

Coram's Fields Safeguarding Policy

Section 1 - Introduction and Policy statement

Coram's Fields has since 1936, existed to provide a safe haven for children and young people in London, with a particular focus on those living in the surrounding communities of King's Cross, Holborn and Bloomsbury. Our seven-acre site and range of services for 0-19 years, provide essential opportunities for children and young people to explore, learn and develop. As an organisation, we are committed to delivering the highest standards of care for our young people, fundamental to which, is our commitment to the safeguarding and protection of young people across all areas of our work. We believe that a child or young person should never experience abuse of any kind, and that it is our responsibility to promote the welfare of all children and young people in our care, through the entrenching of strong values and best practice.

This policy provides an overview of the organisation's approach to safeguarding young people, identifying key risks, and the principle ways in which we seek to minimise these through our day to day management of the organisation. This policy should be read in conjunction with other related policies and procedures, each designed to address specific risks.

The intention of this and supporting policies and procedures, is to focus not only on the areas of high risk but to ensure that through effective dissemination, appropriate training and excellent leadership, we are able to embed a culture of awareness that runs throughout the organisation, and not solely those that work directly with young people.

This policy therefore applies to all those with a role to play in safeguarding young people at Coram's Fields including: paid staff (f/t/, p/t, freelance and agency), volunteers and the Board of Trustees. In addition to this, we recognise the critical role of our users and their contribution in supporting the safeguarding of young people across our park and services. We therefore welcome users reading this policy, so that they can support our efforts in making Coram's Fields one of the safest places for young people to visit in London.

Section 2 - Key features of organisation

The unique nature of our site means that adults are only permitted to enter if accompanied by a child. This policy, put in place soon after our inception in 1936, demonstrates our commitment to providing a safe space for children and young people, however, it is only one way in which we seek to safeguard those that we work with.

Coram's Fields' work is delivered through two principal mechanisms:

- (i) The provision of seven acres of open access, free to use space, comprising:
 - **Park, playground and key features (0-16 years)** – Provision of over four acres of space at the front of the site, combining structured play opportunities including multiple sand pits, adventure play areas, a basketball/netball court; alongside free play opportunities, including two large lawns and water play.

- **Sports Facilities** – The provision of three, 3G, eight-a-side, football pitches and changing rooms, located on approximately three acres of land at the rear of the site (self-contained) providing structured and free play sporting opportunities for young people up to and including the age of 19. The pitches are also hired out commercially for adults.
- **Animal area** – Situated in the main park, the provision of a city farm, inhabited by a small stock of animals including, goats, chickens, birds and rabbits.
- **Wildlife Garden** – The provision of a large wildlife garden, providing led and self-led educational opportunities for young people. Key features of which include, two small ponds, numerous planted areas and a number of bee hives.

(ii) The delivery of a range of services for young people. These comprise of:

- **Early Years' Service (0-5 years)** – Provision of a Nursery for 2-5-year olds and an Under 5s Drop In Centre.
- **Out of School Club (4-12 years)** – Provision of child care after school and during the school holidays, delivered from our Band Room and Guide Hall.
- **Sports Programme (4-19 years)** – Provision of after school and holiday sports programmes, delivered principally from our sports pitches/courts.
- **Youth Programme (9-19 years)** – Provision of a range of open access and targeted support for young people, delivered from our three-storey youth centre.
- **Community Events (all ages)** – The provision of a wide range of community events, delivered as part of the above services, and in collaboration with a range of community partners.

Section 3 - Understanding Risk

The nature of our site and its usage, the breadth of services that we deliver and the age range of young people that we work with, means that there are often multiple considerations when addressing safeguarding risks.

Whilst not exhaustive, the following are considered to be the principal safeguarding risks that Coram's Fields needs to recognise and manage:

- **Open site** – Whilst adults are only permitted to enter the main park with a child, our site is easy to access and has no security at the point of entry. Whilst every effort is made to promptly remove unaccompanied adults, including a responsibility on all staff to challenge those without children, it is difficult to remove this risk in its entirety.
- **Health and Safety** – There are multiple facilities and provisions across the site that, if not managed and maintained well, present significant risks to the health and safety of those using the park. These range from physical injury caused by faulty play equipment, to the spread of disease from animals in our farm to park users.
- **Trusted Individuals** – As a park dedicated to children and young people, we see high volumes of parents, carers and other trusted individuals access the park. Considering that

perpetrators of harm to children and young people are often those that are known to the child, this presents a significant but often indiscernible risk.

- **Relationships between Staff and Young People** – Fundamental to the success of our services, is the building of trusting and honest relationships between staff and young people. The balance of such relationships needs to be very carefully managed, as does the information that staff may find themselves in receipt of, as a result of the trust that is in place.
- **Young People who may present challenging behaviour** – Inherent within the nature of our work, is the provision of support to young people with (often complex) personal and social needs. Some of these individuals may at times exhibit behaviour that puts other users at risk.
- **Hire of Facilities** – The hire of our facilities sees a range of commercial and community events delivered on site, each hire bringing its own potential risks. The hire of space to adults presents the most obvious risk. However, of equal consideration is the hire of space to groups working with children and young people, where we have limited oversight of the quality of the work being delivered or the safeguarding measures that are in place.
- **Hire of Football Pitches** – The hire of our pitches to adults means that at key points in the day, our football pitches are not exclusively used by young people. This presents a number of risks including but not limited to; the dual use of toilets/changing rooms, appropriateness of language/discussions and the physical risk of harm as a result of adults and young people playing alongside one another.
- **Free Play** – The free use of our pitches for young people up to the age of 19 years, whilst providing equality of access for all young people, also presents a number of risks, as a result of the lack of structure that is in place. These include; the risk of conflict between groups and the monopolisation of the space by more dominant groups.
- **IT and Digital Communications** – The common use of IT and digital communications by young people both independently and through our services, presents a number of potential risks ranging from cyberbullying to grooming.

Section 4 - Coram's Fields Safeguarding Values

- The welfare of the child is paramount as enshrined in the Children's Act 1989. It is essential that all staff, volunteers and Board members understand, and are committed to their role in safeguarding and promoting the welfare of children and young people.
- All children and young people, 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.
- Some children we may support directly through our services are additionally vulnerable as a result of the impact of previous experiences on them, the complexity of their needs and their level of dependency.

- Fundamental to our work in safeguarding children and young people, is effective collaboration and joined up working with a range of statutory and voluntary sector partners.

Section 5 - Keeping children and young people safe

Coram's Fields will seek to keep children and young people safe in the following ways:

- **Organisational Safeguarding Structure** – The provision of a robust safeguarding structure that includes: the appointment of Safeguarding Leads for children and young people and a Board Safeguarding Lead.
- **Clear Policies and Procedures** – The development and regular review of policies, procedures and risk assessments to mitigate known safeguarding risks. Managing the implementation of these through effective dissemination to staff, the Board and volunteers and ensuring that they are clearly understood and observed.
- **Recruitment and Training** – Establishment of robust procedures for recruiting, training and supervising staff, volunteers and trustees, to ensure that only those suitable to work with children and young people are employed by the organisation, and that all personnel have relevant and up to date knowledge of safeguarding practice. This includes but is not limited to ensuring that staff and volunteers have up to date DBS checks in place and where appropriate, are registered with the DBS tracking service.
- **Creating a Safe Physical Environment** – Ensuring that our site is managed and maintained to the highest of standards. Seeking to go beyond basic compliance and protocols, to ensure that Coram's Fields as a park and through its services, provides the safest and most secure location for children and young people.
- **Partnership and Multi-Agency Working** – Working closely with a range of statutory and voluntary sector partners, to ensure that safeguarding concerns are identified early, that information is effectively and appropriately shared, and that a collaborative approach to addressing safeguarding concerns is in place.
- **Data Sharing** – Ensuring that all personal information regarding children and young people, is recorded and stored safely and securely. And that through the effective application of our safeguarding policies and procedures, an appropriate degree of information is shared with relevant agencies, parents and the wider family, with consent in place where necessary.

Section 6 - Key roles/functions within organisation

There are several key individuals and groups within Coram's Fields who support the work of the organisation in minimising the risks to those young people that we work with. Details of these, and their core responsibilities can be found below;

Role	Name(s)	Responsibilities
Safeguarding Leads	Stuart Woods, Heng Khoo, Carole Perry	Lead responsibility for dealing with safeguarding issues and providing support to Designated Safeguarding Officers (DSOs). Includes providing information, advice and support, as well as ensuring that regular training is

		scheduled and that information from local agencies is shared. Responsible for notifying the Board Safeguarding Lead in the event of any allegations of harm or inappropriate behaviour against staff, volunteers and trustees.
Designated Safeguarding Officers (DSOs)	Naz Deen, Daniel Jourdan, Kate Gardner, Zoie Scriven and Noel Lyons, Edel Maher, Francis Felix	Responsible for dealing with safeguarding concerns raised by others, or as a result of their own concerns regarding a young person. Liaising with the Safeguarding Leads, including where there are allegations against staff, volunteers and trustees. Liaising with relevant agencies where appropriate about any concerns.
Board Safeguarding Lead	Deirdre Carty (Vice Chair)	Responsible for leading on all safeguarding matters 'reportable' to the Board. These relate to serious safeguarding concerns including those relating to allegations against staff members or volunteers. They will also be kept aware of all safeguarding matters that may escalate to a more serious level, such as ongoing involvement in cases held by social services.

Section 7 - Key contacts

The following list of external organisations provide a range of support for staff, volunteers and the Board when dealing with safeguarding concerns;

Organisation Name	Contact Details	Purpose and Role
Camden Multi-Agency Safeguarding Hub (MASH)	T: 020 7974 3317 (9am to 5pm) T: 020 7974 4444 (24hr service) E: LBCMASHadmin@camden.gov.uk Secure E: LBCMASHadmin@camden.gov.uk.cism.net	Initial contact whenever there are concerns about a child, acts as a central point of information from other agencies
Camden Emergency Duty Team (Social Services)	T: 020 7974 4444	First contact when a social worker is required in an emergency that cannot safely wait until the next working day
Camden Local Safeguarding Board (LSCB)	Bodil Mlynarska Child Protection Lead Officer and Local Authority Designated officer (LADO) T: 020 7974 6999 E: bodil.mlynarska@camden.gov.uk	Co-ordinates safeguarding work by all agencies and monitors the effectiveness of child protection work across Camden
Camden Looked After Children's Service (LAC)	T: 020 7974 2217 or 020 7974 2218 T: 020 7974 4444 (Out of Hours)	Providing a specialist team of social workers working with children in care in Camden
Camden & Islington Child Abuse Investigation Team	DI Anthony McKeown or DS Steve Meeke T: 020 78733 4286 (Mon-Friday 8am to 8pm & Sat and Sun 8am to 4pm)	Investigates criminal allegations of intra-familial child abuse, those perpetrated by a carer or a worker in a child focussed environment, parental abduction and sudden and unexpected deaths in infants under the age of two years
Camden & Islington Sapphire Unit (part of the Met Police)	T: 101	Primary role is the investigation of rapes and other serious sexual violence

NSPCC (National Society for the Prevention of Cruelty to Children)	Helpline/Textline: 0808 800 5000/88858 (24hr) E: help@nspcc.org.uk	Leading national charity fighting to end child abuse in the UK providing resources, training and advocacy
Voluntary Action Camden (VAC)	Asha-Kin Duale, Community Partnership Advisor T: 020 7284 6575	Umbrella body for all voluntary organisations based in Camden providing training and resources
CEOP (Child Exploitation and On-line Protection Centre)	T: 08700 000 3344 W: www.ceop.gov.uk	Protects children from harm online and offline, working with child protection partners to identify the main threats to children and co-ordinates activity against these threats
Department for Education Prevent Helpline for Schools and Parents	T: 020 7340 7264 (non-emergency) E: counter.extremism@education.gsi.gov.uk	Providing guidance and support in identifying children who may be vulnerable to radicalisation
The National Bullying Helpline	T: 0845 22 55 787	Advice centre specialising in conflict whether that may be in the home, the community, the school or workplace

Section 8 - Reporting Concerns

A comprehensive procedure on understanding and reporting safeguarding concerns can be found in our 'Understanding and Reporting Safeguarding Concerns' procedure. It is recommended that all staff and volunteers familiarise themselves with these procedures. Below (Appendix 1) you will find a short summary of how to respond to safeguarding concerns.

Section 9 - Other policies and procedures

This policy should be read alongside a number of supporting policies and procedures that, when combined, provide a comprehensive understanding of the safeguarding risks to which we are exposed, and our approach to addressing these:

- Understanding and Reporting Safeguarding Concerns Procedure
- Whistleblowing Policy
- Data Protection Policy
- Equality and Diversity Policy
- Recruitment Policy
- Accident Policy
- Administration and Storage of Medicine Policy
- Child Sickness Policy
- Behaviour Management Policy
- Inclusion Policy
- Use of Mobile Phones and Cameras Policy
- Anti-Bullying policy

Section 10 - Legal framework and guidance

This policy and accompanying policies and procedures have been drawn up on the basis of law and guidance that seeks to protect children and young people. These include:

- Children Act 1989 and 2004
- United Convention of the Rights of the Child 1991
- Data Protection Act 1989
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice 0 to 25 years
- Information sharing (HM Government 2015): Advice for practitioners providing safeguarding services to children, young people, parents and carers
- Working together to safeguard children (HM Government 2015); a guide to inter agency working to safeguard and promote the welfare of children
- What to do if you're worried a child is being abused (HM Government 2015) – Advice for practitioners
- Child abuse and neglect (NICE guidelines 2017)
- Female Genital Mutilation – Risk and Safeguarding, Guidance for professionals (Department for Health - 2016)

Section 11 – Review

This policy and all of the policies and procedures referred to, will be reviewed as a minimum on an annual basis by the safeguarding leads and at least every three years by the Board. They will also be reviewed in the event of any change in relevant legislation or government policy. Any amendments to this policy require the approval of the Board.

Approved by the Board:	22-02-2018
Next review (internal):	22-02-2019
Next review by the Board:	22-02-2021

Appendix 1 – Responding to and reporting concerns

When a concern arises regarding the welfare of a child, it is imperative that action is taken swiftly:

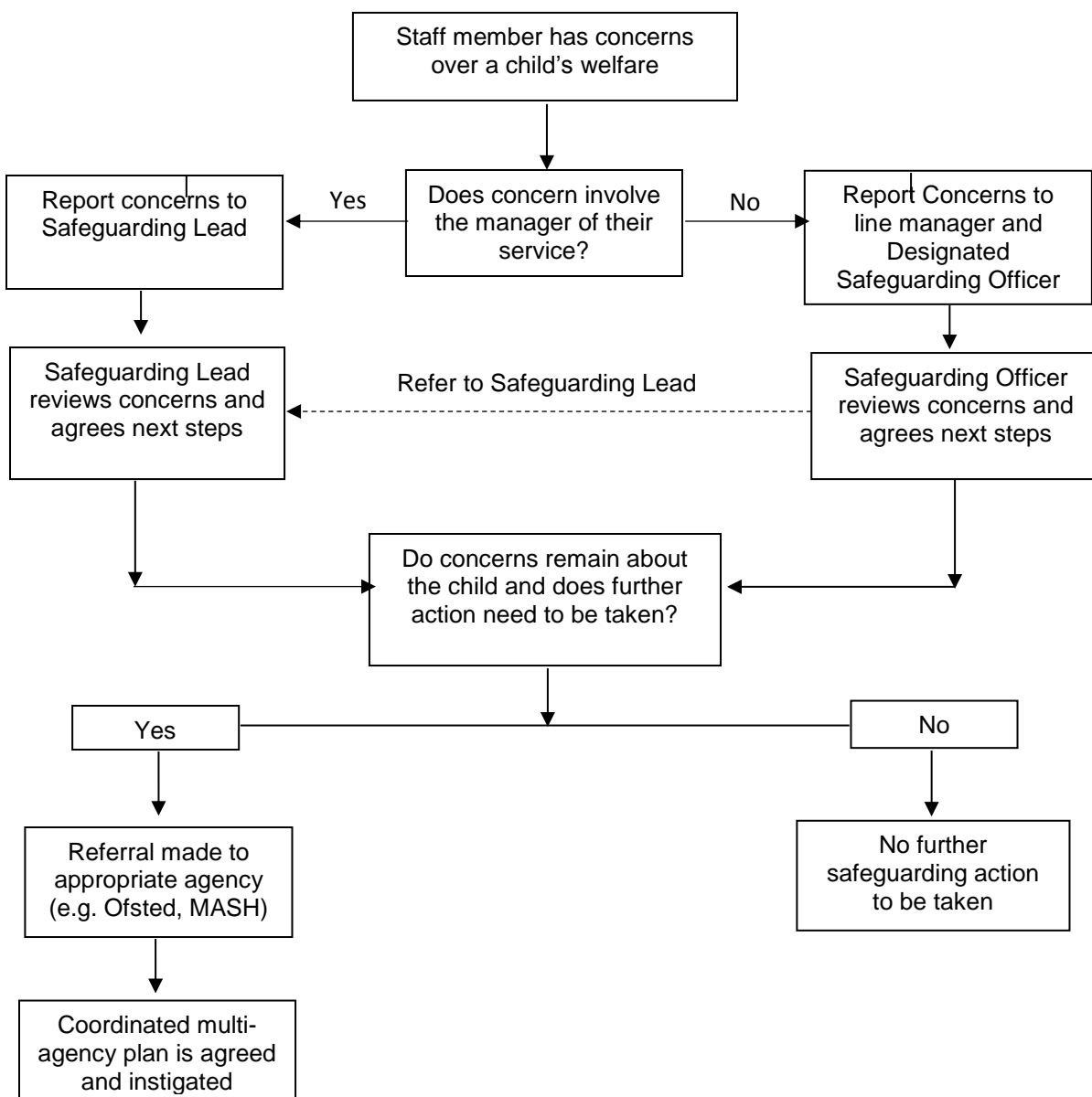
- **Report** – the concern to your line manager or one of the Safeguarding Leads
- **Record** – the concern on the 'safeguarding report form' (Appendix 2)

Where a concern arises from a direct disclosure by a child, staff members should:

- **Listen** carefully to the child. Avoid expressing your own views on the matter. A reaction of shock or disbelief can cause a child to 'shut down', retract or stop talking.
- **Reassure** the child that they have done the right thing. Where the disclosure relates to abuse, reassure them that it is not their fault and that you believe what they are telling you.
- **Explain** what will happen next. If age appropriate, explain to the child that you'll need to report what they've discussed with somebody else.
- In cases where there a disclosure relates to abuse, **do not** confront the alleged abuser about what the child has told you as this could make the situation significantly worse.

The process outlined below further details the stages involved in raising and reporting safeguarding concerns at Coram's Fields.

Reporting Flowchart



Appendix 2 – Safeguarding Report form

Child's full name			
DOB		Date	
		Time	

Description

Name and role of person reported to (internally) (must be line manager or Safeguarding Lead)	
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Does the concern require a referral	Yes	No
Name of organisation(s) referred to		
Name of individual(s) to whom referral was made		
Date of referral(s)		
Outcome of referral(s) – (to be updated when available)		

Further action to be taken

Name of person completing form:	
Signature:	Date:

What happens next?

- A copy of this form must be saved on the Central H-Drive in the correct departmental folder. These folders provide secure access for the departmental manager and all Safeguarding Leads
- Any further related documentation must be stored in the same location
- All 'local' hard and electronic copies must be deleted/destroyed
- The form must be updated with new information as and when this is available