

PACE (Practical Actions for Climate and the Environment)

Safeguarding: Child Protection Policy

1. Introduction

1.1 PACE believes that everyone has a responsibility to look after the welfare and safety of children. This policy applies to trustees, volunteers and employees and all activities of PACE where contact with children and young people under 18 years is possible.

2. Objective of this policy

2.1 The objective of this policy is to ensure we look after the welfare and safety of all children and personnel involved in PACE activities through actively promoting awareness, good practice and sound procedures.

3. Implementation

3.1 The Trustees are responsible for all aspects of child protection and therefore will:

- Appoint a *Lead Trustee for Safeguarding* who will take a particular role in ensuring that PACE is up to date on Safeguarding Policy and Procedures for both children and vulnerable adults.
- Ensure that this policy is implemented throughout PACE.
- Ensure that all necessary enquiries and procedures relating to child protection are carried out.
- Ensure secure and confidential records relating to child protection matters.
- Ensure there is adequate induction and training relating to child protection matters.
- Ensure that each activity carried out by PACE is sound in terms of child protection and, wherever possible, has a *Safeguarding Person* designated for that activity.
- Check all incident reports made by PACE volunteers or staff, countersign them, and decide on appropriate action.
- If necessary, liaise with social services and/or police on a child protection matter or report significant allegations or concerns to appropriate authorities.

3.2 All PACE trustees, volunteers and staff will actively endeavour to implement this policy.

4. Personnel Checks

4.1 The aim is to ensure, as far as is possible that anyone - trustee, volunteer or staff - who seeks to work with PACE is safe to do so in "child protection" terms.

4.2 The trustees will ensure that appropriate checks are carried out on all relevant trustees, volunteers and staff who plan to work with children. If necessary, DBS (Disclosure and Barring Service) checks will be undertaken if a PACE person will take "sole responsibility" for children or will be overseeing children "directly" or "regularly". See detail of procedure in Appendix 1.

4.3 If DBS checks are required, they will be rechecked every three years.

4.5 At all times the onus is on all trustees, volunteers or staff to reveal any matter which would restrict them working with children.

4.6 The trustees will not accept any previous reference, DBS or other check - at all times the initiative must lie with PACE to make its own independent enquiries.

5. Personnel Records

5.1 The trustees will ensure that confidential records are maintained relating to safeguarding which include:

- a) Confirmation of checks undertaken and date
- b) Notes relating to phone calls or other non-written communications.

5.2 Anyone has the right to inspect their own confidential records and may do so on request to the trustees.

6. Activities

6.1 The trustees will ensure that adequate child protection procedures are in place throughout PACE which take this Safeguarding Child Protection Policy into account. These procedures shall include that:

- A Site Audit or Risk Assessment is undertaken to look at the site layout and determine the supervision required to achieve adequate personal safety of children.
- Supervisors and helpers bear in mind that a child may be suffering abuse outside the activity which may become apparent during the PACE activity, so this should be recorded and the child given appropriate support.
- it is good practice (and also for their protection) that helpers are advised not to initiate physical contact with children (except where a child needs to be removed from a situation threatening its or others' safety).

7. Reporting Concerns

7.1 Everyone has a duty to ensure that any suspicion, incident or allegation relating to child protection is reported. A concern could be raised in a number of different ways such as by what a child says; or there may be physical signs such as bruising; or emotional pointers such as inappropriate behaviour; or other signs.

7.2 All incidents and observations, however insignificant they appear, should be logged by the observer(s) on a PACE Accident and Incident Report Form. The observer should bring the matter immediately to the notice of the Safeguarding Person for the Activity and then make a written report outlining what happened.

Verbatim quotes from a child are also important to record. The observer should give the Report Form to the Safeguarding Person or a trustee who will take appropriate action. Immediate action may be necessary to protect a child, or the Safeguarding Person may decide to take the matter to a PACE trustee. If necessary, a report can be made to the Police and/or Essex County Council Children's Services.

7.3 If more than one person has an observation on the same incident a separate report is to be made by each worker and treated as above.

7.4 The Safeguarding Person or the trustee will give worker[s] opportunity to discuss the matter and will log all appropriate details particularly if there is serious concern. It is important to capture the detail where the protection of children is concerned. It is good practice to write down reports and observations at this stage rather than initiating an Investigation.

7.5 Although many reports may be minor in nature, it is important to treat them with due seriousness in case they relate to other incidents or a pattern of behaviour.

7.6 Any Accident and Incident Forms or other Notes and Reports will be cross referenced and retained by the trustee in a confidential file so they can be referred to later if necessary.

8. Allegations or Complaints Against PACE Personnel

8.1 If a child or parent makes a complaint against any person working or volunteering for PACE, the following procedure will be followed:

The PACE person receiving the complaint will make confidential contact with one of the trustees who will report to the Chair of Trustees or Lead Trustee for Safeguarding. The Chair, or Lead Trustee for Safeguarding, and the Trustee will meet with the PACE person to discuss the nature of the complaint and will investigate the matter. Whilst many matters like this can be resolved quickly it is important to understand that it may be necessary to request that specific persons do not continue with child focussed work during an investigation. The Chair or Lead Trustee for Safeguarding will determine the best course of action following their investigation and will refer back to the PACE person and the complainant.

9. Induction and Training

9.1 The trustees will ensure there is appropriate induction and ongoing training for all volunteers or staff concerning child protection.

9.2 All trustees, volunteers and staff shall have this policy drawn to their attention and how to access it on the PACE website.

10. Review of this Policy

10.1 The Board of Trustees shall review this policy at least every two years.

Approved by the Board of Trustees: 1 November 2022
Review Date: November 2024

Appendix 1

PACE volunteers, helpers, staff or other personnel who require a DBS check (A check carried out by the Disclosure and Barring Service)

The DBS enables safer appointment of volunteers or staff who work with children (Under 18) or vulnerable adults. It is also a legal requirement for employers who have volunteers or staff undertaking a **regulated*** activity. It is illegal for anyone barred by DBS to work, or apply to work, with children and vulnerable adults. It is illegal for an employer to employ a person on the barred list.

The list below outlines those within PACE that would qualify for a DBS check:

- All volunteers or other personnel working **directly**** with children where they have sole responsibility for those children,
- All managers responsible for and supervising personnel who work **directly** with children where they have sole responsibility for those children,
- All personnel working alongside children on a **regular***** basis rather than a one-off situation.

****regulated** is defined as: supervising children frequently (eg once per week), undertaking any health or personal care at a specified place (eg: at a school or visitor building). Managing any household activities for adults, such as cash handling, paying bills or shopping, transporting, personal care or social work.*

*** **directly** means that if the prime responsibility remains with a parent or a member of school staff or other designated adult then the PACE personnel would **not** require a DBS Check but as soon as the PACE personnel assumes responsibility for a child or vulnerable adult or a group of children or vulnerable adults then a DBS check is required in advance. A group of children could be split in to two smaller groups – but only if both groups are still within the control of the person who has been DBS checked.*

**** **regular** means that as soon as an activity is repeated more than once in a short time scale (eg once per week/month) between a PACE personnel and the same child/same vulnerable adult then it counts as **regular**. Thus, to be clear, one-off situations/activities are acceptable without a DBS check providing another person has prime responsibility, but **regular** situations/activities are not acceptable even if another person has prime responsibility for the child/children/vulnerable adult(s). The PACE personnel involved in a **regular** situation/activity occurring within 2 months would be required to have a DBS check in advance.*