

# Safeguarding Children & Young People Policy

## Contents

Policy Statement	3
Policy Aim	3
Safeguarding Children: Designated Safeguarding Officer and Deputy	3
Why does the MCF need a Safeguarding Children Policy?	4
Treating Children With Respect	5
Celebrating Children’s Achievements	5
Rigorous Recruitment	5
Induction & Training	5
Data Protection & Confidentiality	6
Disclosures	6
Responding to Concerns	7
Dealing with Complaints / Disciplinary & Grievance Procedures	8
Record Keeping	9
Policy Date	9
References	10
Appendix 1: Recognising Abuse	11



# Policy Statement

'Children are individuals whose rights, needs and welfare are paramount.'

Children Act 1989

The MCF recognises that the welfare of all children is paramount and that all children and young people, regardless of ability or culture, have equal rights of protection. MCF has a duty of care and will do everything it can to provide a safe and caring environment to ensure their safety.

# Policy Aim

As a member of SAFE, the MCF aims at all times to be guided by SAFE standards where applicable in all our activities with children, young people, their families and/or carers. The MCF will achieve this by adhering strictly to this policy.

# Safeguarding Children: Designated Safeguarding Officer and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging.

## The MCF Designated Safeguarding Officer (DSO) for Child Safeguarding is:

Name: Julia Young

Contact details: 07979 860263

## The MCF deputy is:

Name: Sam Maddocks

Contact details: 07771 686038

Their role is to oversee and ensure that the MCF Safeguarding Children and Young People policy is fully implemented and that the MCF is guided by SAFE standards where applicable. This includes ensuring all relevant staff receive child protection training as appropriate. The deputy will be available to support or cover for the DSO. She will also handle any complaints or allegations against the DSO if appropriate.

These details will be made available to all adults, children and parents/carers by training and to staff via the handbook, information displayed in offices and induction information.



## Why does the MCF need a Safeguarding Children Policy?

The five main outcomes for children as detailed in “Every Child Matters” agenda 2003 and subsequent Children Act 2004 are:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

In March 2015 the Government published its latest guidance, Working Together to Safeguard Children. This is clear in stating that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

The guidance states that all organisations should:

- Be clear about people’s responsibilities and accountability
- Have a culture of listening to children
- Have safe recruitment practices for all staff and volunteers working with children & young people
- Have procedures for safeguarding children and young people
- Have procedures for dealing with allegations against, and concerns about, staff & volunteers
- make sure relevant staff have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

The two key principles of ‘Working Together to Safeguard Children 2015’ are:

- 1) Safeguarding is everyone’s responsibility; for services to be effective each professional and organisation should play their full part

and



- 2) There must be a child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children

“No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs” (Equality and Diversity Act 2015).

**Remember :Consultation should not delay a referral. It is everyone’s duty, if they have an immediate concern about a child’s welfare, to report their concerns without delay. In an emergency dial 999 or contact children’s services at the local authority where they or the child resides.**

## Treating Children with Respect

The MCF will endeavour to treat all children and young people with respect, regardless of ability or culture.

The MCF will also circulate and make available by training, a staff handbook, information placed in staff areas, induction information, our Fair Collection statement 2018, complaints procedures, allegations and whistleblowing statements and disciplinary and grievance procedures.

## Celebrating Children’s Achievements

The MCF positively encourages all children and young people to succeed and celebrate their achievements by:

- 3) Awards/publicity/praise etc
- 4) The MCF is particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

## Rigorous Recruitment

The MCF is guided by the SAFEcic guidelines for recruiting all staff, paid or unpaid.

The MCF always takes up two written references and insists that any appointment, where staff have direct, sustained, regular and/or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level.

At interview the MCF has sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.



# Induction & Training

The MCF has a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures. All new staff sign to record they have received and understand the Safeguarding Policy. Those with direct contact with children and young people will receive appropriate child safeguarding training within three months of appointment.

# Data Protection and Confidentiality

The MCF has a clear Privacy Policy in accordance with GDPR 2018. This is on our website and is available to all adults, children, parents and carers. Staff are trained on GDPR 2018 requirements and a MCF GDPR 2018 policy is included in the staff handbook and in induction information.

The MCF fully endorses the principle that the welfare of children and young people overrides any obligations of confidence it may hold to others. Individual cases will only be shared or discussed on a "need to know" basis. Anyone in the organisation may refer directly to either children's social care or the police (CQC and Ofsted as relevant) if they are concerned that a child is at risk of harm and this policy is not being adhered to. All media enquiries will be handled by Chief Operating Officer, Mr Les Hutchinson

# Disclosures

A disclosure may be made verbally or through play or through the behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the DSO/ deputy for child safeguarding.

You may become aware of suspected or likely abuse by:

- 5) Your own observations and concerns
- 6) Being told by another person that they have concerns about a child
- 7) The child tells you
- 8) The abuser tells you

Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adults e.g.



- 9) Domestic violence incidents
- 10) Mental health issues
- 11) Substance abuse Incidents

Other concerns may be:

- 12) Children living away from home or gone missing
- 13) Peer abuse including bullying/cyber bullying
- 14) Race and racism
- 15) Violent extremism
- 16) Sexual exploitation
- 17) Female genital mutilation
- 18) Forced marriage
- 19) Concealed pregnancy
- 20) Child trafficking
- 21) eSafety

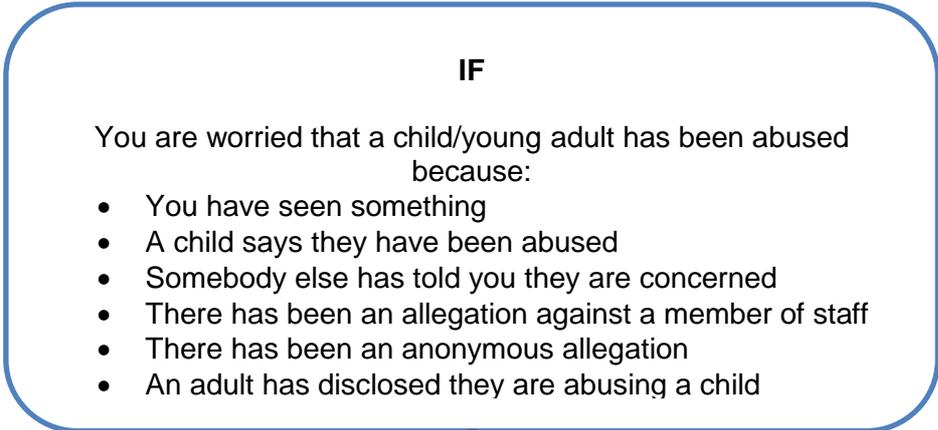
Remember:

- 22) Do not delay
- 23) Do not investigate
- 24) Seek advice from the DSO/deputy
- 25) Make careful recording of anything you observe or are told

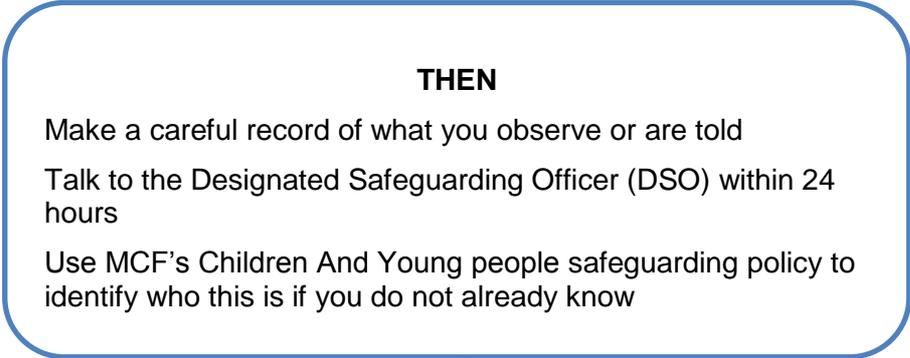
## Responding to Concerns

The MCF ensures and emphasise that everyone in the organisation understands and knows how to share any concerns immediately with the DSO and deputy. This is done by training, through information contained in the staff handbook and via induction information. Everyone, including both the DSO and deputy for child safeguarding, will deal with concerns using the following system:





**Remember :**  
**Consultation**  
**should not**  
**delay a**  
**referral. In an**  
**emergency**  
**dial 999**



**Complaints / Disciplinary & Grievance Procedures**

The MCF has clear policies about handling allegations, dealing with complaints and its own disciplinary and grievance procedures and these details will be made available to all adults, children, parents and carers as necessary.

The MCF is mindful that these three procedures may confuse the next appropriate steps to take. It is clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, the MCF will discuss the situation with children's social care services before making an open decision about the best way forward.

It is the responsibility of the DSO and/or deputy to ensure that these procedures are rigorously adhered to. In the case that the DSO is implicated, the deputy should be informed.



In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact children's social care services direct. If any serious incident or allegation against the MCF is levied, then it is the duty of the CEO to inform the Charity Commission.

Children's social care services will manage any investigations, overseen by the Local Authority Designated Officer in accordance with Local Safeguarding Children Board (SCB) procedures. These are available on the SCB website.

With regards to disciplinary and grievance procedures, the MCF is very clear that it will take no steps until it has fully discussed and agreed a strategy with the LADO children's social care services and/or the police. Any investigation will override the need to implement any such procedures. MCF management is responsible for making referrals to the Disclosure & Barring Service (DBS), and the relevant professional bodies of an individual who does or may pose a danger to children and young people. Other organisations will liaise with their LADO and local agencies if such a referral needs to be made.

### Record Keeping

All records will be securely kept in a designated folder. Only the DSO/deputy and those with authority to do so will have access and records will only be kept as long as necessary.

If a significant incident is recorded it will include any known details of the child/children or young people involved e.g. name, address, date of birth etc. All records will be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record. Date and time these records.

### Policy Date

This policy was agreed on 31 March 2016 and will be reviewed annually or when there are substantial organisational changes/changes in legislation.

Policy Reviewed by:

J. Young and S. Maddocks on 18 June 2018

Signed DSO: *Julia Young*

Date: 30 June 2018



Next review date 30 June 2019

A separate record for staff signatures will be maintained to evidence they have seen and understand this policy

## References

All references can be found in the reference section at [www.safecic.co.uk](http://www.safecic.co.uk)



# Appendix 1: Recognising Abuse

## Physical

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

## Emotional

Emotional abuse is the persistent emotional maltreatment 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may occur alone. It may feature age or developmentally inappropriate expectations being imposed on children.

## Sexual

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



# Neglect

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- 26) Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- 27) Protect a child from physical and emotional harm or danger
- 28) Ensure adequate supervision (including the use of inadequate care-givers)
- 29) Ensure access to appropriate medical care or treatment.

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





**Masonic**  
Charitable Foundation

**For Freemasons, for families, for everyone**

60 Great Queen Street | London | WC2B 5AZ | Tel: 020 3146 3333 | [info@mcf.org.uk](mailto:info@mcf.org.uk)  
[www.mcf.org.uk](http://www.mcf.org.uk)

Registered charity number 1164703.  
A company limited by guarantee, registered in England and Wales number 09751836.

