

City Lions Safeguarding Guidance Document

This safeguarding guidance sets out how young people involved with City Lions programmes, events or workshops are protected. City Lions is a programme run by Westminster City Council (WCC) and adheres to the safeguarding policy of WCC's Children's Services. WCC Children's Services works to the [London Child Protection Procedures](#) and the [Working Together to Safeguarding Children](#) Multi-Agency Guidance.

City Lions will aim not only to develop but proactively maintain an environment which is aimed at preventing or deterring any actions which could place any child or young person at risk, whether this is deliberate or by omission. This means that City Lions has a duty of care to children and young people up to the age of 18 years who engage with our activities and services. The terms children and young people are used interchangeably in this guidance document.

This guidance applies to all staff, freelance workers, paid staff, volunteers, mentors, agency staff, students, work placements or anyone working on behalf of or in partnership with City Lions.

Everyone has a role to play in safeguarding and City Lions expects everyone to take on this responsibility in supporting good safeguarding practice and behaviour.

This guidance sets out:

- Our commitment to protecting children and young people
- What is meant by safeguarding and child protection
- What is expected of all staff working on behalf of or in partnership with City Lions in regard to safeguarding
- How we will protect children and young people involved with our programmes
- What our safeguarding procedures are

What is safeguarding and child protection

Safeguarding:

- Protecting children from harm
- Preventing damage to children's health or development
- Taking action to make sure all children have the best start in life

Child protection:

- Part of safeguarding
- Refers to the action taken to protect specific children who are being abused or who are at risk of abuse

How we will keep children and young people safe

We are committed to keeping children and young people safe by:

- Listening to children and respecting them
- Appointing a nominated safeguarding lead
- Making sure all staff and volunteers understand and follow the safeguarding and child protection procedures

- Ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern
- Building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.
- Ensuring all staff and volunteers understand and sign our Code of Conduct which sets our expected behaviours and boundaries for keeping young people safe

What is expected of staff

All staff, including volunteers, working on behalf or in partnership with City Lions have a responsibility for protecting children, keeping them safe and passing on any concerns. Everyone has a role to play in identifying concerns, sharing information and taking prompt action in order to protect children and young people.

All staff will be expected to understand and work to the 4 R's of Child Protection:

- Recognise possible abuse
- Respond appropriately
- Report concerns
- Record observations

Recognise possible abuse

As an individual working on behalf of City Lions, you will be responsible for recognising possible signs of abuse. You will not be responsible for diagnosing or deciding if something is abuse, only to share concerns with the appropriate safeguarding lead. The four main categories of abuse are:

Emotional – persistent emotional harm that causes severe and long-lasting impacts

- Signs of emotional abuse may include a struggle to control emotions, seeming isolated, lack of social skills, afraid, insecure, low self-esteem, a change in behaviour.

Physical – hitting, shaking, throwing, suffocating, fabricating illness on behalf of a child

- Signs of physical abuse may include bruises, burns/scalds, bite marks, fractures/broken bones, other injuries and health problems

Sexual – forcing or persuading a child to take part in sexual activities

- Signs of sexual abuse may include staying away from certain people, demonstrating sexual behaviour that is inappropriate for age, physical symptoms such as STI's.

Neglect – failure to meet basic human physical and emotional needs

- Signs of neglect may include, poor hygiene and appearance, health and developmental problems, housing or family issues.

Respond appropriately

If you recognise a potential sign of abuse you have a duty to respond appropriately. You might come across a concern by; seeing or hearing something, someone else's behaviour towards a young person, the child may disclose to you, a family member or friend may disclose to you, physical signs or changes in their behaviour.

When responding to a direct disclosure if possible, it is important for you to obtain the young person's consent to pass on the information they have told you. You should also:

- Be non-committal (e.g. not promising to fix the problem or that you won't tell anyone if they have asked you not to)
- Be positive, reassuring and empathetic
- Be non-judgemental
- Believe them
- Try not to be intrusive when asking questions
- Do not state your personal reflections or make personal comments

Principles of responding appropriately

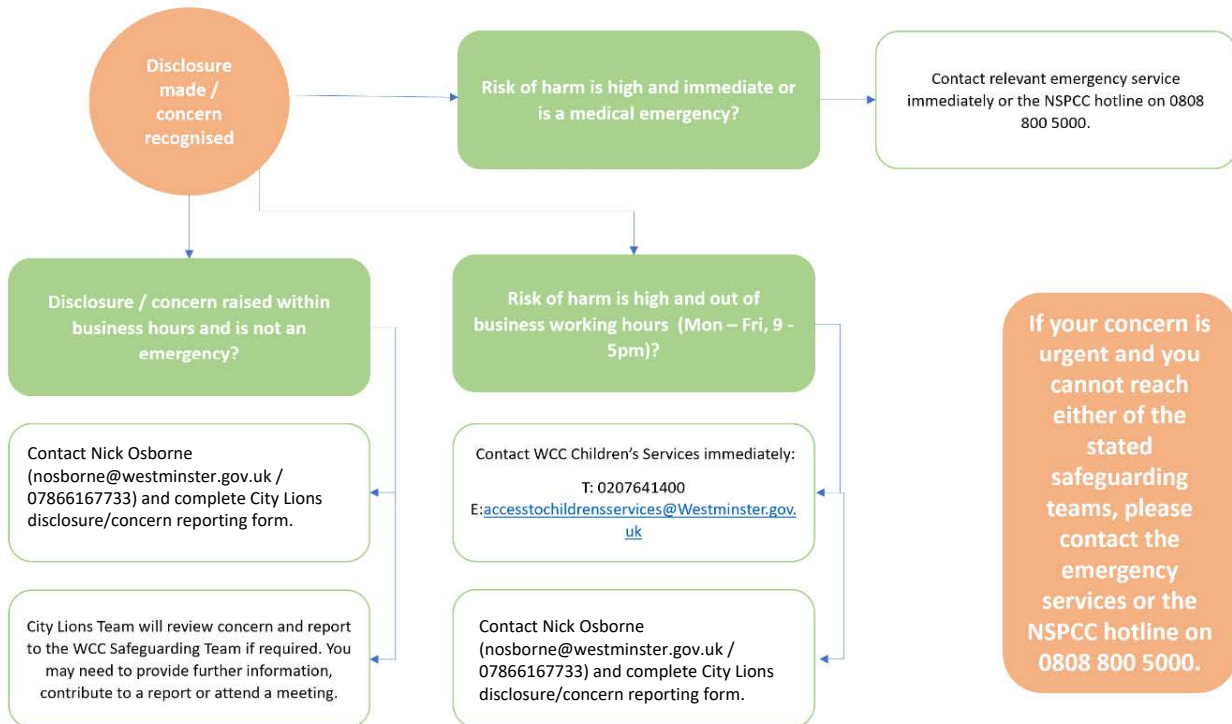
Do's	Don'ts
Stay calm	Show shock or disgust
Listen carefully	Ask questions to obtain more and more information
No secrets	Guess or make assumptions
Continue at child's pace	Show suspicion or disbelief
Reassure the child	Make negative comments about the suspected abuser
Discuss what will happen next	Make promises you cannot keep
	Agree that you will keep it a secret

Following a disclosure or recognition of a potential concern, it is your responsibility to share this information with the City Lions safeguarding lead and follow the correct procedure, as set out below in the below section 'reporting concerns'.

Report concerns

If you have a concern or a child/another individual has made a direct disclosure of abuse you must act as soon as possible by passing on your concerns to the City Lions safeguarding lead. However, if risk of harm is high or a medical emergency you should contact the relevant emergency services immediately.

How to report a concern:



What will you need to report?

- Name and information of the young person
- Your name and role
- Nature of the concern / disclosure
- Where and when it happened
- Who was involved
- What the child said and what you observed
- Other relevant observations
- What you said to the child and your response
- Your opinion (if relevant)
- Who you have told and actions taken

It is important to remember:

- Do not hold off reporting until you are 'sure'
- Note down as many details as you can
- Evidence is not required to report a concern
- Report your concern as soon as possible
- If you are unsure, check with the designated safeguarding officer
- Do not try and investigate yourself
- All information, even if it seems trivial, needs to be passed on

Record observations

You must record your observations after reporting your concern. It is important to do this as soon as possible so the information will be more accurate but always respond to any urgent needs of the young person first.

Key principles for recording your observations:

- Record all actions and decisions
- Be clear, concise, accurate and up to date
- Separate fact from opinion
- Record the exact words used by the young person
- Record consent given to share information
- Share information on a need to know basis
- Remember your records may be used as evidence

What information should you record:

- Details of the child and nature of the incident
- Who was involved in the circumstances
- What was done or said and by whom

Designated Safeguarding Officers

City Lions has two designated Safeguarding Officers (DSOs) to whom any safeguarding concerns must be reported to immediately. These are:

John Nolan

Email: jnolan@westminster.gov.uk

Telephone: 07971626097

Nicholas Osborne

Email: nosborne@westminster.gov.uk

Telephone: 07866167733

The DSOs are the first point of contact for staff, volunteers, mentors and those working on behalf of or with City Lions where there are safeguarding concerns and for assisting with advice and information.

Their roles are:

- To act as a source of support, advice and expertise within City Lions in ensuring safeguarding procedures are being followed and also in deciding whether to make a referral to other agencies following any safeguarding incidents in discussion with each other and the Safeguarding Trustee (if required)
- Ensuring that detailed and accurate records of referrals or concerns with action taken and outcomes are stored securely with restricted access to named personnel only in line with secure storage arrangements at City Lions
- Keeping abreast of up to date with legislative changes and government guidance in relation to safeguarding and attending refresher training courses every two years
- Ensuring that staff, volunteers, mentors and those working on behalf of City Lions are fully aware of the organisation's safeguarding procedures and know who and how to report a safeguarding concern



City of Westminster

If the DSOs cannot be reached or a report needs to be made out of business hours you can contact the WCC Safeguarding Team:

Email : accesstochildrensservices@westminster.gov.uk

Telephone: 020 7641 6000

Alternatively, if your concern is urgent and you cannot reach either of the stated safeguarding teams, please contact the emergency services or the NSPCC hotline on 0808 800 5000.