necessary BUT when there are 'concerns' about a child's welfare. If three 'concerns' are logged per family or per individual, then Family Friends of Prescott will consider seeking advice from Family Services as to whether a referral is appropriate. Concerns are defined by Family Friends as worries about the emotional and physical wellbeing of a child or adult where the child or adult is not thought to be at risk of immediate or significant harm but their ability to reach the Every Child Matters (if concerning a child) outcomes is impaired.

Name of Staff member	Date 'Incident' or 'Concern' logged by Staff member	Is this an 'Incident' or a 'Concern'?	Was an Incident Record Form completed? Y/N if Yes include form ref number	Nature of Concern . Please give details.	Is this the 1st , 2 nd or 3 rd concern logged?	Family Service s advice sought Y/N	Referral to Family Service s made Y/N



FAMILY FRIENDS OF PRESCOT INCIDENT RECORD PRO-FORMA FORM

Your Name:.....

Your Position:.....

Organisation:.....

Contact Number:.....

Date form completed.....

Child's name:.....

D.O.B.:.....

Sex: M - F

Child's address:.....

Parent/Carer's address:.....

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Ethnic Background:.....

Disability:.....

Time and date of any incident:.....

Location:.....

Details of incident:.....

.....

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Action taken so far:.....

.....

External Agencies Contacted:

Name:.....

Name:.....

Organisation:.....

Organisation:.....

Contact Number:.....

Contact Number:.....

Time and date:.....

Time and Date:.....

Signature:.....

Print name:.....