



Child Protection and Safeguarding Policy

1. Statement of Purpose

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- This policy aims:
 - To provide protection for the children and young people who receive Hack Oldham services, including the children of adult members or users.
 - To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm
 - recruiting staff and volunteers safely, ensuring all necessary checks are made and new staff and volunteers have read and understood this policy.
- We will seek to safeguard children and young people by valuing them, listening to and respecting them and
 - by adopting child protection guidelines through procedures and a code of conduct for staff and volunteers, and by working in partnership with children, young people, their parents, carers and their agencies.
 - sharing information about child protection and good practice with children, parents, staff and volunteers.
 - sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

- providing effective management for staff and volunteers through supervision, support and training.
- “Abuse” is defined in Annex A to this policy.

2. Legislative Framework

- The Children Act 1989 defines any child as a person under 18 years of age.
- The legal definition of a “vulnerable adult” is more complex. For the purpose of this policy this means a person aged 18 or over who has a condition of the following type:
 - a learning or physical disability
 - a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
 - a reduction in physical or mental capacity
 - This is further defined by the level of dependency that the person has on others.

3. Application and review

- This policy applies to all staff, including senior managers, volunteers and sessional workers, and anyone working on behalf of Hack Oldham.
- This policy and associated procedures will be monitored and revised as appropriate on an annual basis.
- This policy applies equally to children under 18 and vulnerable adults within the definition of this policy.

4. Good practice

- Before any activity starts, the Designated Person (or the supervisor present at the time if the Designated Person is not available) shall ensure that adequate child protection procedures are in place, as follows.

- A responsible adult must fill out a consent form for each child attending activities run by Hack Oldham
- A signing-in book must be kept of all persons on the premises (including visitors, staff members, volunteers, parents and children).
- Team members will record any unusual events on the accident form or in the daily diary, unless this includes anything confidential.
- Staff/volunteers should not be left alone with a child, although there may be exceptional instances where this is unavoidable, such as an emergency.
- All team members should treat all children with dignity and respect in their attitude, language and actions.

5. Safe working guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are examples of how to work safely in accordance with this policy:

- Ensure that children under the age of 16 are accompanied by an adult/legal guardian at all times whenever they are on the premises.
- Children aged 16 years or over may access the space without a parent or legal guardian provided Hack Oldham obtains written consent from their parent/legal guardian saying they can be in the building without a parent or legal guardian being present.
- When working with or around children always work in an open environment (for example, avoiding private or unobserved situations and encouraging open communication with no secrets).
- Maintain a safe and appropriate distance with children (for example, it is not appropriate for staff/volunteers to have an intimate relationship with a child, for there to be any intimate touching between staff/volunteers and children, or to seat children behind the counter where the volunteers work).
- Be an excellent role model, including not smoking or drinking alcohol in the company of children and not using inappropriate or offensive language within their hearing.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

- Report concerns as laid out in this policy.
- Share information appropriately with others and recognize that there are times when confidentiality is essential – verbal or written.
- Keep up to date with technical skills, qualifications and insurance.

6. Vulnerable Adults

If you believe that an adult may be a vulnerable adult as defined in this policy, report your concerns to the Designated Person immediately or to a supervisor if the Designated Person is not present. The supervisor must inform the Designated Person as soon as reasonably practicable. They may also require the suspected vulnerable person to be accompanied by an adult as per under 18s in this policy or take other action in accordance with this policy before they can continue to access the building.

After receiving such a report, the Designated Person or supervisor may (if the circumstances deem it appropriate) require the vulnerable adult to undergo an interview with the Designated Person in order to establish whether they fall within the definition of a vulnerable adult as laid out in this policy.

7. Practices to be avoided

If an emergency situation arises where any of the above situations are unavoidable, the Designated Person and your direct supervisor should be informed as soon as reasonably practicable – for example, if a child sustains an injury and needs to go to hospital, or if a parent fails to arrive to pick up a child at the end of a session. The Designated Person or the supervisor (if the Designated Person is unavailable) should also inform the child's parents as soon as reasonably practicable.

8. If you have suspicions, allegations and disclosures of abuse

- What to do if someone discloses abuse to you:
 - React calmly
 - Reassure the person that they were right to tell
 - Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.

- Don't ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the person what you will do next
- Make a full and written record of what has been said/heard as soon as possible
- See the flowcharts in the Annexes at the back of this policy.

9. Reporting abuse

If you receive information about alleged or potential abuse you must report this without delay.

All suspicions, allegations or disclosures of abuse must be reported to the Designated Person. If a Designated Person is not available then the supervisor must be told and the Designated Person informed of this as soon as reasonably practicable.

All reports will be taken seriously and responded to swiftly and appropriately in line with legislative guidance. It is not Hack Oldham's responsibility to investigate allegations of abuse - the appropriate agencies will be contacted immediately

If you have any concerns that this guidance is not being followed you must contact an alternative member of the Board of Directors.

10. The Designated Person

The Designated Person is responsible for acting as a source of advice on child protection matters, co-ordinating action within the organisation and liaising with other agencies about suspected or actual cases of child abuse.

The Designated Person(s) should be aware of the Local Safeguarding Children's Board, the multi-agency child protection procedures and the Safeguarding Manager and Development Officer, LSCB.

The role of the Designated Person is to:

- Provide information and advice on child protection matters.

- To inform social work/health board of relevant concerns about individuals children.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover as quickly as possible (e.g. within 24 hours).
- Keep relevant people within the organisation, particularly the chief executive, head or leader of the organisation, informed about any action taken and any further action required, for example, disciplinary action against a member(s) of staff.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs
- Deal with the aftermath of incident in the organisation.

11. Use of premises by other organisations

In the event of a room or rooms on the premises being used by other organisations when a child is present, the letting agreement should ensure that the hiring organisation works to approved child protection procedures and/or that those hiring the room(s) read and agree to abide by these guidelines.

12. Safe selection and recruitment

It is the responsibility of the organisation to:

- Assess what level of contact a role requires with children and vulnerable adults.
- Ensure that the core competencies required for this role are taken into consideration.
- Ensure appropriate safeguarding checks, including DBS checks, are considered when the role description is agreed.
- Check necessary identification – address, qualifications, criminal convictions
- Take up two references which request information regarding safe practices

- Require all staff and volunteers to adopt and abide by the appropriate practices and procedures outlined within this document
- Ensure staff have access to related policies and procedure

What level of DBS check is appropriate?

- Standard checks are appropriate for workers who work with children or vulnerable adults
- Enhanced DBS checks should be undertaken where there is regular close contact or lone contact with children or vulnerable adults.
- A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer, with those groups. An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.

13. Safe management

It is the responsibility of managers to:

- Ensure paid staff/ volunteers are clear about their responsibilities and your responsibilities with regard to safe practices and procedures
- Provide an induction package which includes information about this policy
- Ensure they have the necessary skills and knowledge required to be effective in their roles, through induction and ongoing development.
- Ensure that their probationary review assesses their competent application of safe practices
- Ensure that staff/ volunteers have access to other related procedures- grievance and disciplinary procedures, whistle blowing, etc.
- Provide appropriate guidance and learning opportunities
- Provide support for staff who have dealt with difficult situations when adhering to this policy.
- Ensure that all paid staff/ volunteers have access to regular support/ supervision

- Review the role, with regard to safe practices, should there be any changes to the level of contact that the paid staff/ volunteer has with vulnerable adults and children.

14. Responding to concerns about poor practice within the organisation

- As a general rule, all concerns are to be discussed with a Board member. If you are not comfortable raising these with your manager, or your concerns relate to your manager, you should raise them with another manager or directly with a Director.

15. Responding to concerns about poor practice when working with other groups/organisations

- All concerns must be discussed with your supervisor and the discussion should be recorded.
- Where necessary, managers should seek advice from the appropriate body. Where the concern involves children managers should talk to the MASH (Multi Agency Safeguarding Hub) in Oldham to clarify areas of responsibility in dealing with the concern.
- The group/ organisation should be involved in the early discussions about the course of action. This should be followed up by a clear, written summary of the information and any agreed course of action.
- This written summary should be forwarded to the appropriate safeguarding officers (LADO/ Adult Safeguarding Co-ordinator).
- Consideration should be given to holding a debriefing for Hack Oldham staff, the group and other agencies involved to reflect and 'learn lessons' to inform future situations and practice.

16. Useful contacts

If you are worried and do not feel comfortable talking to anyone from Hack Oldham, the following are useful contacts

If you are think that a child/ children may be at risk of suffering, contact:

- MASH (Multi Agency Safeguarding Hub) in Oldham 0161 770 7777
- NSPCC Child Protection Helpline on 0808 800 5000.

If you are think that a vulnerable adult may be at risk of suffering contact the MASH (Multi Agency Safeguarding Hub) in Oldham 0161 770 7777

See also the “useful contacts” in Annex G of this policy.

ANNEX A

Definition of Abuse

For the purpose of our policy “abuse” is where any boy or girl, under 18 years of age, or any vulnerable adult as defined in this policy, has suffered from, or is believed likely to be, at risk of significant risk of physical injury, neglect, emotional abuse or sexual abuse.

Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Anyone working with children or young people needs to be able to recognise the signs of abuse. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in ‘adult issues’ which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child’s wellbeing, you should report them following your organisation’s safeguarding and child protection procedures

Sexual Abuse

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

Contact abuse happens when the abuser makes physical contact with the child. Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging or forcing a child to watch or hear sexual acts
- making a child masturbate while others watch
- not taking proper measures to prevent a child being exposed to sexual activities
- by others showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.
- meeting a child following online sexual grooming with the intent of abusing them.

Child sexual abuse can involve contact abuse and non-contact abuse. It includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped. Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Physical Abuse

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Signs

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks.
- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times. If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured

Emotional Abuse

Emotional abuse involves:

- humiliating, putting down or regularly criticising a child
- shouting at or threatening a child or calling them names

- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing a child to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions
- persistently ignoring a child
- being cold and emotionally unavailable during interactions with a child
- not being positive or encouraging to a child or praising their achievements and successes.

Signs

There aren't usually any obvious physical signs of emotional abuse but you may spot changes in a child's actions or emotions. Some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development These include when they:

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

Neglect

Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- providing adequate food, clothing or shelter
- supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers)
- making sure the child receives appropriate health and/or dental care
- making sure the child receives a suitable education
- meeting the child's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Signs

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may not have lunch money or even try to steal food
- children who appear dirty or smelly
- children whose clothes are inadequate for the weather conditions
- children left alone or unsupervised for long periods or at a young age
- children who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013). Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Signs

Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships
- hang out with groups of older people
- be involved in gangs or anti-social groups
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones, which they aren't able to easily explain
- have unexplained physical injuries.

Harmful Sexual Behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards. HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Signs

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Signs

It can be difficult to tell if domestic abuse is happening, because abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

Bullying and Cyberbullying

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It includes:

- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying. Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games

- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Signs

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault. No one sign indicates for certain that a child's being bullied, but you should look out for:

- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Child trafficking

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children may be trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage

- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families. Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). The Modern Slavery Act passed in 2015 in England and Wales categorises offences of slavery, servitude, forced or compulsory labour and human trafficking.

Signs

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events.

Children who have been trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice

- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation.

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired.

Female genital mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016). FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Signs

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016). Further information about definitions and signs of abuse can be found on the NSPCC website [here](#).

ANNEX B

Child Protection Procedures

What to do if you suspect a child is being abused

If a member of Hack Oldham suspects that a child is being abused, they will seek advice from the Designated Child Protection Person. Who will help you decide what further actions should be taken.

All members of Hack Oldham are aware of, and have contact details for, the Designated Child Protection Person.

Knowing how damaging abuse is to children, it is up to the adults working with Hack Oldham to take responsibility for stopping it.

See diagrams at the back of this policy.

What we would do if a child engaging with Hack Oldham tells us about abuse

- We will aim to stay calm and be reassuring
- Find a quiet place to talk (but make sure you are not put in a position where you are alone with the child)
- Believe in what you are being told
- Listen, but do not press for information
- Inform the child that you are glad that they have told you, but you will have to share this information with other professionals who will help to keep the child safe and the information confidential
- Inform the Designated Child Protection Person for Hack Oldham
- Contact the child protection social work team and/or the police
- Seek medical advice, if required
- Complete reporting allegations or suspicions of abuse form (see appendix A & B)

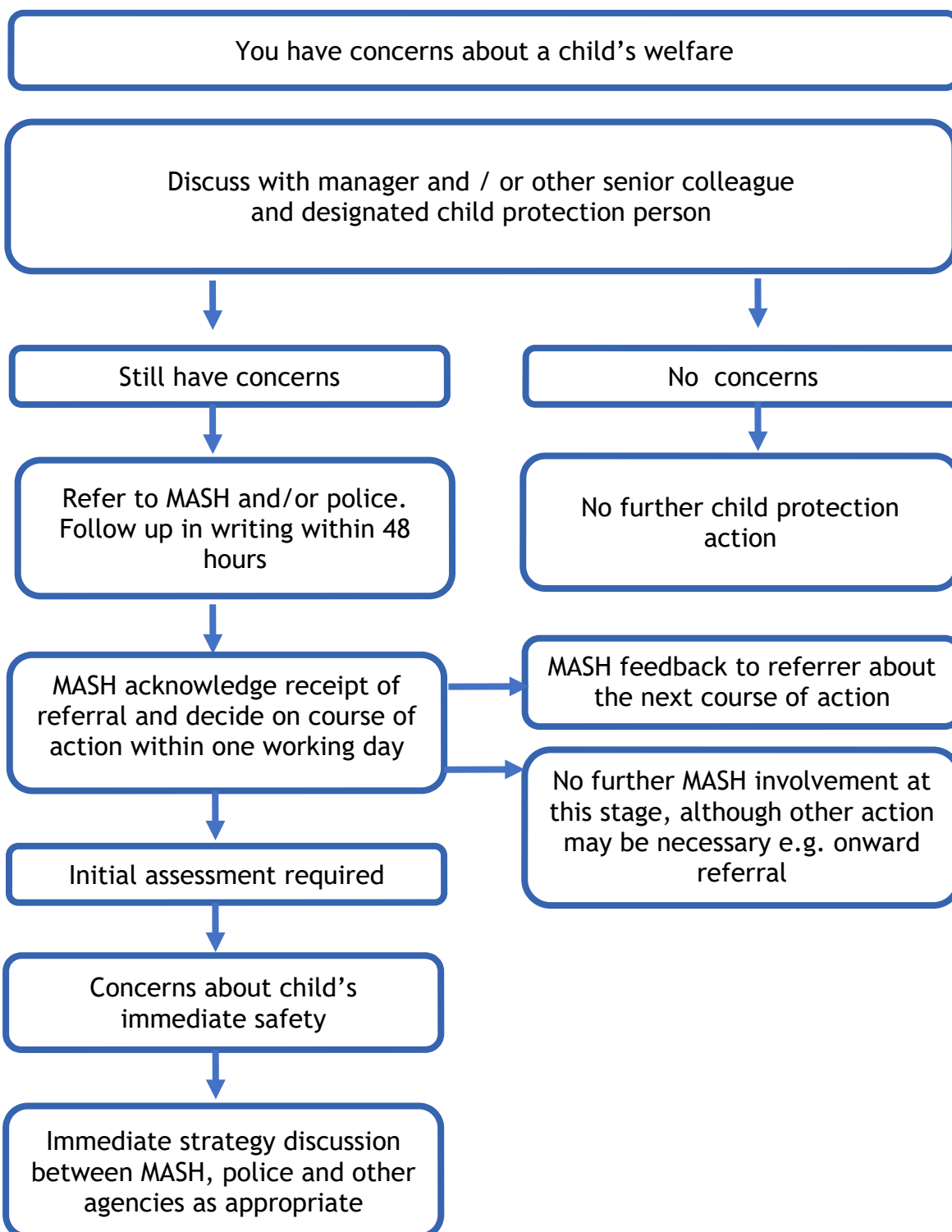
What to do if you have witnessed a child being abused

- Inform your Designated Child Protection Person
- If the Designated Person is not available inform our supervisor and then inform the Designated Person as soon as reasonably practicable.
- Contact the child protection social work team
- Seek medical advice, if required
- Complete reporting allegations or suspicions of abuse form (see appendix C and D)

Remember: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is the task for the professional child protection agencies following a referral to them of concern about a child.

Appendix C

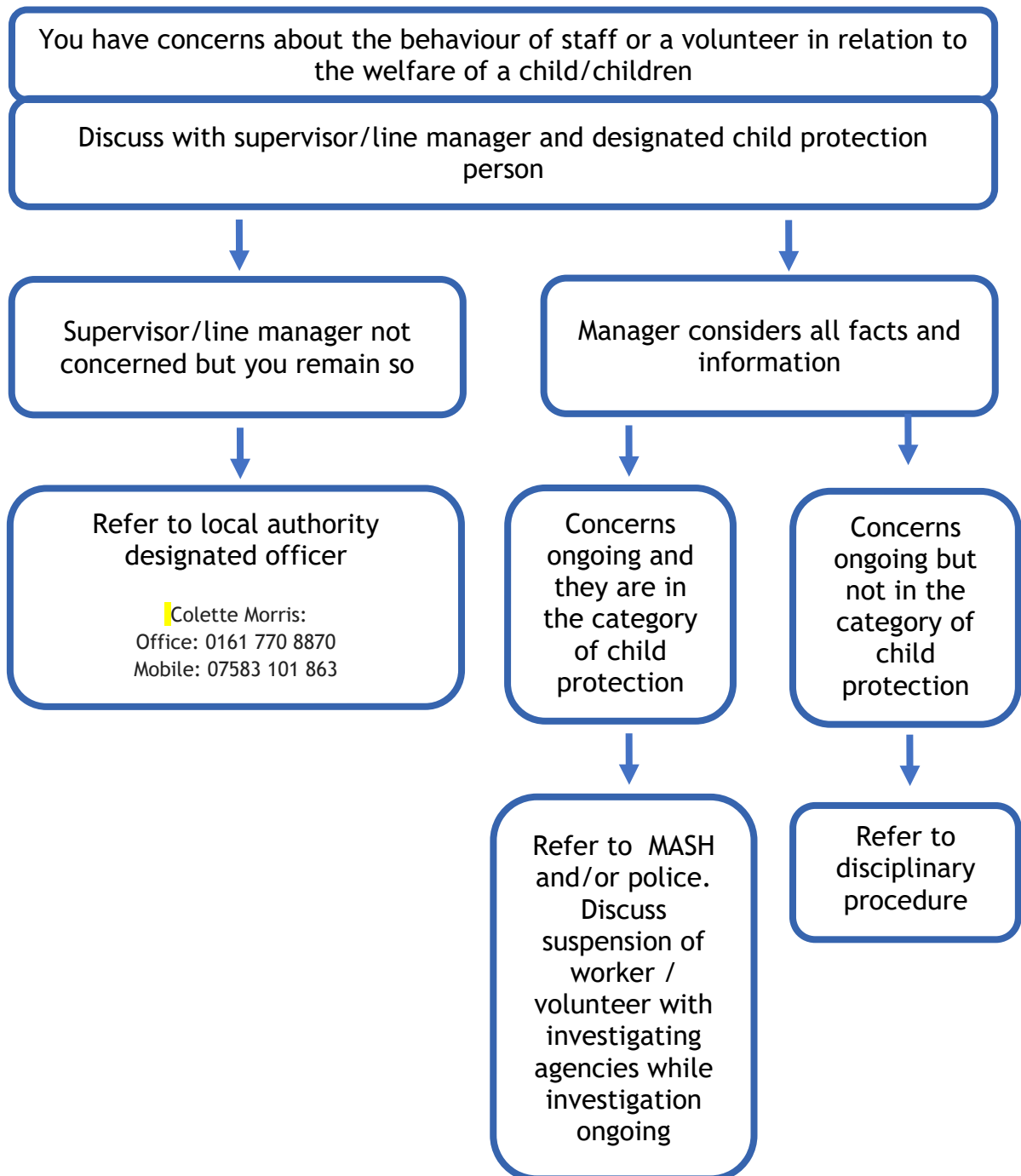
Reporting Child Protection Concerns



Any concerns should be reported promptly to the Multi Agency Safeguarding Hub (MASH).
Oldham - Email: child.mash@oldham.gov.uk; Tel: 0161 770 7777
Rochdale - Tel: 0300 303 0440/ 0300 303 8875 (out of hours)
Tameside - Tel: 0161 342 4101 or Tel: 0161 342 2222

Annex D

Reporting Child Protection concerns in relation to staff and volunteers



Any concerns in relation to staff and volunteers should be reported promptly to the local authority designated officer.

Colette Morris:, Office: 0161 770 8870, Mobile: 07583 101 863

Annex E

Responding 2: Reporting allegations or suspicions of abuse

Everyone in your organisation should be aware of the Designated Person within the organisation who should immediately and always be informed of any concerns about a child being abused:

Child Protection Designated Person Details

Name Eric Steele
Job/Role/Title: Managing Director
Address: Hack Oldham, 38-44 Yorkshire St Oldham OL1 1SE
Telephone no: 0161 627 2539
Mobile no.: 07986484232
Email address: hackoldham@mail.com

Secondary Designated Person Details:

Name Damon Spillane
Job/Role/Title: Director
Address: Hack Oldham, 38-44 Yorkshire St Oldham OL1 1SE
Telephone no: 0161 627 2539
Mobile no.: 07711094889
Email address: hackoldham@mail.com

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Appendix F

Checklist for reporting suspected abuse

Name of child:

Date of birth:

Ethnicity:

Religion:

First language:

Disability:

Any special factors:

Parent's/carer's name(s):

Home address (and phone no. if available):

Are you reporting your own concerns or passing on those of somebody else?
Give details.

Brief description of what has prompted the concerns: include dates, times etc.
of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and position.

To whom reported and date of reporting.

Signature

Date:

ANNEX G
Useful Contacts

Multi Agency Safeguarding Hub

Telephone no.: 0161 770 7777

E-mail: child.mash@oldham.gov.uk

Emergency no.

Greater Manchester Police, Oldham Police Station, Barn Street, Oldham OL1 1LR

Telephone no: 101 or 999

NSPCC

NSPCC Child Protection Helpline 0808 800 5000

Oldham Local Safeguarding Children Board Child Protection Procedures

www.oldham.gov.uk

Oldham Local Authority Designated Officer: Colette Morris:

Office: 0161 770 8870

Mobile: 07583 101 863

Rochdale Borough Safeguarding Children Board

<https://rochdalesafeguarding.com/>

Tameside Safeguarding Children's Board

www.tamesidesafeguardingchildren.org.uk

Disclosure and Barring Service

DBS Communications - PO Box 110, Liverpool, L69 3EF, United Kingdom

www.gov.uk/dbs

NSPCC Child Protection Helpline

0808 800 5000

0800 056 0566 – deaf or hard of hearing

0800 096 7719 – Asian Child Protection Helpline

help@nspcc.org.uk

The Churches' Child Protection Advisory Service, Part of PCCA

Christian Child Care PO Box 133, Swanley, Kent BR8 7UQ

www.ccpas.co.uk

www.pcca.co.uk

The Muslim Parliament of Great Britain, 109, Fulham Palace Road,

London W6 8JA.

www.muslimparliament.org.uk

Policy reviewed 15/05/24

Policy to be reviewed by 15/05/25

Reviewed by:

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