

SAFEGUARDING CHILDREN POLICY

It is the aim of the policy to support, the 5 outcomes of Every Child Matters. It promotes strategies of—

Being Healthy

- Ensuring that children are able to remain mentally and emotionally healthy.
- Supporting parents in keeping their children healthy.

Staying Safe

- Ensuring that children and young people are safe from maltreatment, neglect, violence and sexual exploitation
- Keeping children and young people safe from accidental injury and death.
- Working with agencies to safeguard children in accordance with current government guidance

Enjoy & Achieve

- Ensuring children and young people participate in a range of activities and opportunities while at CEDA, they arrive on time and are collected at the appropriate time.
- Encouraging parents to support their children's learning.

Making A Positive Contribution

- Parents support their children's social and emotional development.
- Children are supported in managing changes and responding to challenges in their lives.
- Ensuring that children choose to engage in law abiding and positive behaviour.

Achieve Economic Well Being

- Families are supported in maximizing their economic well-being.
- Parents support their children and young people in preparation for working life

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Patrons- Roger Jefcoate CBE &
County Councillor Saxon Spence CBE

Registered in England and Wales as Community, Equality Disability Action Ltd
No.4693500

Registered Charity No 1096528
Registered Office as above

It is the aim of the policy for all staff to be aware of the signs and symptoms of abuse and to follow the procedures.

CATEGORIES OF CONCERN:-

Neglect: The persistent or severe neglect of a child which results in significant impairment of the child's health or development. e.g.

- Failure to provide adequate food, clothing or shelter (including abandonment or exclusion from home)
- Failure to protect from physical or emotional harm.
- Failure to meet child's basic emotional needs.
- Failure to ensure adequate supervision.
- Failure to ensure access to appropriate medical care.

Physical Abuse: Deliberate or intended injury to a child. e.g.

- Hitting shaking, throwing, burning, scalding, drowning, suffocating, or poisoning.
- Deliberate inducement of an illness.

Sexual Abuse: Actual or likely sexual exploitation. e.g.

- Use of force or enticement to take part in sexual activity penetrative, or non – penetrative.
- Involvement in non contact activities such as looking at or making abusive images.
- Encouraging children to watch sexual activities.
- Encouraging children to behave in sexually inappropriate ways.
- Any sexual activity with a child under the age of 16. (with or without agreement)

Emotional Abuse: Persistent or severe emotional ill treatment or rejection which adversely affects the child's emotional and behavioural development. e.g.

- Conveying to a child that they are worthless, unloved or inadequate.
- Overprotection, limiting exploration and learning, preventing normal social interaction or imposing inappropriate expectations.
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not.

RECOGNITION OF POSSIBLE ABUSE:

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It is extremely difficult to determine if abuse has occurred. Staff should look carefully at the behaviour of their children and be alert for significant changes. Staff should be aware that children may exhibit any of the following without abuse having occurred:

- Disclosure.
- Non accidental injury, bruising or marks.
- Explanation inconsistent with injury.
- Several different explanations for an injury.
- Reluctance to give information about an injury
- A sudden change in behaviour – aggression, extroversion, depression, withdrawn.
- Attention seeking
- Hyperactivity
- Poor attention
- Appear frightened of parents or family members
- Abnormal attachment between parent and child
- Indiscriminate attachment
- Hyper alertness.
- Reduced response.
- Frozen watchfulness.
- Nightmares.
- Anxiety/irritability.
- Abdominal pain/headaches.
- Poor self esteem.
- Poor peer relationships
- Act in an inappropriate way for age
- Over sexualised play/talk or drawings.
- Excessive or inappropriate masturbation
- Self harm/eating disorder
- Frequent visits to the toilet (urinary infection).
- Reluctance to change for P.E.
- Failure to thrive
- Poor hygiene
- Recurrent/untreated infections of skin or head lice
- Untreated health/dental issues
- Frequent absence from school or repeated lateness
- Delay in meeting normal developmental milestones

PROCEDURES AND RESPONSIBILITIES – ANY STAFF MEMBER

The procedure route will depend upon the urgency of the situation and whether it is merely a suspicion of abuse or an actual disclosure.

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Suspicion of Abuse (if abuse is suspected but there has been no disclosure.)

1. Ask casual open questions about the nature of the concern e.g. bruises, marks, change in behaviour etc. "Can you tell me about..."
2. Believe the child and reassure them that they were right to talk to you.
3. Record the facts and conversation in writing immediately afterwards using the exact words spoken not implied. Sign and date the report (it may be required as evidence.)
4. Report the suspicion to the Designated Person responsible for Child Protection –The Children's Services Co-ordinator or the Director. The Designated Person or Director will take the appropriate action.

Disclosure

1. Allow the child to talk – ask only open questions e.g. "Can you tell me more about..." Do not press for detail, put forward your own ideas or use words that the child has not used themselves.
2. Stay calm and reassuring.
3. Do not make promises that cannot be kept e.g. confidentiality – tell the child that you will have to tell someone else who will be able to help.
4. Believe the child but do not apportion any blame to the perpetrator. (it may be someone they love)
5. Reassure the child that they were not to blame and they were right to talk to you.
6. Ask the child if they have told anyone else.
7. Keep an open mind.
8. Record the conversation and facts verbatim in writing immediately afterwards (writing notes during the interview may put undue pressure on the child). Sign and date the report (it may be required as evidence).
9. Establish details of full name, D.O.B. address and names of parents/guardians.
10. Report to the Designated Person or Director who will contact the Social Services Department as necessary.

Local Social Services/Joint Agency Team contact details for child protection matters:

Barnstaple	01271388660
Exeter	01392 384444
Newton Abbott	01392 384900

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Ottery St Mary	01392 384444
Tavistock	01822 614121
Tiverton	01392 384157
Totnes	01803 869300

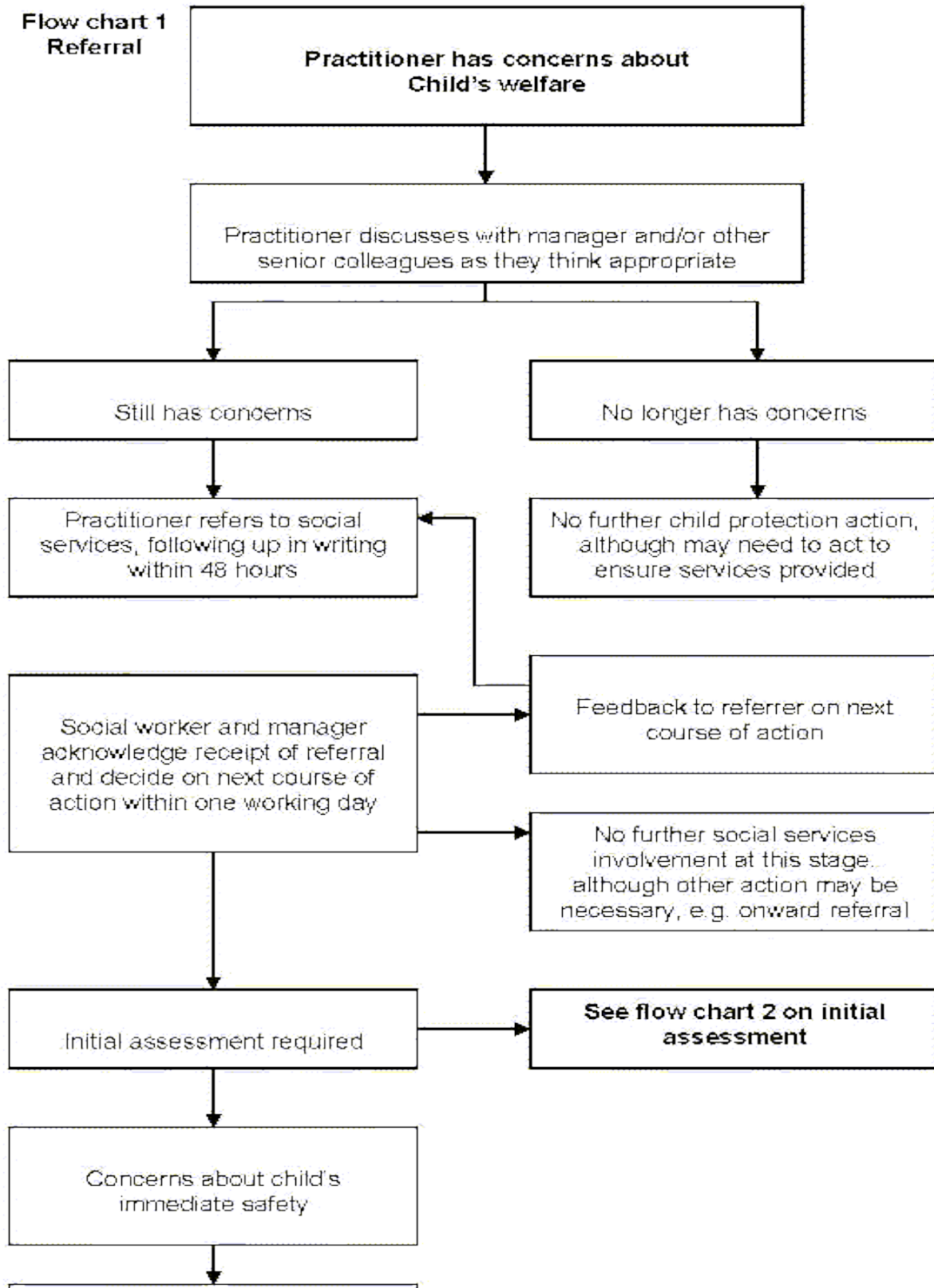
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**Flow chart 1
Referral**



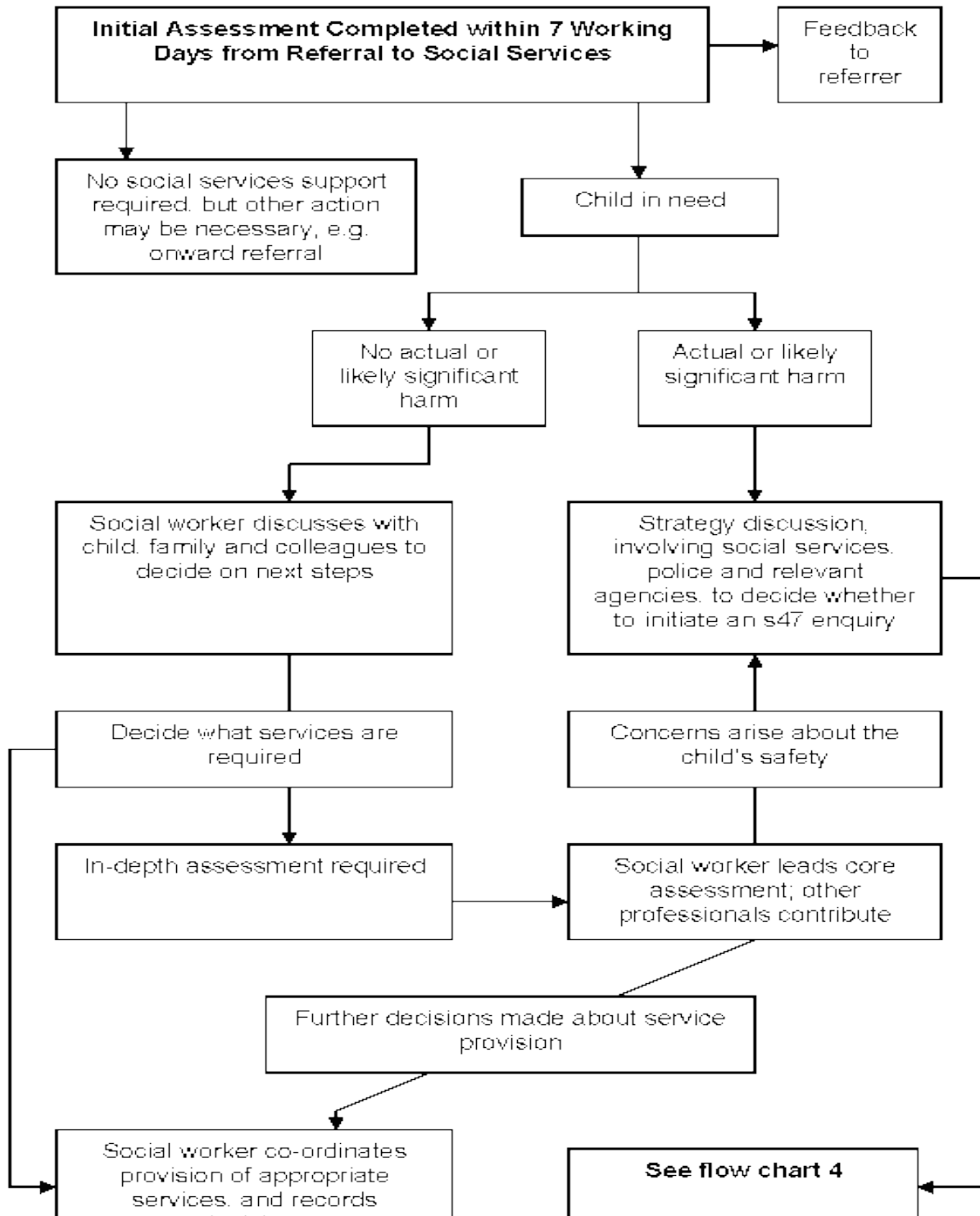
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Flow Chart 2
What happens
following initial
assessment?



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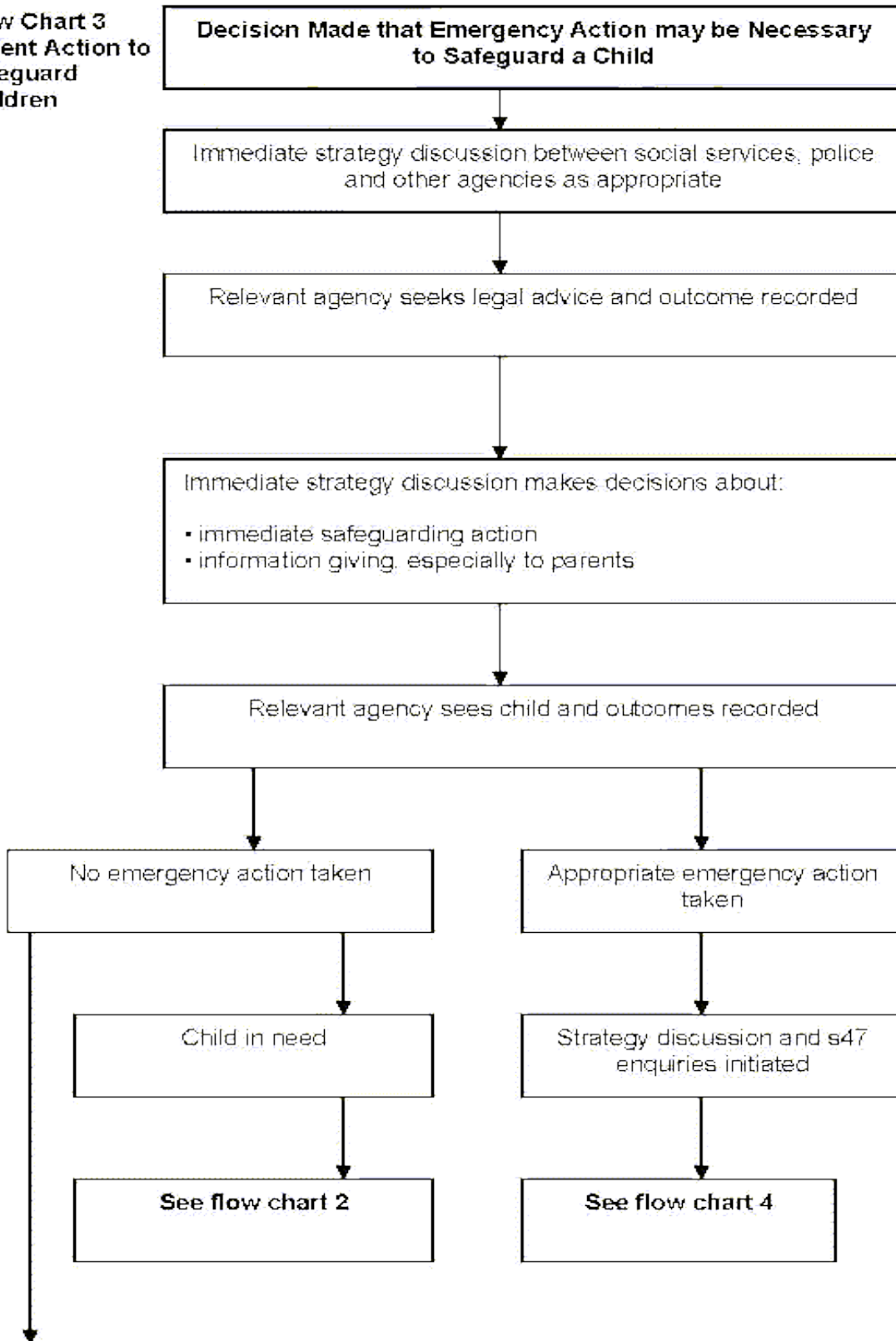
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**Flow Chart 3
Urgent Action to
Safeguard
Children**



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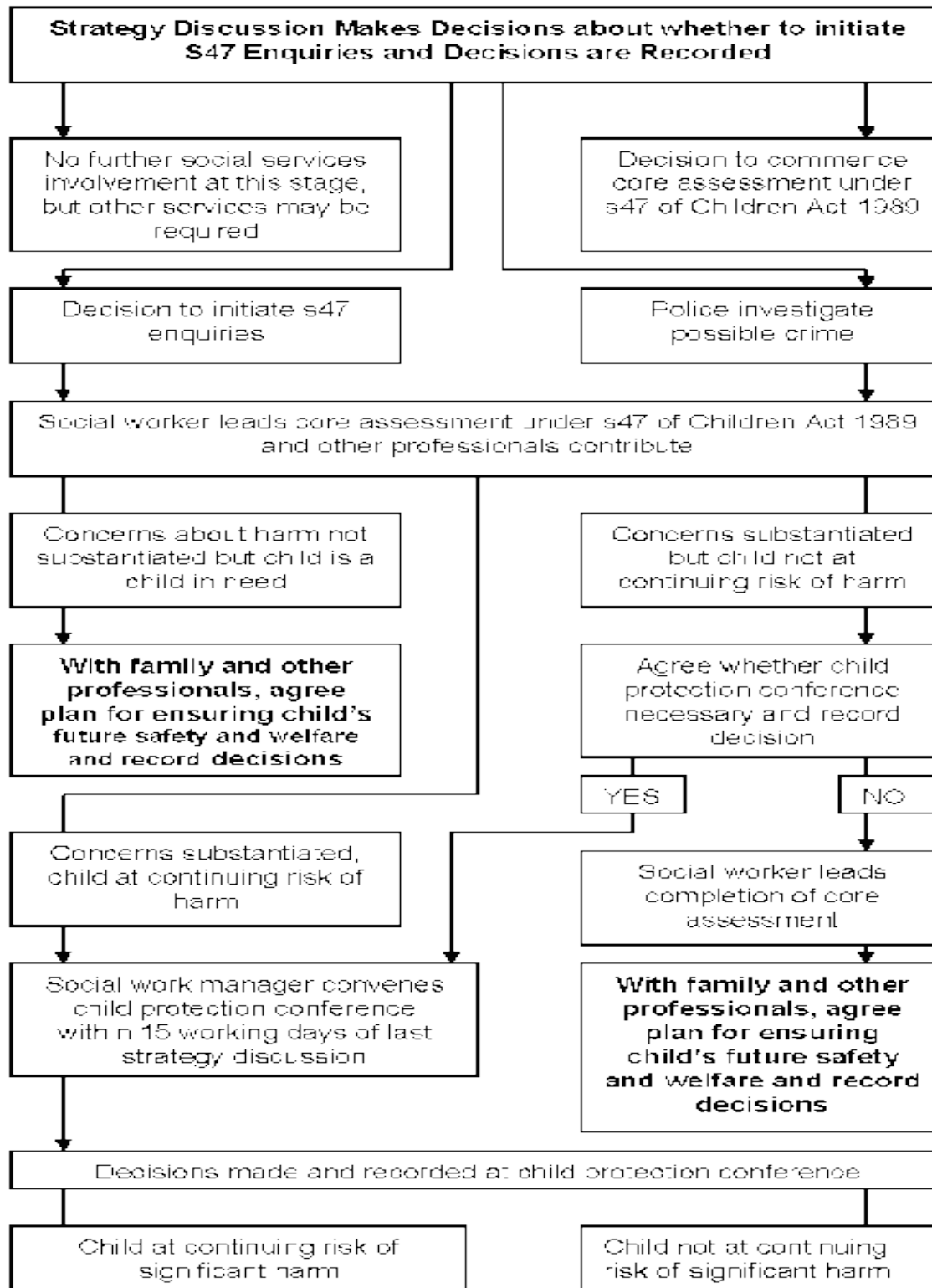
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Flow chart 4
What happens after the Strategy Discussion



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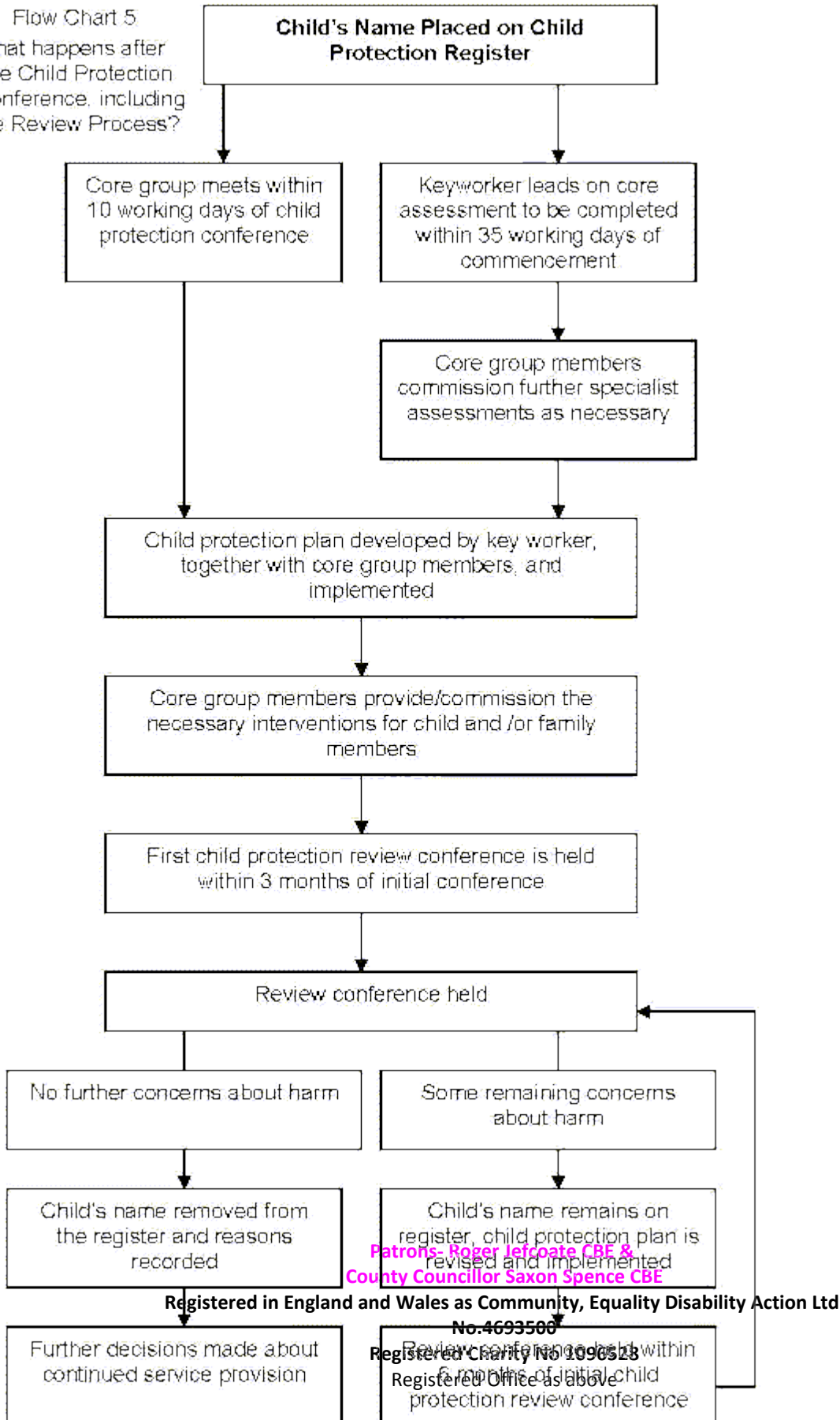
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Flow Chart 5
 What happens after
 The Child Protection
 Conference, including
 the Review Process?



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CEDA WHISTLE BLOWING POLICY

INTRODUCTION

The Public Interest Disclosure Act 1998 was enacted to ensure a climate of greater frankness between employers and workers so that irregularities can be identified and addressed quickly and to strengthen employment rights.

Employees are often the first to realise that something seriously wrong may be happening within CEDA. However, they may not express their concerns either because they feel that speaking up would be disloyal to their colleagues or to the organisation or because they fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern than to report what may just be a suspicion of malpractice.

CEDA is committed to the highest possible standards of openness, probity and accountability. In line with that commitment it encourages employees and others with serious concerns about any aspect of CEDA's work to come forward and voice those concerns. It recognises that certain cases will have to proceed on a confidential basis. This policy makes it clear that staff can do so without fear of reprisals and is intended to encourage and enable staff to raise serious concerns within CEDA rather than overlooking a problem or publicly disclosing the matter.

Seeking advice from, and being represented by, your Trade Union may be the best course of action to raise any issue under this policy. CEDA recognises and endorses the role which trade unions and their officers play in this process.

AIMS AND SCOPE OF THIS POLICY

This policy aims to:

- provide avenues for you to raise concerns and receive feedback on any action taken;
- allow you to take the matter further if you are dissatisfied with CEDA's response;

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This policy covers concerns that fall outside the scope of other procedures. It is not intended as recourse against financial or business decisions made by the organisation under procedures set out in the Constitution. Nor is it an alternative to well-established disciplinary or grievance procedures. It may however overlap with other policies for dealing with complaints and Codes of Conduct.

Concerns raised under this Whistleblowing Policy should be about something that is or may be

- unlawful or a criminal offence; or
- a breach of a legal obligation; or
- a miscarriage of justice; or
- mistreatment or abuse of a client or a member of the public for whom CEDA has a responsibility; or
- in disregard of legislation governing health and safety at work; or
- seeking undue favour over a contractual matter or a job application; or
- against CEDA's Financial Regulations; or
- amounts to improper conduct or unauthorised use of charity funds;
- has led to or could lead to damage to the environment; or
- deliberately covers up information tending to show any of the above.

SAFEGUARDS

Harassment or Victimisation

CEDA recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. CEDA will take action to protect you when you raise a concern in good faith. It will not tolerate any resulting harassment or victimisation (including informal or indirect pressures) and will treat this as a serious disciplinary offence which will be dealt with under the appropriate procedures.

Any investigation into an allegation of malpractice will not influence or be influenced by any disciplinary or redundancy procedures which already affect you.

Confidentiality

All concerns will be treated in confidence and CEDA will do its best to protect your identity if you do not want your name to be disclosed. If investigation of a concern discloses a situation which is sufficiently serious to warrant disciplinary action or police involvement then your evidence may be important. Your name will not however be released as a possible witness until the reasons for its disclosure at this stage have been fully discussed with you.

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Anonymous Allegations

This policy encourages you to put your name to your allegation. Concerns expressed anonymously are much less powerful but they will be considered at the discretion of CEDA against the following criteria.

- the seriousness of the issues raised;
- the likelihood of confirming the allegation from attributable sources;
- CEDA's best interests;
- the protection of CEDA's assets.

You should also bear in mind that if you do choose to raise a concern anonymously it will be more difficult for the matter to be investigated and for you to be provided with feedback. For this reason, where you wish to raise your concern anonymously, this may best be done through your trade union.

Untrue Allegations

If you make an allegation in good faith but it is not confirmed by the investigation, no reprisals will be taken against you. If, however, you make malicious or vexatious allegations, disciplinary action may be taken against you.

HOW TO RAISE A CONCERN

As a first step, you should normally raise concerns with your immediate manager or his /her superior. However, if for some reason this first step is inappropriate then the concern should be raised with the Director. If your complaint is that something seriously wrong is occurring at a senior management level within CEDA you may prefer to approach the Board of Trustees.

Concerns can be raised orally but it is good practice for the concern to be recorded in writing at an early stage to ensure that all the details are correctly understood. A written allegation should set out the background and history of the concern (giving names, dates and places where possible) and the reason why you are particularly concerned about the situation. It is preferable for you to record this in writing yourself. However, where the person to whom you voice your concerns writes these down a copy will be sent to your home address or via your representative to give you an opportunity to agree this as a correct record.

The earlier you express the concern, the easier it is to take action.

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Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for your concern.

You may of course wish to seek advice from your Trade Union representative on how best to raise your concern. Where you wish to raise your concern anonymously this may be done through your trade union.

HOW CEDA WILL RESPOND

The action taken by CEDA will depend on the nature of the concern. After initial enquiries to assess the seriousness of the matter it may be investigated internally (employing specific procedures where these are applicable – for example in child protection or discrimination issues) or referred to the National Care Standards Commission or to the Police or to the Charity Commission, to be examined at arm's length. Thereafter it may form the subject of an independent inquiry.

If urgent action is required in response to a concern this may well be taken before a full investigation is conducted.

Some concerns may be resolved by action agreed with you without the need for investigation or it may be that an investigation can be completed without the person or persons under investigation being aware of the process.

In any event within ten working days of a concern being received, CEDA will write to you at your home address:

- acknowledging that the concern has been received
- indicating how it proposes to deal with the matter
- giving an estimate of how long it will take to provide a final response
- telling you whether any initial enquiries have been made, and
- telling you whether further investigations will take place, and if not, why not.
- naming an independent person to support you during any investigation

This named support officer will make contact with you immediately, explain his/her role, deal with all confidentiality issues, agree frequency of contact and keep you informed about the progress of the investigation and the investigating officer(s) informed of any further issues you think are necessary. You should raise with this support officer any concerns you have about the conduct of the investigation. This officer will take appropriate steps to support you in the workplace and at any

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criminal or disciplinary proceedings which may eventually result from your concern and at which you are asked to give evidence.

If you wish to retain your anonymity you will need to nominate a representative to whom correspondence may be directed in order to keep you informed

The amount of contact between investigating officers and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from you.

When any meeting is arranged, you have the right, if you so wish, to be accompanied by a Union or professional association representative or a friend (who need not be associated with CEDA).

CEDA accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will receive information about the outcome of any investigations and/or proceedings.

DETRIMENT

CEDA is committed to ensuring that an employee who makes an allegation in good faith suffers no detriment from doing so.

HOW THE MATTER CAN BE TAKEN FURTHER

This policy is intended to provide you with a way to raise concerns within CEDA. CEDA hopes you will be satisfied by its response. If you are not you may wish to raise the matter with the Board of Trustees.

Alternatively, you may feel it is right to take the matter outside CEDA and, if so, the following are possible contact points:

- the Charity Commission
- CSCI
- Ofsted
- your Trades Union [Unison provides a hotline for whistleblowers on 0800 5979750]
- your solicitor or legal adviser
- the Police
- the Health and Safety Executive
- 'Public Concern at Work' – a Registered Charity

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THE RESPONSIBLE OFFICER

The Directors has overall responsibility for the maintenance and operation of this policy. It is their duty to ensure that CEDA acts lawfully and they will maintain a record of all concerns raised under this policy and the outcomes of any investigations (but in a form which does not endanger your confidentiality) and report as necessary to the Board of Trustees.

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