



The Hurstcote Charitable Foundation/Forging Futures and the Forge on the Green Coffee Shop

Safeguarding Policy

The Hurstcote Charitable Foundation is a registered UK charity, Forging Futures is the working name of the charity. The Hurstcote Charitable Foundation owns the Forge on the Green Coffee shop. Forging Futures provides training opportunities for young people and young adults with learning difficulties and neurodiversity at the Forge on the Green Coffee Shop.

The purpose of this policy:

- is to protect from harm the young people and adults at risk who receive training and services through Forging Futures Training at the Forge on the Green coffee shop
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding young people and adults at risk
- to provide staff and volunteers with guidance on specific procedures they should follow in response to concerns

The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green coffee shop believe the safety and well-being of any child, young person or adult to be of the utmost importance and that they have a fundamental and equal right to live free from abuse or neglect regardless of age, ability or disability, race, religion or belief, ethnic origin, sex, sexual orientation, marital or gender status.

The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green coffee shop are committed to creating and maintaining a safe and positive environment and an open, listening culture that engages in dialogue with children, young people and adults seeking their views in ways that are appropriate to their age, culture and understanding.

The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green coffee shop acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all the students and all adults involved.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

We fully recognise our statutory responsibility for safeguarding: the safety, protection and well-being of all children, young people and adults that the Hurstcote Charitable Foundation/ Forging Futures and Forge on the Green supports and interacts with. Safeguarding is paramount and has priority over all other interests.

This policy applies to anyone representing The Hurstcote Charitable Trust/ Forging Futures or the Forge on the Green including the board of trustees, paid staff, volunteers, agency staff, contractors, work placement providers, students and staff from our partner schools, students undertaking work experience or training.

The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green seek to keep children, young people and adults at risk safe by:

- Valuing them, listening to them and respecting them
- Adopting child protection and safeguarding best practice through our policies procedures and code of conduct for staff and volunteers
- Recruiting staff and volunteers safely
- Sharing information about safeguarding and good practice
- Sharing information about concerns with agencies who need to know, involving family members as appropriate
- Providing effective management for staff and volunteers through supervision, support and training so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Appointing a nominated designated safeguarding lead, deputy safeguarding lead and a lead trustee for safeguarding
- Ensuring that we have effective complaints and whistleblowing procedures in place
- Ensuring that we provided a safe physical environment for children, young people, adults at risk, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff, volunteers, children, young people, adults at risk and our partner schools, treat each other with respect and are comfortable about sharing concerns.

*We are committed to reviewing our policy and good practice regularly and formally annually.
The policy was last reviewed on: 01.10.23*

The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green Coffee Shop Safeguarding Responsibilities

All adults, professionals, staff, and volunteers working for or on behalf of The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green, including students themselves, have a responsibility to safeguard children, young people and adults at risk who access our training and work placement offers as well as to promote their welfare.

The Hurstcote Charitable Foundation/Forging Futures adhere to current recommendations which requires the appointment of staff members to the role of designated safeguarding lead (DSL) and deputy safeguarding lead (DDSL) who will act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities.

The expectations of this role are to:

- Ensure the policy is implemented, updated as needed and approved by the trustees
- Ensure all staff/ volunteers remain aware of the safeguarding policy and procedures.
- To provide advice/support and training to staff/ volunteers
- Take appropriate action following any expression of concern, disclosure or reported incident and make referrals to the appropriate agency.

The Trustees should ensure that the DSL and DDSL undergo training to provide them with the knowledge and skills required to carry out the role.

DSL – (Designated Safeguarding Lead)

Robyn McDonald

DDSL (Deputy Safeguarding Leads)

Osha Hufton

Clara Doxford

Trustee for Safeguarding

Mazin Majed

Staff and Volunteer Responsibilities

- Any new member of staff or volunteer working for The Hurstcote Charitable Foundation/ Forging Futures or the Forge on the Green coffee shop will be taken through this safeguarding policy and procedures as part of the induction process.
- All staff and volunteers will participate in timely and relevant training.
- Staff and volunteers will be expected to complete the Surrey Safeguarding Children's Partnership basic safeguarding training. The training will need to be completed every 2 years.
- All staff have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy.
- If in any doubt about what action to take, employees must seek advice from one of the named Safeguarding Leads or in their absence, the board of trustees.

General safeguarding advice

(The Surrey Children Safeguarding Partnership)

- Remember not to be a young person's 'friend', always maintain a professional manner when working with them.
- Do not accept a young person as a friend on any social networking site that you use.
- Always keep a record of any text or email exchanges with a young person
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Do not meet a young person alone, this is for the safety and well-being of the young person but also yourself. Where this is necessary, try to use public spaces for one-to-one meetings if not using the Forge on the Green premises.
- Avoid detailed discussions about your personal experiences eg. Alcohol etc
- Never speak to the press about a child or young person

Responding to a disclosure or a concern

When a member of staff observes or is informed of a concern that is **not an immediate risk, does not need immediate medical attention and does not involve a criminal act** then a report must be made using the concern form and a phone call should be made to the DSL or DDSL.

In a safeguarding context it is essential that children, young people and adults at risk are listened to and taken seriously. If a child, young person or adult at risk (either as a victim or as a third party) discloses to a member of staff he, she or they must not be promised that the matter will be kept confidential and go no further. Instead, the adult should explain to the child, young person or adult at risk that, depending on what is said, information may need to be shared with the DSL and/or other relevant parties. The child, young person, adult at risk should be reassured that the matter will be dealt with as confidentially as possible by caring, experienced people whose job it is to act in the child's best interests.

Guidance

While it is not easy to give precise guidance, the following should act as a guide if a child, young person or adult at risk makes a disclosure:

- Accept what is said (it is not your responsibility to decide if it is true)
- Keep calm
- Show you care – give your full attention to the young person or adult.
- Reassure the young person or adult that they are right to tell; and their feelings are important - acknowledge their courage, but do not promise 'everything will be alright' - it may not be
- Let them know you will need to tell someone else. Children, young people, adults at risk should never be promised confidentiality or the holding of "secrets" and must be assured that information sharing will be in their interests and only with key people.
- Take the time needed - respect pauses and don't interrupt, let them go at their own pace.
- Where necessary, clarify what has been said to you by repeating their words back to them
- Do not make value judgements about the situation or the people involved
- Do not ask open ended questions.

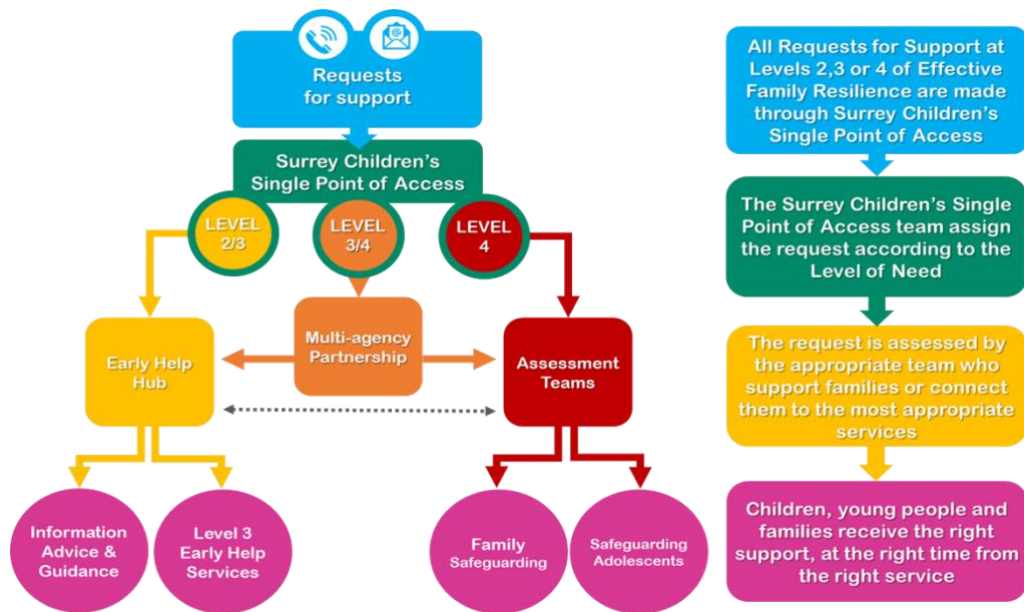
Recording Concerns

- Make detailed notes as soon as possible - preferably within one hour and contact the DSL or DDSL.
- Records/ reports must be made on the day of the incident or the day when concerns were raised before the staff member or volunteer leaves the Forge on the Green.
- Any handwritten notes taken at any point must be signed and dated by the staff/volunteer recording them and given to the DSL/DDSL for safe storage.
- Individual adults should not take photographs of any injuries on personal devices but, if it is safe and appropriate for them to view these they should include a description in their report.
- Records/reports must be respectful, factual, clear and concise with no subjective content, value judgement or interpretations.
- The actual words used by the child, young person or adult at risk should be reported directly.
- Important information such as dates, times, names and roles of those involved and location of incidents should be included if shared

- Include a description of what was happening (the activity) immediately before the disclosure
- Do not discuss your concerns with other staff, volunteers or anyone other than the DSL or DDSL.
- It is the responsibility of the DSL or DDSL to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

Other helpful contacts

- **Children’s Single Point of Access (C-SPA)**, a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families. C-SPA is available **9am-5pm, Monday – Friday**
Phone: 0300 470 9100
Email: cspa@surreycc.gov.uk



- **Emergency Duty Team (EDT)**, provides an emergency social care service for urgent situations which are out of normal office hours. If your call is not answered, please do leave a message and your contact details for someone to get back to you.

EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.**

Phone: 01483 517898

Email: edt.ssd@surreycc.gov.uk

- The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on 0300 123 1650

Email: LADO@surreycc.gov.uk

- NSPCC Helpline 0808 800 5000

ALLEGATIONS MADE AGAINST STAFF AND VOLUNTEERS

When any form of complaint is made against an employee or volunteer, it must be taken seriously. The complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the DSL or Chair of Trustees must be informed.

The senior staff member must report the complaint immediately to the DSL giving details of the circumstances. The DSL may contact the Local Authority Designated Officer. Further information can be found here:

[3.2 Managing allegations against people that work or volunteer with children | Surrey Safeguarding Children Partnership \(procedures.org.uk\)](https://procedures.org.uk).

They will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone. The Hurstcote Charitable Foundation and the Forge on the Green will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

It is the responsibility of the DSL or the Board of Trustees to make the decision as to whether to inform Social Services and/or the Police Child Protection Unit, depending on the nature of the allegation.

CONFIDENTIALITY AND WHISTLE BLOWING

- The Hurstcote Charitable Foundation, Forging Futures and the Forge on the Green operate a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of a child, young person or adult at risk.
- Any staff or volunteer with concerns about anybody providing services to children, young people or adults at risk should initially report this to their Line Manager. In some cases they may refer this to the DSL or trustee board member as appropriate. They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy published by HM Government, adopted by the Children's Trust and endorsed by SSCP. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm.

SAFER RECRUITMENT POLICY STATEMENT

The Hurstcote Charitable Foundation/ Forging Futures and the Forge on the Green coffee shop will apply the Working Together to Safeguard Children 2018 and SSCP Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking activities with children and young people including teaching, training or instruction, supervision or providing guidance.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm adults at risk, children or young people are deterred from applying for jobs or volunteering opportunities.
2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview
3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks* and ensuring all new staff and volunteers are given an appropriate induction.
4. To identify and manage any identified risks.
5. Maintain a safe and vigilant culture.

***Disclosure and Barring Service (DBS) Checks**

All new staff and volunteers that are directly involved in the supervision of young people are to have a DBS check before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal.

Any positive disclosures will be discussed with the Safeguarding Manager, CEO and/or trustees. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database.

A risk assessment will be completed if there is a positive DBS check sent back.

SAFEGUARDING INFORMATION – Appendix 1

Indicators of Abuse or Neglect

The following behavioural signs may be indications of child abuse, but they should not be taken in isolation. All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

ABUSE

A form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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.

Indicators may be:

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- Cutting/slashing/drug abuse

SEXUAL ABUSE

This 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Indicators may be:

- Any allegations made by a child concerning sexual abuse
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Child sexual exploitation (CSE) is a type of sexual abuse (see appendix 2 for signs)

EMOTIONAL ABUSE

The persistent emotional maltreatment of a child such as to cause severe and 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 from 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, although it may occur alone.

Indicators may be;

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

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, for example, 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.

Indicators may be:

- Constant hunger or tiredness
- Poor hygiene or state of dress
- Emaciation
- Untreated medical problems
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- Running away Compulsive stealing / scavenging