Community Playlink (CPL)

(Registered Charity Number 1184505)

Children and Young People Safeguarding Policy and Procedures

2025

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Children and Young People Safeguarding Policy

Introduction

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are paid members of staff, Trustees or volunteers.

Community Playlink (CPL) is committed to ensure that all participants can thrive in a safe environment and that all children and young people have an enjoyable and positive experience.

Key principles

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- Community Playlink will work with children, their parents/carers and external organisations to safeguard the welfare of children participating in activities.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2023 Working together to safeguard children 2023: statutory guidance, and any legislation and statutory guidance that supersedes these.
- Community Playlink is committed to working in partnership with other key UK organisations to continually improve and to promote safeguarding initiatives.
- Community Playlink owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety, and the duty is higher than it would be for adults.

Objectives

Community Playlink aims to:

- Provide a safe environment for children and young people participating in activities and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, Trustees, volunteers, members and visitors) to understand their roles and responsibilities regarding their duty of care and protection of children.
- Provide appropriate level training, support and resources for staff, Trustees, and volunteers to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in activities and communicate Policy and Procedure to them through website/letter/consents.

Responsibilities and implementation

Community Playlink will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance will be sought as part of the review process.
- Conducting a risk assessment of activities regarding safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of volunteers, Trustees and staff working with children and young people in line with guidance.
- Following agreed procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, Trustees, volunteers, parents and children are aware of these procedures.
- Directing staff, Trustees and volunteers to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

1. Recruitment and training

Community Playlink will endeavour to ensure that all staff, Trustees and volunteers working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Each role which involves an element of responsibility regarding children, particularly those involving the regular supervision of children, whether voluntary or paid, will be assessed during the recruitment process to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form
- A self-disclosure form
- References from 2 people
- A signed Code of Conduct
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children **(Guidance on Regulated Activity & DBS (2013)** **Regulated activity with children in England and Wales - GOV.UK**
- Details of the requirements and the qualifications and checks of individuals will be recorded by the Trustee / Administrator who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The nominated person will possess all relevant and appropriate contact details of all staff / Trustees / volunteers and other relevant bodies.
- All staff, Trustees and volunteers will be offered access to appropriate child protection training - e.g. Safeguarding and Protecting Children (SPC) workshop and will ensure that all volunteers and staff who have significant contact with children attend.
- All staff, Trustees and volunteers working with children and young people will be asked to read and become familiar with the Community Playlink Safeguarding Policy and Procedures.
- All staff, Trustees and volunteers involved with children and young people will be asked to read the Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code.
- Community Playlink is committed to the fact that every child and participant should be afforded the right to thrive through being involved in an enjoyable, safe environment, and be protected from harm. Community Playlink acknowledge the additional vulnerability of some groups of children (e.g. disabled, looked after

children, those with communication differences). They will ensure that the environment is appropriate for the child and tailored to their needs so that they have a positive experience without risk of harm.

2. Complaints, concerns and allegations

- If a participant parent/carer, member of staff, Trustee or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, member, or otherwise), these concerns should be brought to the attention of the Trustee / Administrator responsible for Safeguarding without delay. The person reporting the concern is not required to decide whether abuse has occurred but simply has a duty to pass their concerns and any relevant information to the Manager.
- All concerns will be treated in confidence. Details should only be shared on a *"need to know"* basis with those who can help with the management of the concern.
- Concerns will be recorded on an Incident Report Form and sent to the retained confidentially within Community Playlink.
- Community Playlink will work with other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Disciplinary procedures will be applied and followed where possible.
- In the event of a child making a disclosure of any type of abuse, the following guidance is given:
    - Reassure them that they have done the right thing to share the information
    - Listen carefully
    - Do not make promises that cannot be kept, such as promising not to tell anyone else
    - Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask questions to clarify your understanding where needed e.g. can you tell me what you mean by the word …?
    - Record what the child has said as soon as possible on an incident report form.
    - You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.
    - Parents or Carers should be informed if the allegation does not involve them.

- The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. **The Helpline number is 0808 800 5000.**
- Safeguarding children and young people require everyone to be committed to the highest possible standards of openness, integrity and accountability. Community Playlink supports an environment where staff, Trustees, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

3. Behaviour of adults and children

- Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice.
- Community Playlink requires that all staff, Trustees and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. (Attached)

Photography/ Videoing

- Permission will be sought from parents prior to the publication or use of any video or photographic images of their child. The personal details of the child will not be used in any promotional material.
- Any press/official photographers attending events will be required to seek permission from Community Playlink before taking photographs as well as permission of parents to use the images.

Confidentiality

- Details of all members will be kept on file in the office and will not be shared with a third party without parent/carer consent.
- All concerns/allegations will be dealt with confidentially by Community Playlink and information will only be shared on a need-to-know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.

FLOWCHART 1

What to do if you are worried about what is happening to a child. outside of Community Playlink (but the concern is identified through the child's involvement)

CONCERN IDENTIFIED ABOUT A CHILD

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If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern

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Report your concern to the Community Playlink Safeguarding Officer – (Trustee / Administrator) who will, if necessary, refer the matter to Children's Social Care/Police without delay. Make a record of everything that the child has said and /or what has been observed with dates and times, using an Incident Report Form.

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If the Community Playlink Safeguarding Officer (Trustee / Administrator) is not available, contact or refer the matter directly to Children's Social Care/Police.

Remember - delay may place the child at further risk.

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Complete a report form and copy it to Children's Social Care/Police.

FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff.

CONCERNS IDENTIFIED

- Complete the Incident Report Form
- Report to the Community Playlink Safeguarding Officer -Trustee / Administrator. If you have urgent concerns or the Community Playlink is not available, refer immediately to Children's Social Care/Police and copy the incident report form to them within 24 hours.

If the child requires immediate medical attention, call an ambulance and inform the doctor there is a child protection concern.

Possible outcomes

- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- Disciplinary sanction
- More significant concerns emerge.

Alleged serious poor practice. Poor practice with wider implications. Alleged child abuse.

Possible processes

- Child protection investigation
- Criminal investigation/proceedings
- Investigation under disciplinary proceedings – including possible temporary suspension of person accused

Dependent upon outcome of advice from the Local Authority Designated Officer (LADO)/Team or Children's Social Care/Police investigation.

Possible Outcomes:

- No case to answer
- Less serious – referred to complaints procedure
- Disciplinary hearing – sanctions
- Civil proceedings

Appeal

CODE OF CONDUCT for Trustees, Staff & Volunteers

- Respect the rights, dignity and worth of every person within the context of CPL's work.
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with users of CPL, based on mutual trust and respect
- Always work in an open environment (e.g., avoid private or unobserved situations and encourage an open environment)
- Know and understand the CPL Child Safeguarding Policy and Procedures
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working within the CPL environment. This reflects a negative image and could compromise the safety of the young people
- Hold relevant qualifications and insurance cover. All Staff, Trustees and Volunteers who work regularly with children must have current DBS clearance
- Ensure the activities are appropriate for the age, maturity, experience, and ability of the individual
- Promote the positive aspects of CPL's work.
- Display high standards of behaviour and appearance
- Ensure that you attend appropriate training to keep up to date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down within the CPL Safeguarding policy.

Signed:	**Date:**
PRINT NAME:	

Dealing with Concerns:

If you are unclear whether a referral should be made you can discuss your concerns with the following for advice

- CPL Trustee / Administrator on 02380 335362
- NSPCC - 0808 800 5000

Southampton Contact details:

If you are a professional you can contact Southampton's Children's Resource Service on **02380 832300** (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm) or **02380 233344** (weekends, Bank Holidays and outside of office hours)

If you are a young person, parent, carer or member of the public you can contact the Children's Resource Service on **02380 833004** (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm) or **02380 233344** (weekends, Bank Holidays and outside of office hours)

This revised policy was adopted by CPL Trustee Board:

Signed: *Richard Maunder*

(Richard Maunder - Chair of the Trustee Board)

Date: 1st September 2025

Our Safeguarding policy has been in operation since August 2019 and reviewed in August 2022 and August 2025.

Next Policy review date: 31st August 2028.