

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

### **SAFEGUARDING POLICY**

NKJ UK is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and exploitation. Acknowledge its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff / volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

#### **In implementing this safeguarding policy NKJ will:**

- ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- ensure that all workers understand their responsibility to work in the standards that are detailed in NKJ safeguarding procedures and as outlined by the NKJ Safeguarding Board and work at all times towards managing high standards of practice;
- ensure that all workers engaged and participating with; shall be limited to contact with other vulnerable persons (eg aged, disabled, mentally challenged etc)
- Ensure that all workers understand their duty to report concerns arise about a child or young person, or workers conduct towards the child or young person, to the NKJ's named person for child protection.
- ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work);
- ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- ensure that children and young people are in need to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedure;
- ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, and access to all guidelines and procedures;

- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

## **SAFEGUARDING PROCEDURES**

### **Section 1 Introduction**

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by NKJ. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. NKJ is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim is to provide a policy that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

NKJ is committed to the principles of equality and diversity including, where appropriate, the recruitment of ex-offenders. A copy of the NKJ equality and diversity policy is available upon request.

### **Section 2 Recognising the signs and symptoms of abuse**

Abuse can take many forms. This may involve:

**Physical abuse;** (such as hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to the child. The physical harm may also be caused where parents/carers fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional abuse;** this is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects of the child's emotional development. It may involve conveying the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the expectations being imposed on children. It may involve frequent bullying.

**Sexual abuse;** this can involve forcing or enticing a child or young person to take part in sexual activities including prostitution, whether or not the child is aware of what is happening. It may also involve non contact activities, such as involving children in looking at, or in the production of, sexual online images or otherwise encouraging children to behave in sexually inappropriate ways.

**Neglect;** this is the persistent failure to meet the child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or

development. Neglect may occur during pregnancy is result of maternal substance abuse. Once a child is born, neglect may involve a parent care failing to provide adequately for the child's physical needs and/or protecting the charge of physical and/or emotion on danger.

It may also in include neglect of, or unresponsiveness to a child's basic emotional needs.

NKJ will ensure that all staff members with a paid or unpaid undertake training to gain basic awareness of the signs and symptoms of child abuse.

Concerns about the child or young person's safety can come to light in a variety of ways. For example;

- a child or young person alleges that abuse has taken place all that they feel unsafe;
- a third party or an anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person report an incident or incidents of alleged abuse which occurred sometime ago;
- a report is made is regarding the serious misconduct of a worker towards a child or young person.

### **Section 3 The named person or persons for child safeguarding**

NKJ has an appointed individual who is responsible for dealing with any child protection concerns. In their absence a deputy will always be available for workers to consult with. The named persons for child safeguarding within NKJ are:

**Named person for child protection: Gurpreet Dhatt**

**Mobile number: 07971573210**

**Emergency contact number: 07971573210**

**Deputy named person: Gurpreet Singh**

**Mobile number: 07595275941**

**Emergency contact number: 07595275941**

The roles and responsibilities of the named persons are;

- To ensure that all staff are aware of what they should do and to whom they should go if they are concerned that the child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/in person are acted on, clearly recorded, referred on where necessary and, followed up to ensure that issues are addressed.

- The named persons will record any reported incidents in relation to a child/in person or any breach of safeguarding policies and procedures this record will be kept in a secure place and its contents will be confidential.

#### **Section 4 Stages to follow if you're worried about a child or young person.**

NKJ recognises that it has a duty to act on reports of suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However, NKJ believes that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance staff will;

##### **Stage 1**

- Initially talk to a child/young person about what you are observing. It is okay to ask questions. For example "I've noticed that you don't seem yourself today, is everything okay?" Leading/direct question should never be used.
- Listen carefully to what the young person who is to say and take it seriously.
- Never investigate or take sole responsibility for a situation where a child/young person makes a disclosure.
- Always explain to children and young people that any information they have given will have to be shared with others;
- Notify the named person for child protection.
- Record what was said as soon as possible after any disclosure. The record will be completed by the person who receives the allegation or has the concern. This will be upon NKJ pro forma. It must be signed and dated.
- Respect confidentiality and file documents securely.

##### **Stage 2**

- The named persons will take immediate action if there is a suspicion that a child has been abused or is likely to be abused. In this situation the named person or contact the police and the NKJ's children's safeguarding board. If a referral is made direct to the NKJ's Safeguarding Board, this must be followed up in writing.
- The named persons can also seek advice and clarity about a situation that is beginning to raise concerns through the NSPCC 24-hour national child protection helpline on 0808 800 5000; through the Sikh Helpline on 0799004363 or 0845 644 0704.

**Section 5 Managing Allegations made against a member of Staff or Volunteer**

NKJ will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures;

- The worker must ensure that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangement should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).  
The named person should contact the local authority designated officer who is based at the local authority for advice on how to proceed with the immediate situation. Outside of working as the emergency duty team can give advice and/or in the event of an emergency situation, arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person can support the worker/volunteer during this process but must not complete the report for the worker/volunteer. This report must be made available on request from either the police and/or the local authority.
- Regardless of whether a police and/or social services investigation follows, NKJ will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This could involve an immediate suspension and/or ultimate dismissal depends on the nature of the incident.

**Section 6 Recording and managing confidential information.**

- There is attached to this policy in appendix 1 a pro forma for recording concerns/allegations of abuse, harm and neglect. The person who receives the allegation or who has the concern should complete the pro forma.
- All workers and volunteers of NKJ are bound by the organisation's data protection policy. This covers the commitment to manage confidential information safely, how information is stored in the circumstances in which information needs to be shared.
- NKJ believes that all children and young people have the right to confidentiality unless NKJ considers that they could be at risk of abuse and/or harm.

**Section 7 Disseminating/reviewing policies and procedures.**

NKJ, as a matter of policy, every 18 months will review their overall policies and procedures. This policy will be included in such review.

Once the review has taken place, if this policy is amended, it will be signed off by trustees/directors and/or anyone within NKJ who has overall responsibility for the service being provided.

Changes/amendments need to be clarified and shared with staff and, where appropriate and significant, these must be relayed to parents/carers. Where possible it is the policy of NKJ, those parents/carers and young people should be involved in developing policies which affect them.



**Nirvair Khalsa Jatha UK Board of Trustees  
Dated 10<sup>th</sup> January 2017**