



# SAFEGUARDING POLICY

PeCAN is an environmental charity. Our mission is to help Petersfield and surrounding villages reduce their carbon emissions and protect nature, which we do by leading and supporting decarbonisation and nature projects in the community.

## **The purpose of this policy statement is:**

- to protect children and young people who volunteer with PeCAN from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of PeCAN, including paid staff and the board of trustees and volunteers.

## **Safeguarding policy statement**

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 is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning).

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to work in a way that protects them.

We recognise that:

- the welfare of children is paramount when volunteering with PeCAN
- all children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people
- adopting safeguarding best practice through our policies and procedures for staff and volunteers
- providing effective support for staff and volunteers through so that all staff and volunteers know about and follow our policies and procedures confidently and competently
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](http://ico.org.uk/for-organisations)]
- using our safeguarding and child protection procedures to share concerns and relevant information with the young person's school child protection lead
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



We will ensure that DBS rules are followed where relevant:

- It is the responsibility of an organiser or project lead to ensure they make an appropriate assessment of the need for a DBS check, especially for projects where PeCAN will be working with children or vulnerable adults.
- If a DBS check is needed, any staff member or volunteer affected should ensure that they obtain or possess a certificate of an Enhanced DBS check dated within three years and be able to provide this for inspection to any schools or other relevant partners on request.
- For the purposes of this policy, working with children includes, among other things, providing “counselling or mentoring relating to the physical, emotional, or educational well-being” of children.
- As the DBS service does not allow individuals to apply for Enhanced DBS checks themselves, PeCAN will apply for new or updated Enhanced DBS checks on behalf of any staff member or volunteer who requests one and pay for any associated fees (for example using a registered provider such as <https://www.carecheck.co.uk/>)
- Government guidance on DBS checks can be found online, see <https://www.gov.uk/government/publications/dbs-guidance-leaflets/working-with-children-in-the-charity-sector-and-overseas-aid-organisations>

### Contact details

Nominated child protection lead

Name: Liz Bisset

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We are committed to reviewing our policy and good practice annually.

**This policy was last reviewed and approved by trustees on 5 November 2024**



# SAFEGUARDING PROCEDURE

## Purpose of the procedure

To ensure that staff and volunteers know how to effectively and safely deal with a concern for the welfare of a young person.

## Aim of the procedure

To keep young people who engage with PeCAN safe and supported.

## Steps to take in the event of a disclosure

What to do if you are concerned about a child

It is important that you treat any allegations extremely seriously. Never think that someone else may be dealing with it.

1. **RECEIVE:** Listen to the child/young person and accept what they are telling you. Encourage the child/young person to allow another person to be present. It is okay to ask questions e.g. 'I notice you don't appear to be yourself today', Can you tell me how you are feeling? and you can ask them to clarify what they have said. You can ask questions such as: 'Tell me a bit more...', 'Can you explain that...' or 'Can you describe' ... (TED – Tell, Explain and Describe).

But NEVER ask leading (investigative) questions e.g. 'Was his hair brown? What was her name?' (This conversation could be deemed as the 'interview' and a child can only be 'interviewed' once with regards to a disclosure and this should be left to a professionally qualified person at the charity).

2. **REASSURE:** Stay calm and reassure them they have done the right thing. Do not promise confidentiality. Explain you may need to share what they are telling so you can help them. Reassure them they are not to blame or in trouble for what they have told you.
3. **REACT:** Explain what you have to do next. Do not pass judgement or show shock or disquiet.
4. **RECORD:** Record what was said as soon as possible after any disclosure (it is important to record the same language/words used by the child). Make a note of any signs or injuries and any behaviour. Where possible draw a picture to indicate location of injuries. The person who receives the allegation or has a concern should complete the organisation pro-forma (see Appendix 1 for template) and ensure it is signed and dated on each page. Respect confidentiality and file documents securely.
5. **NOTIFY:** the nominated Designated Safeguarding Lead in the young persons school of the disclosure immediately. If the schools Designated Safeguarding Lead is not available then advice can also be sought through: NSPCC 24 hour National Child Protection Helpline on: 0808 800 5000. The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.



**Contact details for schools designated safeguarding officers can be found on the schools' websites.**

**NSPCC 24-hour National Child Protection Helpline**

0808 800 5000

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.



## APPENDIX 1

### CONFIDENTIAL SAFEGUARDING RECORD

<b>Full name, including any aliases</b>	
<b>Gender</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Who Has Parental Responsibility?</b>	
<b>Details of disclosure or concern, include date, time, full names, actual wording used</b>	
<b>Any special needs of the child/ren.</b>	
<b>Actions Required</b>	
<b>Follow Up</b>	
<b>Your Name</b>	
<b>Your Role</b>	
<b>Signature</b>	
<b>Date, time and place:</b>	