

SAFEGUARDING CHILDREN



THE BRIDGE YOUTH PROJECT

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Version Sept 2022

This policy is officially reviewed on an annual basis by the trustees of the Bridge, as part of a consultation between the designated safeguarding leads.

Safeguarding Policy History		
Date	Action	Person/Group Responsible
01/09/2020	Approved	DM/DW/AE
01/09/21	Approved	DM/DW/AE

Rationale

Every young person deserves and has equal rights to be happy and secure in everything they do. Schools, parents and carers need to feel sure that the people in charge of Bridge activities their child is involved with are trustworthy, responsible and will do everything they can to keep the young person safe from harm.

Unfortunately, sometimes young people are at risk of harm. It is therefore the duty of The Bridge team to put in place safeguards to protect the young people with whom we work. All staff and volunteers have a duty to follow this policy and maintain the wellbeing of young people in their care. This policy will be reviewed annually, by the senior team of the Bridge and agreed by the Executive trustees.

The Bridge Safeguarding aims.

- To create an environment which is safe and secure for all young people.
- To safeguard all members of our community, of all ages, particularly in the schools, churches etc where we undertake work. It is the responsibility of each one of the team to prevent the physical, spiritual, sexual, emotional abuse and neglect of young people.
- To ensure that any person working with young people is aware of their duty to have the vigilance and forethought to prevent abuse and report any abuse discovered or suspected.
- To encourage young people to develop a sense of independence and self-worth.

Fulfilling our aims.

In order to fulfil these aims:

- The Bridge has two named people responsible for safeguarding within the organisation: Jane Kelly (trustee) and Alex Ewing (Director).
- The Bridge undertakes comprehensive, annual training. This typically takes part within a local school or through online training.
- The Bridge staff and volunteers must know the clear procedures for recording and reporting incidents.
- Whilst in school, each team member follows school safeguarding policy procedures, being aware of each school's designated safeguarding officer.
- All Bridge staff and volunteers are required to have their safeguarding pack with them at all times, this will include personal DBS certificate, Bridge Safeguarding children policy, a list of all schools designated safeguarding children officer, and a reporting form for Bridge records.

Premises.

The Bridge is careful to control who comes into our office area so that no unauthorised person has unsupervised access to students within our office. The school has a clear procedure for recording the names of visitors to the site and ensuring that visitors are aware of safeguarding protocols.

In other schools, it is our policy to follow school policy. Should we have any 'visitors' viewing the work of The Bridge – schools will be informed, and permission given BEFORE arrival with said visitor.

Safer Recruitment

The Bridge procedure for recruiting staff and volunteers is fair and safe. We allow sufficient time before appointment to carry out all necessary checks and references including evidence that the candidate is eligible to work in the UK. We will not allow any member of staff or volunteer to have unsupervised contact with young people without these having been completed satisfactorily. Once these checks are complete, the office will contact appropriate persons/team leaders.

Applicants for roles within the Bridge, whether paid or voluntary, will be clearly informed of the need to carry out a Wiltshire enhanced DBS check and take up references before posts can be confirmed as well as the fact that positions are exempt from the Rehabilitation of Offenders Act 1974. If an application is rejected

because of information that has been disclosed, applicants will be informed that this is the case.

Successful applicants will be required to register with the update service online within 19 calendar days of issue of the DBS certificate. www.gov.uk/dbs-update-service. Failure to do so will incur admin charges for which The Bridge will not be held responsible and will subsequently delay the application process. If you require any assistance, please contact the office as soon as possible.

**** It is the responsibility of all volunteers and paid staff to ensure that 'auto renew' has been selected upon registration to the update service, within 19 days of the DBS issue date – which is **clearly stated** on the certificate.**

The cost of the annual update service must be incurred by paid staff, however this should be reimbursed through standard expense claims process. The update service is free for volunteers. **

Training.

Safeguarding young people is a core element of our professional development and training programme for all staff and volunteers. All new staff and volunteers are given a staff handbook outlining The Bridge safeguarding policy as part of their induction before they take up any of their duties and are given training as soon as possible. This includes guidance on recognising the additional vulnerability of some young people because of their race, gender, disability, language, religion, sexual orientation or culture. Staff and volunteers receive ongoing training in safeguarding each year.

Disciplinary action

If a member of staff or volunteer is dismissed from The Bridge or internally disciplined because of misconduct relating to a child or young person, we will notify the relevant authorities so that the name may be included on the list for the protection of children and vulnerable adults. This also applies to those who resign in circumstances that would otherwise have led to dismissal for reasons of a concern about safeguarding.

Suspected Abuse

The Bridge acknowledges that abuse of young people can take different forms: physical, emotional, sexual, spiritual and neglect. When young people are suffering from physical, spiritual, sexual or emotional abuse, this may be demonstrated

through changes in their behaviour or in other ways. All staff must complete training before starting employment with us and training will be undertaken every 12 months whilst in post.

Within School

The schools designated safeguarding officer will be informed immediately, using the protocols laid out by the school.

Disclosures made to us

A basic report will be filled in using The Bridge Recording statement (**See Annex B**) for Bridge records which will include:

- Name of Staff/Volunteer
- School
- Date of initial school report
- Who the report was given to – in school.

These records will be kept in a secure confidential file in the Bridge office. This means that we always have a record that a disclosure was made on a particular day, without giving any details.

Confidentiality

On occasions it may be necessary to pass on a disclosure about a situation if there is a danger of harm or illegality and hence it may not be possible to guarantee total confidentiality. It is important that **whatever is disclosed by a young person remains confidential, unless the young person discloses that they or someone else is at risk of being harmed or where there is a risk of offending behaviour or offending behaviour has taken place.** We are advised to make this clear at the start of most work with individual young people, in order to set expectations. In the case of any disclosures we are instructed to refer any such disclosures or concerns as soon as is practically possible to one of the DSL's in the school.

If any concerns are raised over the DSL or senior management, you should report this to MASH (see below).

Important contact details:

Bridge Safeguarding Responsibilities:

Alex Ewing (Director) - **07985577572**

Jane Kelly (Designated Trustee) - **07715960058**

Chair of Trustees

Bill Graham Home - **01722 325387**

Mobile – 07516 484494

MASH (Multi Agency Safeguarding Hub) - 03004 560108

Out of Hours - 0845 6070888

If you consider the incident to be an emergency call 999

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