

Safeguarding Policy

Dunbar Area Christian Youth Project, its Trustees, Management Committee, Paid Staff and Volunteers are committed to

- safeguarding as an integral part of our work
- the nurture, protection, and welfare of all those we minister to and work with in schools, churches, the community and further afield, especially children.
- Recognizing it is the responsibility of us, one and all, to protect children and adults at risk of harm from all forms of abuse and to report any disclosures of abuse in addition to suspicions or concerns.

Safeguarding is the means by which we work to promote a safer culture for all. This means we will

- promote the welfare of children, young people and adults,
- work to prevent abuse from occurring,
- seek to protect those who are at risk of being abused and
- respond well to those who have been abused.

Dunbar Area Christian Youth Project will take appropriate steps to maintain a safe environment for all and to respond sensitively and compassionately to the needs of all those in our care in order to help keep them safe from harm.

In order to achieve this, we are committed to:

- Appointing a Safeguarding Coordinator
- Following a Safe Recruitment protocol
- Supporting, resourcing and training all personnel and volunteers in safeguarding and this will be provided through Dunbar Primary School and will be a requirement of those working with school aged children and should be updated every three years.
- Providing adequate supervision & recognising mutual accountability.
- Putting in place Safeguarding Procedures & practices which, along with this policy, will be reviewed annually.

DACYP's Safeguarding Procedures address three separate issues:

1. a disclosure (or concern) by a young person of alleged abuse which has occurred/is occurring out with DACYP activities.
2. a concern that a young person may currently be being, or have been, abused within DACYP activities.
3. an allegation made about a DACYP team member.

Categories of abuse are defined as follows:

Physical abuse is causing physical harm to a child or young person.

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development.

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Spiritual abuse is justifying abuse on the basis of God's will.

Guidelines for Team Leader/Youth Worker/Safeguarding Coordinator

- When a concern or incident arises, the leader should try to remain calm & not over react.
- The team leader should clarify any facts with the person reporting the concern & record them.
- The team leader should decide if it is appropriate for them to speak with the child concerned. This should not be an interrogation. They may know them better than the reporter and it may be helpful to give the child the opportunity to talk with non-judgmental listening.
- **The Team Leader or Safeguarding Coordinator** should immediately report anything of **serious** concern where the child's safety is in danger to the **Duty Social Worker (Tel. No. 01875 824090 or out of hours 0800 731 6969) or the local police (Tel. No. 101).**
- The team leader should seek advice and discuss with the Safeguarding Coordinator about any serious concerns as soon as possible, particularly if it is an allegation about a team member.
- If an incident occurs which suggests inappropriate physical contact (including rough handling) by a team member, then remove the team member from the situation & quickly assess the condition of the child involved. Decide if medical advice/intervention is required. Thereafter follow guidelines of information gathering, seeking advice, and action to take.
- All safeguarding matters of concern should be recorded in the Safeguarding Reporting Form provided with details of action taken. This should be signed and dated by the person making the report.⁴⁸⁴⁸
- A decision should be taken as to whether it would be appropriate and beneficial to share the concerns with school senior management, or the organizing body where appropriate.

Guidelines for team members:

If a child shares something of concern with you:

- **Listen**, try not to interrupt, do not ask lots of questions other than the minimum 'who, what, when & where' questions if needed for clarification (Do not ask 'why' or attribute blame to anyone).
- **Do not promise confidentiality**. Thank them for sharing it, say that what they have said is important and therefore you need to talk to someone else.
- **Report** what you have been told to the team leader or Safeguarding Coordinator as soon as possible on the day of disclosure and as accurately as possible. Do not embellish what was said.
- **Record** what was said as soon as possible. Write it down using the words used by the child. This may be important if there are further investigations. You should **sign and date it** in case you or someone else needs to refer to it again.
- **Do not discuss** with other members of the team or elsewhere.

Who should you report to?

This depends on where the incident takes place, or where you normally see the adult/child you have concerns about. This could be a school setting (eg. Paired reading), a DACYP setting (eg. Harbour Lights Xtra) or outside DACYP and school (eg. SU holiday camp).

All contact details are at the end of this policy.

Procedure for activities within Schools

- All DACYP activities taking place within schools will be guided by East Lothian Council Safeguarding Procedures. Their procedures should be followed and referrals or concerns made via the school management team. This refers to concerns regarding children or school staff.
- At the Primary School **this is Mrs Mackinnon in the first instance, or one of her deposes.**
- At Dunbar Grammar School **this is Mr Johnstone in the first instance, or one of her/his deposes.**

Procedure for all out-of-school DACYP activities

- Concerns about **children** should be reported to Richard Taylor (Youth Worker). If he is not available, report to Anne Harvey (Chairperson) or Dorothy Hilsley (Safeguarding Co-ordinator).
- Concerns about a **DACYP volunteer** should be reported to Richard Taylor (Youth Worker). If he is not available, report to Anne Harvey (Chairperson) or Hilsley (Safeguarding Co-ordinator).
- Concerns about **Richard Taylor** should be reported to Anne Harvey (Chairperson) or Dorothy Hilsley (Safeguarding Co-ordinator).

Non-DACYP led activities

- Some DACYP activities might take place at an event/activity hosted by a third party e.g. SU Holidays. In such cases the Safeguarding policy of the lead organization will be followed.

Contacts

Richard Taylor (Youth Worker)
Email ~ dunbaryouthworker@btinternet.com,
Tel 07747 331604

Moira Cockburn (Safeguarding Lead)
email ~ moira.cockburn@hotmail.co.uk
Tel 07483179944

Anne Harvey (Chair of Management Committee)
email ~ rev.anneharvey@gmail.com
Tel 07860 181880

Nick Archer (Chair of Trustees)
email ~ lnarch@hotmail.co.uk
Tel 07714483617

Dunbar Primary School

Mrs Mackinnon (Headteacher) or one of the Deputies
email ~ admin@dunbarprimary.elcschool.org.uk
Tel. 01368 860997

Dunbar Grammar School

Mr Johnstone (Headteacher) or one of the Deputies
Email ~ admin@dunbargrammar.elcschool.org.uk
Tel 01368 863339