



Greening Wingrove and Arthur's Hill CIC

Safeguarding Children and Young People Policy and Procedures

Policy Information

Policy Start Date: 1st November 2025

Policy Review Date: 1 year after policy start date

Version: 1

Signed: Cmsillem

Date: 01.11.2025

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1. Safeguarding Children and Young People Policy Statement

Greening Wingrove and Arthur’s Hill CIC recognises that:

- **The welfare of the child is paramount.**
- All children and young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, or immigration status have the right to equal protection from all types of harm or abuse.
- It is not the responsibility of staff and volunteers to decide whether or not child abuse is occurring, but it is their responsibility to act on child protection concerns and do something about it.
- Working in partnership with children, young people, and their parents, carers and other agencies is essential in promoting children and young people’s welfare.
- Safeguarding is the responsibility of all members, directors and volunteers of GWAH and if there are any concerns over a child’s wellbeing and safety the processes laid out in this policy should be followed.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

Actions taken by Greening Wingrove and Arthur's Hill will be consistent with the principles of child safeguarding ensuring that any action taken is prompt and proportionate.

2. Purpose

The purpose of this policy statement is:

- to protect children and young people who receive Greening Wingrove and Arthur's Hill's services from harm. This includes the children of adults who use our services.
- 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.

3. Scope

This safeguarding children and young people policy and procedures applies to all individuals involved in Greening Wingrove and Arthur's Hill, including board members, staff, volunteers, and beneficiaries.

It is important to have policy and procedures in place so that all board members, staff, volunteers, members and beneficiaries can work to prevent abuse and know what to do should a concern arise.

It applies to any activities run by Greening Wingrove and Arthur's Hill CIC, this includes:

- during opening hours at the Bike Garden 10 - 3pm
- planned activities and events, inside the Bike Garden or in the wider area
- adhoc activities in the Bike Garden or in the wider area
- any private hire where the event is open to the public and the hirer does not hold an adequate safeguarding policy
- any private hire not open to the public where the hirer does not hold an adequate safeguarding policy

4. Legal Framework

This policy has been drawn up following national and local guidance on legislation, policy and guidance.

Key legislation:

- A summary of key national legislation - learning.nspcc.org.uk/child-protection-system/England/
- **Working together to safeguard children (2023)**, visit https://assets.publishing.service.gov.uk/media/65797f1e0467eb000d55f689/Working_together_to_safeguard_children_2023_-_statutory_framework.pdf
- **What to do if you're worried a child is being abused**, visit <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- **Multi agency safeguarding children procedures**

Staff and volunteers who work with children and young people should use the latest version of the relevant Local Safeguarding Children Board (LSCB) multi-agency procedures / practice guidance.

Local multi agency procedures:

- **North and South of Tyne Safeguarding Children Partnership Procedures Manual** - <https://nesubregion.trixonline.co.uk/>

5. Definition of a child

For the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years.

6. Commitments

Greening Wingrove and Arthur's Hill CIC 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 practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take.

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

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

- valuing, listening to and respecting them;
- appointing a nominated board member for safeguarding;
- adopting child protection and safeguarding best practice through our policies, procedures;
- ensuring that all board members, staff, volunteers, and members are familiar with this policy and associated procedures;
- having a copy of this document available to all directors, staff, volunteers, helpers and parents of children who attend our activities;
- providing effective management for staff and volunteers through supervision, support so that all staff and volunteers know about and follow our policies and procedures confidently and competently;
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff and volunteers appropriately.
- 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.

7. Supporting documents

This policy should be used in conjunction with other policies including –

GWAH Constitution

Equity and Diversity Policy

Adult Safeguarding Policy

8. Designated children and young people Safeguarding Lead (DASL)

Greening Wingrove and Arthur's Hill CIC has a named person who is responsible for dealing with any concerns about the safeguarding of children and young people. In their absence deputies will be available to consult with.

Designated children and young people safeguarding lead

Name: Sarah Harrington

Phone:

Email: safeguarding@greeningwingrove.org.uk

Deputy children and young people safeguarding lead

Name: Katy Sillem

Phone:

Email: safeguarding@greeningwingrove.org.uk

Should these named people be unavailable then board members, staff, volunteers, members and beneficiaries should contact the relevant Health and Social Care department and / or the Children's Safeguarding Unit in the relevant authority directly.

The roles and responsibilities of the DSL:

- Play a lead role in developing and establishing the organisation's approach to safeguarding children and young people and in maintaining and reviewing the organisation's implementation plan for safeguarding children and young people in line with current legislation and best practice.
- Ensure the Greening Wingrove and Arthur's Hill CIC Safeguarding Children and Young Adult Policy and Procedures are followed and act as a source of advice on safeguarding matters.
- Ensure that all staff and volunteers know how to make contact with the NSPCC, children's social care, and police responsible for dealing with child protection concerns.

- Ensure that all board members, staff, volunteers and members are aware of what they should do and who they should go to if they have concerns that children and young people at risk may be experiencing, or has experienced abuse or neglect.
- Receive reports of and manage cases of abuse reported to the organisation – including an appropriate recording system.
- Ensure that concerns are acted on, clearly recorded in writing and referred to the appropriate body.
- Manage and have oversight over individual complex cases involving allegations against an employee or volunteer.
- Reinforce the utmost need for confidentiality and to ensure that board members, staff, volunteers and members are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- **Urgent referrals should be reported immediately by those aware of them**, even if the named person and the named deputies are not available. It is the role of the named person for safeguarding children and young people to ensure that all staff and volunteers know how to do this.
- Follow up any referrals or allegations, ensure verbal and telephone referrals are made in writing, and ensure the issues have been addressed.
- Ensure that any records are kept safely, securely and in line with data protection requirements.
- Represent the organisation at external meetings related to safeguarding.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding children.
- Advise on the organisation's training needs and the development of its training strategy.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of children within the organisation.

9. How to respond to a child or young person telling you about abuse

- Respond in a way appropriate to the child's age and understanding.
- Reassure the child or young person concerned; abuse is not their fault.

- Listen to what they are saying.
- Record what you have been told or have witnessed as soon as possible.
- Record as accurately as possible what the child has said, try not to summarise or paraphrase.
- Remain calm and do not show shock or disbelief.
- Tell the child or young person that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions.
- Do not promise to keep it a secret.

10. Reporting abuse or allegations of abuse, including when the allegations of abuse are against someone working or volunteering at Greening Wingrove and Arthur's Hill CIC

Greening Wingrove and Arthur's Hill CIC recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of children and young person abuse is never easy.

If you witness abuse, or abuse has just taken place, the priorities will be *(the sequence of priorities will depend on the circumstances)*:

- To call an ambulance if required.
- To call the Police if a crime has been committed.
- To preserve evidence.
- To keep yourself and others safe.
- To inform the Designated Child Safeguarding Lead.
- To record what happened by
 - emailing safeguarding@greeningwingrove.org.uk OR
 - on paper which is handed immediately to the DSL
- Records must include:
 - Date & Time
 - Name of person recording and role

- o Name of child and birth date
 - o Nature of concern
 - o Body map if relevant
 - o Details of any action taken and by whom
- The DSL will keep records safely and confidentially and add notes to records handed to them
 - The DSL will check the reports against the local threshold documents to decide next steps

Reporting abuse - Levels of action

Reporting abuse has different levels of action, from what to do if you are worried to taking urgent action. These can be supported by the Local Threshold Document:

https://drive.google.com/file/d/118MA-IgH-XJk_-iq1d-rFm21w2foRIV7/view?usp=sharing

Advice

If you are worried about a child or young person, or are not sure if you are right to be worried, you can ask for advice from:

- Local authority children's social care services
- Northumbria Police Safeguarding Department 101
- NSPCC helpline 0808 800 5000.

In Newcastle call the Initial Response Service in Newcastle Children's Social Care or if it is outside normal office hours call the Emergency Duty Team.

<https://www.newcastlesafeguarding.org.uk/>

- Initial Response Service Call 0191 277 2500
- Out of hours number Emergency Duty Team (EDT) Call 0191 278 7878
- Online Referral Form: <https://www.newcastlesafeguarding.org.uk/report-a-concern/>

Raising concern

If you are concerned about a situation you should refer the matter immediately to the Greening Wingrove and Arthur's Hill CIC's named DSL. If further investigation is necessary the named person will refer the matter to children's social care.

If you think a concern is Urgent - please see point 4 below.'[]

Make a referral

If you think a child or young person is being abused you should make a referral to children's social care.

In Newcastle call the Initial Response Service in Newcastle Children's Social Care or if it is outside normal office hours call the Emergency Duty Team or the Police.

- Newcastle Initial Response Service, call 0191 277 2500 (Monday – Friday from 08:45 – 17:00)
- Newcastle Emergency Duty Team (EDT), call 0191 278 7878

You can also complete an online referral form -

<https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>

For referrals in all areas:

You or the Greening Wingrove and Arthur's Hill's named person for safeguarding must confirm verbal/telephone referrals in writing within 24 hours of being made.

If you think a crime against a child or young person has been committed you should contact the police on telephone 101 asking for your local police station.

If you have intelligence to share with the police, email forceintelligence@northumbria.pnn.police.uk

Urgent

If you think a child is at risk now, you should contact the police on telephone 999.

Urgent referrals should be reported immediately by those aware of them, even if the named person and the named deputies are not available.

Non-recent (historical) abuse

Non-recent abuse (also known as historical abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old. Non-recent abuse is a crime and can be reported at any time.

If someone has made an allegation of non-recent abuse and you believe that the alleged offender is still alive, children may still be at risk (remembering that some sexual abusers actively abuse for decades). Greening Wingrove and Arthur's Hill will ask for the name of the alleged offender and a referral to the LADO (contact details below) will be made whether or not the alleged victim gives consent.

You can also ask for advice from Northumbria Police Safeguarding Department or from the NSPCC.

- Call Northumbria Police Safeguarding Department on 101
- Call the NSPCC helpline 0808 800 5000

For more information and to support someone who has made an allegation of non-recent abuse visit <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/non-recent-abuse/>

11. Responding to allegations of abuse against a Greening Wingrove and Arthur's Hill's member of staff or volunteer

If you hear any allegation against a Greening Wingrove and Arthur's Hill member of staff or volunteer (including Directors) you should refer the matter immediately to Greening Wingrove and Arthur's Hill's named person.

If it is outside office hours and the matter cannot wait until the next working day then you should contact the relevant authority:

- Newcastle Out of Hours Emergency Duty Team (EDT) 0191 278 7878
- The NSPCC Helpline 0808 800 5000 for advice if about a child

You should not question the person making the allegation further but if it is a child you should respond appropriately to their age and understanding.

If there are allegations that a member of staff or volunteer (including a Trustee) has significantly harmed a child or is likely to harm a child, Greening Wingrove and Arthur's Hill's named person will contact the Local Authority Designated Officer (LADO) for managing child abuse allegations against staff and volunteers **within one working day**.

The Newcastle LADO:

Name: Melanie Scott

Phone: 0191 277 4636

Email: lado@newcastle.gov.uk

12. Disclosure and barring service

The safeguarding regulations of the Vulnerable Groups Act 2006 came into effect from October 2009 and are in the Protection of Freedoms Act 2012.

In accordance with its duties under the Act, if Greening Wingrove and Arthur's Hill CIC dismisses or moves a member of staff or a volunteer because they have harmed a child or adult (or would have dismissed or moved them if the person had not left), Greening Wingrove and Arthur's Hill **CIC** will notify the Disclosure and Barring Service (DBS). The DBS process and referral form will be used.

DBS referral form and guidance:

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

13. Recording and managing confidential information

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Greening Wingrove and Arthur's Hill CIC is committed to maintaining confidentiality wherever possible and information about safeguarding children and young people or child protection should be shared securely only with those who need to have it. The decision on whether to share information or not, and the reasons for the decision will be recorded in writing.

14. Appointment of staff, directors and volunteers

The appointment of staff, directors, volunteers and helpers is at the discretion of the Board of directors.

At recruitment, all personnel will be carefully selected and vetted to take all reasonable steps in ensuring they do not pose a risk to children and young people. The Board of directors will seek a disclosure and barring service (DBS) check on workers, volunteers and helpers where appropriate. References and DBS will be sought before the appointment of a worker, volunteer or helper who will work directly with children or young people.

If the applicant has had employment or acted in a voluntary capacity working with children, references will be sought from the employer or a person with first-hand knowledge of this work.

Where an applicant has no experience of paid or voluntary work with children, a reference will be sought from a reputable person who can comment on the applicant's character and relationships with others.

Any reference sought will be in the strictest confidence and deal solely with the applicant's suitability to work with children.

All personnel will receive information on safe conduct and what to do if they have concerns about a child or young person, where to get advice and what to do if no-one seems to have taken their concerns seriously.

15. Training, induction and supervision of staff and volunteers

Greening Wingrove and Arthur's Hill CIC will provide effective management for staff and volunteers through induction, supervision, support and training.

This policy will be included in the induction documents for all directors and volunteers. All personnel, through this document, will receive information and basic training in safe conduct and what to do if they have concerns about a child or young person, where to get advice and what to do if no-one seems to have taken their concerns seriously.

The designated safeguarding leads will be required to complete safeguarding training every 3 years.

16. Useful information

North and South of Tyne Safeguarding Children Partnership Procedures Manual

This is regularly updated.

<https://nesubregion.trixonline.co.uk/>

Newcastle Safeguarding Children Board

This is regularly updated. You can register with the update service, tri.x.

Visit <https://www.nscb.org.uk/>

Disclosure and Barring Service checks

For enquiries about DBS checks (previously called CRB checks)

Call 03000 200190

<https://www.gov.uk/disclosure-barring-service-check>

Disclosure and Barring Service

To make DBS referrals and for online guidance

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

NSPCC Helpline:

call 0808 800 5000 for advice.

NVCO safeguarding information

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/>

17. Greening Wingrove and Arthur's Hill CIC engagement with "unaccompanied" children

Definition "unaccompanied" children

For the purposes of this policy "unaccompanied" children refers to any child or children who are not directly supervised by a consenting, responsible adult, known to that child.

Routine provision for "unaccompanied" children

Greening Wingrove and Arthur's Hill CIC can not accept "unaccompanied" children at any activities (see section **3. Scope** above) *unless*:

- An adequate risk assessment has been completed.
- There is a volunteer who has a DBS and safeguarding training, who is specifically assigned as a child safeguarding contact, and is present and vigilant throughout that activity. Or,
- There is a member of staff who has a DBS and whose role is to support with a youth provision during that activity.
- There are no more than ten "unaccompanied" children per worker/volunteer, or a lower limit stated by the worker/volunteer

Therefore, unless extra provision is organised (as laid out above) we can't routinely accept "unaccompanied" children into the Bike Garden or on other activities as we currently do not have the safeguarding structures and trained personnel to ensure they are safe.

Extra provision for "unaccompanied" children

From time to time Greening Wingrove and Arthur's Hill CIC will make provision for "unaccompanied" children in line with our constitutional objectives and in line with the conditions laid out above.

Greening Wingrove and Arthur's Hill CIC reserves the right to withdraw provision for "unaccompanied" children at any point if it is perceived by the responsible worker/volunteer that they are no longer able to keep them safe.

This assessment will always take a cautious approach and allow time and space to end the activity in the safest way possible. At every point throughout the process risks of harm to children by ending the provision will be considered and avoided.

In order to assess responsibility a risk assessment will be completed before the activity will take place which will include risks associated with ending the provision prematurely.

If this occurs within the planned activity the activity will be brought to an end in a manner which minimises harm to any child involved.

Avoidance of harm due to our policy:

"Unaccompanied" children should not be turned away if there is any concern over their wellbeing, in which case the policy document should be followed and the DSL contacted. This reflects an important part of safeguarding culture which is to not *cause* harm by applying safeguarding procedures.

If key holders are regularly turning the same "unaccompanied" children away, and they have general concern over their wellbeing and safety, they should make this known to the DSL via the appropriate channels.