



WORTH Children and Young People Safeguarding Procedure (V1.0)

1. Introduction

This document is intended to guide WORTH staff, volunteers and clients in how to handle child protection disclosure(s), allegations or concerns. It has been designed with referral to NSPCC guidelines on recognising and responding to child abuse and neglect, available on the NSPCC website.

2. Process for handling an allegation, concern or disclosure

If you have been given an allegation of abuse or neglect of a child or young person, or if you have concern for the well being of a child or young person, or if a person has made a disclosure regarding abuse or neglect of a child you must:

- Listen Carefully and trust what is being said.
- **Do not** tell the person you can keep it a secret. Explain that you may have to pass information on to keep them and/or other people safe.
- **Do not** panic, be judgemental or make assumptions.
- Offer immediate support and reassurance
- **Do not** investigate the disclosure or allegation yourself.
- **Do not** ask the person to repeat the disclosure, **do not** ask further questions about their disclosure.
- Record a factual account of the conversation or behaviour immediately, using the person's actual words wherever possible.
- Sign, date and keep the record safe and secure.
- Share the record with WORTH Child Protection Lead immediately.
- **Do not** discuss the disclosure with people who do not need to know, e.g. family of child, colleagues, friends, family, other clients, any accused person.

3. DBS

All employees and volunteers working with children and young people, supervised and unsupervised require a valid DBS. Any employee or volunteer without a valid DBS cannot work with children and young people. All employees with access to sensitive data of client children and young people require a valid DBS.

All employees, trustees and volunteers will sign a copy of this safeguarding and child protection policy at the commencement of their role and following this, annually, as a refresher.

DBS for employees and volunteers are checked every 3 years from date of issue.

DBS Issue date and certificate number for each employee and volunteer are stored securely and accessible only by the CEO and Chair of Trustees.

Trustees will review, update where required, and sign off this safeguarding and child protection policy annually at the beginning of each financial year.

4. Process for reporting an allegation, concern or disclosure

Is there an emergency? Is there an immediate risk of significant harm?

If Yes then:	If Not then:
Inform emergency services I.e. The Police - call 999 Then contact the WORTH Child Protection Lead	Complete a written report. Make sure to include names, date, times, location and details of allegation, concern or disclosure. Include details of any action taken.
Then Complete a written report and send to WORTH Child Protection Lead ceo@worth-charity.co.uk	Then Contact WORTH Child Protection Lead

WORTH Safeguarding Child Protection Lead will record and manage all allegations, concerns and disclosures.

5. Useful Contacts

Child Protection and Safeguarding Lead: Robyn Riggans. WORTH, Springwell House, Newbold Road, Chesterfield S41 7PS **M** 07796904128 **E** ceo@worth-charity.co.uk

NSPCC 0114 228 9200

CHILDLINE 0800 1111

DERBYSHIRE COUNTY COUNCIL CHILD PROTECTION TEAM
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Change Record

Date of Change:	Changed By:	Comments:
March 2023	MH	Policy reviewed and DBS section updated by Trustees