

# EMMA HALL CHILD PROTECTION POLICY

## INTRODUCTION:

This document is the Child Protection Policy for Emma Hall, which must be followed by all user groups and the management committee, and followed and promoted by those in the position of leadership within each user group.

Some groups using the Emma Hall will have their own Child Protection Policy, however we recognize that other groups will not have a policy, and we therefore expect those groups to read and accept this policy

### 1. AIMS

- The purpose of this policy is to outline the duties and responsibilities of the Management Committee, staff, volunteers and all user groups at Emma Hall in relation to Safeguarding Children.
- All children have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

### 2. OBJECTIVES

- To explain the responsibilities the Management Committee and all user groups have in respect of child protection.
- To provide all user groups with an overview of child protection.
- To provide a clear procedure that will be implemented where child protection issues arise.

### 3. CONTEXT

- A child is defined as any individual up to the age of 18 years
- The purpose of this policy is to make sure that the actions of any adult within each user group are transparent and that they safeguard and promote the welfare of all young people.
- This document is written in accordance with Gateshead Safeguarding Children Partnership and the following key legislation :-
  - A summary of key national legislation - <https://learning.nspcc.org.uk/child-protection-system/England/>
  - Working together to safeguard children (2023), visit <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
  - What to do if you're worried a child is being abused, visit <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
  - A summary of key national legislation - <https://learning.nspcc.org.uk/child-protection-system/England/>
  - Working together to safeguard children (2026), visit <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
    - What to do if you're worried a child is being abused, visit <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

## ***Commitments upon which the Child Protection Policy is based.***

### **Emma Hall believes that:**

- children and young people should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them.
- appointing a Designated Safeguarding Lead for children and young people's safeguarding.
- adopting child protection and safeguarding best practice through our policies and procedures.
- ensuring that all trustees, volunteers are familiar with this policy and associated procedures.
- having a copy of this document available to all trustees, volunteers and service users who attend our activities.
- providing effective management for volunteers through support so that all volunteers know about and follow our policies and procedures confidently and competently.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against trustees or volunteers appropriately.
- building a safeguarding culture where trustees, volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## **4. TYPES OF ABUSE OR NEGLECT**

Abuse or neglect of a child is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

### **• Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, 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. This situation is commonly described using terms such as, Fabricated and Induced Illness (FII) fabricated illness by proxy or Munchausen Syndrome by proxy.

- **Emotional Abuse**

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 in so far 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 though it may occur alone.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening or not. The activities may involve physical contact, including penetrative (e.g. rape or buggery) 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**

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

As an organization, we must be alert to other examples of abuse:-

**Prevent** – recruit or promote terrorism

**Female Genital Mutilation** - female genitals are altered or removed (immediate referral to police)

**Child Sexual Exploitation** – child goes missing for periods of time, returns late, skips school, unexplained gifts, health problems (sexually transmitted disease), mood swings, changes in temperament, using drugs alcohol, inappropriate sexual behaviour, unexplained physical harm e.g. burns, bruises

**Honour Based Violence** – physical harm (kicking, beating), forced marriage, abandonment, forced suicide

For more information on these please seek the NSPCC website at:  
<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

\*Children and young people with additional needs SEND can face additional safeguarding challenges

## **Recognising Signs of Abuse**

It is not always easy to recognise signs of abuse, but it is important for you to have some idea about some of the signs to look out for when you're concerned about a child.

Some common signs that there may be something concerning happening in a child's life include:

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Lacking social skills and having few friends, if any
- Poor bond or relationship with a parent
- Knowledge of adult issues inappropriate for their age
- Always choosing to wear clothes which cover their body

For more information visit:

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

Individuals within the user groups need to be alert to the potential abuse of children both within their families and from other sources including abuse by members of that organisation.

Each Leader should know how to recognise and act upon indicators of abuse or potential abuse involving children.

### **What to do if children talk to you about abuse or neglect**

A child may seek you out to share information about abuse or neglect or talk individually or in groups when you are present. In these situations, you must:

- Respond in a way appropriate to the child's age and understanding.
- Reassure the child or young person concerned; abuse is not their fault.
- Listen to what they are saying.
- Record what you have been told or have witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell the child or young person that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions.
- Do not promise to keep it a secret.

## 5. Making a referral

- Everyone should refer concerns to the safeguarding lead (unless they don't feel comfortable or able to in which case it should be referred to Gateshead Children's Social Care).
- The safeguarding lead will then make the decision whether to refer the issue to Children's Social Care or not (based on their training). If unsure they can consult the NSCPP helpline (0808 800 5000) or Children's Social Care.

In general a good process to follow is:

### 1 Raising a concern

If you are concerned about a situation you should refer the matter immediately to Emma Hall's named person. **Helen Biggs 0191 4136061** The concern should be written down and if further investigation is necessary the named person will refer the matter to children's social care.

### 2. Making a referral

If you think a child or young person is being abused Emma Hall's named person should make a referral to children's social care.

0191 433 2653 (office hours: Monday - Thursday 9am - 5pm and Friday 9am - 4.30pm)

0191 477 0844 (out of hours, at night, at weekends and bank holidays)

Or refer via this link: [Worried about a child? - Gateshead Council](#)

- **Immediate Action to Ensure Safety**

Immediate action may be necessary if a child is in danger now, immediately.

- If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

## 6. Recruitment, Selection and Training of Staff and Volunteers

All volunteers/ staff working with children must have suitable DBS in place. This will be checked at the time of booking.

The safeguarding regulations of the Vulnerable Groups Act 2006 came into effect from October 2009 and are in the Protection of Freedoms Act 2012.

In accordance with its duties under the Act, if Emma Hall dismisses or moves an employee/ volunteer because they have harmed a child or adult (or would have dismissed or moved them if the person had not left), Emma Hall will notify the Disclosure and Barring Service (DBS). The DBS process and referral form will be used.

DBS referral form and guidance: <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Emma Hall will provide effective management for volunteers through induction, support and training.

All personnel, through this document and a chosen local authority e-learning course, will receive information and basic training in safe conduct and what to do if they have concerns about a child or young person, where to get advice and what to do if no-one seems to have taken their concerns seriously.

The trustees, who have any contact with children, will be required to complete safeguarding training every 3 years.

## 7. CONFIDENTIALITY

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Emma Hall is committed to maintaining confidentiality wherever possible and information about safeguarding children and young people or child protection should be shared securely only with those who need to have it. The decision on whether to share information or not, and the reasons for the decision will be recorded in writing.

All allegations and concerns should be recorded. The information should be factual and not based on opinions. It should record what the person tells you and what you have seen and should record witnesses if appropriate.

The information should be factual and not based on opinions, record what the person tells you, what you have seen, and record witnesses if appropriate. The information that is recorded will be kept secure and will comply with data protection. For further information, please see Emma Hall's GDPR policy

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information."

We are committed to reviewing our policy and good practice annually.

**Policy approved:** .....Yes at AGM Sep 2025.....HBiggs AAshburner

**Review date:** .....Sep 2026.....