A NEW HOPE, CUMBRIA C.I.C

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

Reviewed 11/03/2026 by Louise Ritson
Next review March 2027

Safeguarding Policy for Children and Young People Policy Statement

A NEW HOPE, CUMBRIA C.I.C acknowledges that all children and young people have the right to protection from abuse, neglect, and exploitation. Safeguarding is everybody's responsibility and doing nothing is not acceptable.

A NEW HOPE, CUMBRIA C.I.C exists to offer help, support and information to parents, children & young people. According to the United Nations Convention on the Rights of the Child (UNCRC) a child is defined as any person under the age of 18. A NEW HOPE, CUMBRIA C.I.C works with children and young people up to the age of 25. For special educational needs, the Children and Families Act 2014 defines 'young people' as aged over compulsory school age and under 25.

Whilst we have no statutory remit or role in relation to child abuse the welfare of the child is paramount. All employees/volunteers have a responsibility to pass on considered concerns in relation to the safety of a child or young person to the appropriate agency so that concerns can be assessed.

This policy applies to all staff, volunteers and Manager.

Definitions

For the purposes of this policy the following definitions will apply.

- "Child" – any person under the age of 18
- "Young Person" – any person between the ages of 18 and 25
- "Staff" "Employees" "Volunteers" – any person or persons employed in a paid or unpaid manner by A NEW HOPE, CUMBRIA C.I.C

For Safeguarding in relation to vulnerable adults please see our Safeguarding – Vulnerable Adults Policy

Concerns about the safety of a child or young person

Employees/Volunteers, as members of the public, have a duty to protect the welfare of the children in the family they support. Safeguarding is a core element of the recruitment training of all Employees/Volunteers to ensure they are aware of:

- the signs of abuse
- the appropriate procedures to follow should they have a concern about a child
- the support available to themselves

Categories of child abuse

The Children Act 1989 identifies in particular the following categories of child abuse, confirmed in the Department of Health document, 'Working Together to Safeguard Children 2018':

• ***Physical abuse*** may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill-health to a child whom they are looking after.

• ***Emotional abuse*** is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, although it may occur alone.

• ***Sexual abuse*** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact,

including penetration or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

• ***Neglect*** is the persistent failure to meet a child's basic physical and/or emotional needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic needs.

• ***Organised or multiple abuse*** may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

Note: Children whose situations do not currently fit the above categories may also be at significant risk of harm. This could include situations where another child in the household has been harmed, or the household contains a known child abuser.

Young people (16-25)

When dealing with young people A NEW HOPE, CUMBRIA C.I.C will:

- treat young people with care, respect and dignity
- listen to and help them (directly or through their parents/carers or advocates) with any issues they have in relation to their education.
- Ensure the procedures for applying the Mental Capacity Act 2005 are followed as and when necessary.
- Ensure consent forms are completed and stored for any young person wanting a parent/carer to contact us on their behalf.
- Ensure that we avoid unsupervised contact wherever possible.
- Any safeguarding concerns will be raised with the Safeguarding Officer in the first instance.

Safeguarding, the Manager responsibilities

The Manager is responsible for ensuring that the company develops effective safeguarding procedures which retain the ethos of A NEW HOPE, CUMBRIA C.I.C fit in with the local statutory procedures. The welfare of the child/young person must be paramount at all times. There will be a designated Safeguarding Director who has overall responsibility for Safeguarding concerns along with the Manager. The nominated Safeguarding Director will have knowledge of the local authority safeguarding system and be aware of each local authority's process for handling safeguarding concerns.
The Safeguarding Officer is the first point of contact for any concern, followed by the Safeguarding Lead, and any safeguarding issues will be discussed with the nominated Safeguarding Director and disseminated to the Manager if appropriate. The Nominated Safeguarding Director is Andrea Spedding, the Safeguarding Officer is Paul Larkin, and the Designated Safeguarding Lead is Louise Ritson.

Employees/volunteers responsibilities

Employees/Volunteers who, in the course of their work with A NEW HOPE, CUMBRIA C.I.C have a concern about the safety of a child/young person should immediately contact the Safeguarding Officer. If this person is not available, they should contact the named Safeguarding Lead. The A NEW HOPE, CUMBRIA C.I.C safeguarding reporting procedure and form should be used. If Employees/Volunteers have general concerns about a child that they do not feel come within the descriptions of abuse, they should discuss them with the Safeguarding Officer. The Safeguarding Officer may want to consult within the Safeguarding Lead, or with a child protection specialist who has

an agreed role within the organisation or with Social Services for advice and to clarify their views of what may be happening. Where the Employee/Volunteer cannot contact the Safeguarding Officer or Safeguarding Lead they should seek further advice from the named Safeguarding Director.

Referring on concerns to the relevant agency

If, after consideration as described above it is agreed that there is concern about the safety of a child, the Safeguarding Officer will pass on the concern to the relevant statutory agency in line with Local Authority Safeguarding procedures. Relevant information should be recorded and made available at the point of referral using the A NEW HOPE, CUMBRIA C.I.C **safeguarding reporting procedure and form**. The responsibility to investigate lies with the statutory agencies, not with A NEW HOPE, CUMBRIA C.I.C. The Safeguarding Officer should ensure that the family is aware of these concerns and how they are being dealt with unless this would put the welfare of the child in jeopardy, e.g., in the case of suspected sexual abuse. Contact with the agency should be through the Safeguarding Officer unless the degree of urgency or other factors make this impossible.

A NEW HOPE, CUMBRIA C.I.C responsibilities:

- A NEW HOPE, CUMBRIA C.I.C will communicate to all those who work with or on behalf of the organisation in either a paid or voluntary capacity, about their legal and moral responsibility to protect children/young people from harm, abuse and exploitation.
- All Employees/volunteers will be advised of their duty to report concerns that arise about a child/young person, or an individual's conduct towards a child/young person to the Safeguarding Officer.
- Copies of safeguarding policies will be provided to all potential staff, volunteers and Manager. All staff, volunteers and Manager will read and sign a copy of the safeguarding policy and any changes to the policy will be circulated as soon as possible.
- All staff/volunteers working with children, young people will be subject to enhanced DBS checks upon employment/volunteering.
- All employees/volunteers attend bi-annual Safeguarding training. This training is provided online by Cumbria Youth Alliance (CYA) and certificates are photocopied and kept on file for all volunteers and staff.
- All staff attend 1-1 supervision meetings with their line manager where safeguarding concerns can be raised and used as training opportunities.
- The Office Manager will keep up to date records of safeguarding training for all members of staff/volunteers and Manager.
- Safeguarding Officer and Safeguarding Lead will be responsible for referring any safeguarding concerns following local authority safeguarding procedures.
- A NEW HOPE, CUMBRIA C.I.C's safeguarding policies will be discussed with service users to ensure that all service users understand the implications of the policy. An up-to-date copy of the policy will be available on the website.

Support to staff and volunteers

A NEW HOPE, CUMBRIA C.I.C, through the Safeguarding Lead, will organise appropriate support for Employees and Volunteers involved in disclosing safeguarding concerns. Employees and Volunteers may also be subject to allegations of abusing children/young people. In these circumstances the Safeguarding Lead will ensure that local authority and/or Police are given assistance in pursuing any investigation. Suspension and/or the disciplinary procedure will be followed in these circumstances.

Confidentiality

Confidentiality is crucial to all our relationships - but the welfare of the child/young person is paramount. Confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child/young person.

Support, consultation, and advice networks

Recognition should be given to the impact of dealing with safeguarding issues. A NEW HOPE, CUMBRIA C.I.C will ensure that appropriate practical and emotional support is available to all involved. This may be provided by:

- the Manager who will have knowledge of local authority safeguarding processes
- external named persons who have an understanding of the impact of working with safeguarding issues.
- Online safeguarding training can be available for staff if a training need is identified.

Monitoring

A NEW HOPE, CUMBRIA C.I.C will review this policy annually and as and when necessary. Any changes to the policy will be approved by the Manager and circulated to all staff/volunteers for signing. Any safeguarding issues raised will be reported back to the Manager at the next available meeting and any changes to procedures will be disseminated to all staff and volunteers. Staff are encouraged to use 1-1 supervision meetings to raise training needs or issues relating specifically to safeguarding.

Safer Recruiting

This policy will work alongside other policies employed by A NEW HOPE, CUMBRIA C.I.C, including but not limited to.

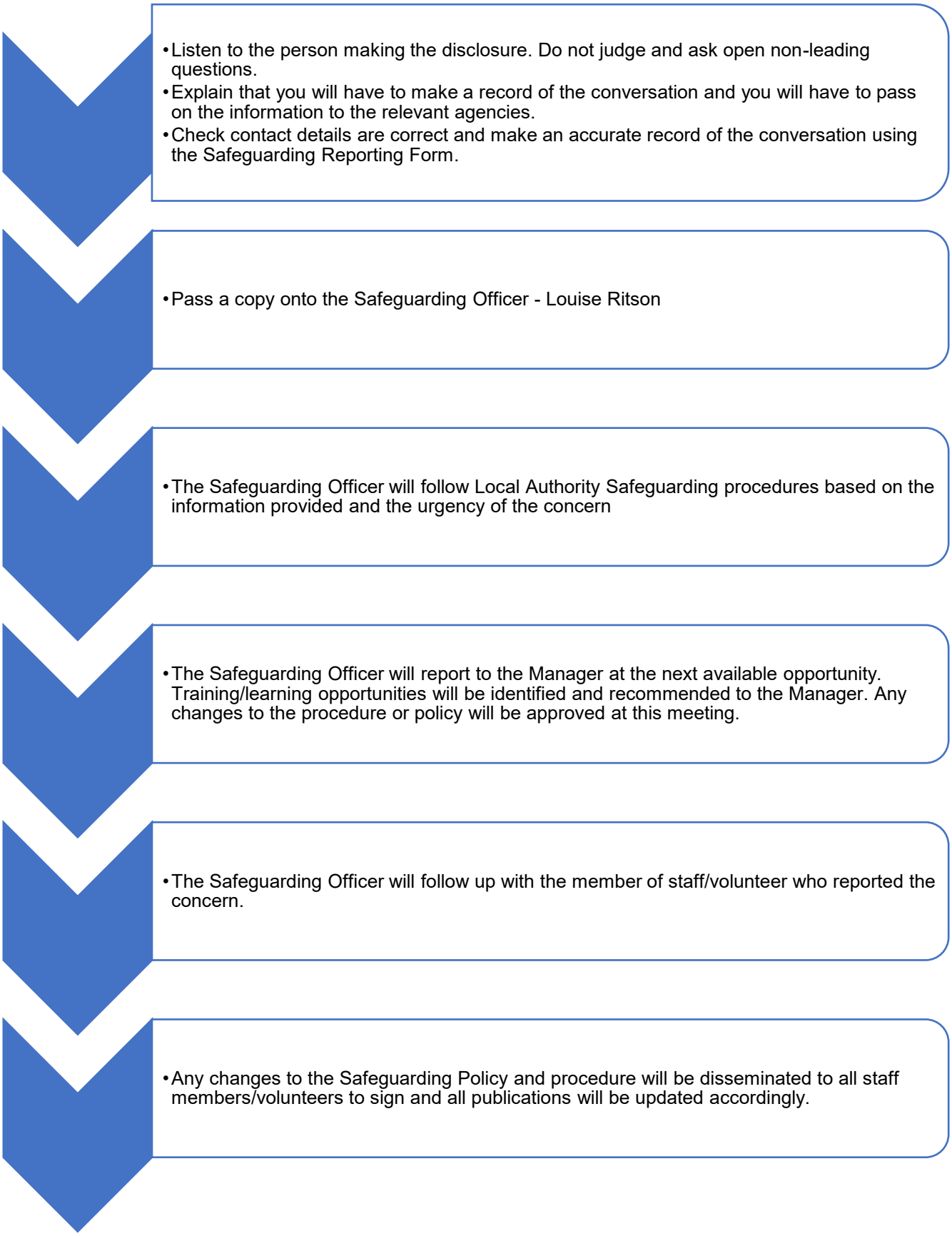
- Whistleblowing Policy
- Safer recruitment policy
- Code of Conduct
- Employee Handbook

All vacant posts will be advertised to the public to allow for a wide selection of candidates. Job adverts will include all aspects of the role and will clearly state expectations for candidates.

All job candidates must provide references which will be checked to verify suitability for the roles, as well as being expected to submit to a DBS check.

Training will be given to successful candidates in regard to safeguarding and all new employees are expected to familiarise themselves with all policies, and where they are located in the office, as well as sign documentation to signify they have read and understood all policies.

SAFEGUARDING REPORTING PROCEDURE



SAFEGUARDING REPORTING FORM

DATE: **NAME OF STAFF MEMBER WHO IDENTIFIED A CONCERN:** **NAME OF PERSON COMPLETING THIS RECORD (IF DIFFERENT):**	
NAME OF CHILD & PARENT/ CARER *(IF KNOWN)*	**CHILD/ ADULT ADDRESS:** (*IF KNOWN)*
Is this Child/Young Person on our database?	**YES/NO**
WHAT IS THE CONCERN ABOUT THIS CHILD/YOUNG PERSON? (*PLEASE INCLUDE WHEN & WHERE THE INCIDENT OCCURRED, WHAT YOU SAW/HEARD OR WHAT WAS REPORTED)*	
WHO ELSE (IF ANYONE) WAS INVOLVED & HOW?	
IF THERE WAS DIRECT CONTACT WITH THE CHILD/YOUNG PERSON WERE THERE ANY OBVIOUS SIGNS? DID THEY SAY ANYTHING?	
SIGNATURE OF REPORTING MEMBER OF STAFF:	

TO BE COMPLETED BY THE SAFEGUARDING OFFICER
WHAT ACTION HAS BEEN TAKEN? WHO HAVE YOU SPOKEN TO AND WHEN?
IS THERE A FOLLOW UP PLAN? GIVE DETAILS:
DO THE PARENTS/CARERS KNOW A CONCERN HAS BEEN IDENTIFIED?
HAS A REFERRAL TO CHILDREN'S OR ADULT SOCIAL CARE BEEN MADE? **WHEN? HOW? AND TO WHOM?**
HAS A REFERRAL TO ANY OTHER AGENCY BEEN MADE? IF SO WHICH?
HAS A FOLLOW UP BEEN CARRIED OUT WITH THE REPORTING MEMBER OF STAFF?

SAFEGUARDING OFFICERS SIGNATURE:

_____

SAFEGUARDING DIRECTOR/ MANAGER SIGNATURE:

_____

Relevant Contact Details

Safeguarding Officer
Paul Larkin
Paul.larkin64@icloud.com
07955 993303

Safeguarding Lead
Louise Ritson
Louise.newhopecumbria@gmail.co.uk
07856 154630

Safeguarding Director
Andrea Spedding
Directors.newhopecumbria@gmail.com

Early Help Officer – Allerdale and Copeland
Karen Ross
Karen.Ross@cumbria.gov.uk
07885 405708

Cumberland Safeguarding Hub – Emergency contact
0333 240 1727

Cumberland Safeguarding Hub – Out of Hours
0300 373 2724

NSPCC Helpline
help@NSPCC.org.uk
0808 800 500

Childline
0800 1111

In emergency situations call 999 and report to the police.