

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 principal 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

A unique rule of Coram's Fields is that adults are not permitted to enter the site unless they are 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, predominantly 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 two 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*

- **Community spaces:** The provision of two community halls (Band Room and Guide Hall)*
- **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 beehives.
- **Community growing spaces** – A number of community growing spaces across the site. These spaces are located in Lansdowne Terrace and within our greenhouse area at the rear of the site next to our main adventure playground. The spaces are not accessible to the general public.

*Our football pitches and community halls are also hired out commercially, including to adults, to generate income for the charity. On occasion, we also hire areas of our park out for events.

(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 childcare after school and during the school holidays, delivered from our Band Room and Guide Hall and main park.
- **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 and community based outreach.
- **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 our rules state that 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 and therefore, we cannot guarantee that unaccompanied adults will not enter. A CCTV system is in operation across the site 24/7. 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** – The provision of play equipment for children and young people by its very nature brings inherent risk. There are also 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 through the water in our paddling pool.

- **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 and staff 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** – Whilst it is a parent/carers responsibility to supervise their children at Coram's Fields, familiarity with the space can result in parent/carers providing less supervision than they might in other public parks. Parents are also more likely to allow their children to visit Coram's Fields without supervision from a younger age. Unsupervised play therefore presents a unique risk for Coram's Fields.

Additionally, 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, presents a number of potential risks ranging from cyberbullying to grooming. This includes but is not limited to young people using our IT suite, and the use of mobile phones by young people whilst attending our services.

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. Failure of staff

and volunteers to fulfil their safeguarding duties is taken extremely seriously and may result in disciplinary action.

- 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 and Officers 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, including through the staffing of the park during opening hours. Seeking to go beyond basic compliance and protocols, to ensure that Coram's Fields as a park and through its services, seeks to provide a safe and secure location for children and young people.
- **CCTV:** CCTV is in operation in key areas across the site 24/7. These include: the main entrance to the park, the area around the park toilets and on our football pitches. CCTV is used as a reference tool only, allowing us to monitor the use of these areas of the park at all times to ensure the safety of users. It provides a key tool in helping us identify and address unacceptable behaviour.
- **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 (CEO) Kate Gardner (Out of School Club Manager) Gavin Jary (Buildings and Facilities Manager)	Lead responsibility for dealing with safeguarding issues and providing support to Designated Safeguarding Officers (DSOs). Includes providing information, advice and support, ensuring safeguarding training is regularly reviewed, monitoring the systems and processes that services have in place for the implementation of safeguarding policy and best practice. Responsible for notifying the Board Safeguarding Lead in the event of any allegations of harm or inappropriate behaviour against staff, volunteers and trustees. Responsible for regular reporting on safeguarding matters to the Board. The safeguarding lead group meets as a minimum every 6 weeks to update on key safeguarding issues and the monitoring of safeguarding measures in place within services and across the charity.
Designated Safeguarding Officers (DSOs)	Naz Deen (Head of Youth and Sport) Evans Omondi (Youth Programme Manager) Olivia Galloway (Sports Development Officer) Stephanie De Oliveira (Senior Play Worker) Chris Ngoma (Senior Youth Worker) Kelly Royes (Café Manager)	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. DSOs also hold responsibility for the implementation and monitoring of safeguarding measures within their respective work areas. This includes but is not confined to; monitoring training compliance, implementing systems for recording safeguarding matters (that sit outside of reportable incidents), ensuring service based policies and risk assessments are in place and that these are regularly reviewed and creating a culture of strong safeguarding practice. A group comprising of all safeguarding leads and DSO’s meets a minimum of every 6 weeks to update on any safeguarding issues, staff training and policy and practice within their respective services.
Board Safeguarding Lead	Michael Horowitz Charlotte Lamont (Deputy Board safeguarding lead)	Working with the Safeguarding leads; responsible for providing regular updates to the Board on safeguarding matters. To include; training compliance, policy reviews, reporting on serious safeguarding concerns (i.e. those relating to allegations against staff members)

		<p>or volunteers), review of safeguarding as part of the annual risk register, compliance with safeguarding legislation and reporting on compliance inspections (Ofsted).</p> <p>Board safeguarding leads meet with the organisation's safeguarding leads as a minimum of once per quarter to update on any safeguarding issues, training compliance and safeguarding priorities for the coming months.</p>
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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.cjism.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)	Sophie Kershaw Chief LADO and Principal social worker for children in Camden T: 020 7974 6658/1276 Secure E: LBCMASHadmin@camden.gov.uk.cjism.net Duty LADO T: 020 7974 4556	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 E: aduale@vac.org.uk	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
Emergency and non-emergency services	T: 101 (Police only) T: 999	For reporting to the police in a non-emergency For all emergency calls that require urgent assistance.

Section 8 – Understanding and Reporting Concerns

In order to maintain an up to date understanding of best practice in relation to recognising and responding to abuse, all staff should regularly familiarise themselves with the NSPCC guidance - <https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse>. Below (Appendix 1) you will find a summary of Coram’s Fields procedure for responding to safeguarding concerns. Staff and volunteers are all required to familiarise themselves with these and to view them in line with NSPCC best practice guidance, when dealing with concerns regarding abuse.

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 (below)
- Coram’s Fields Data Protection policy (GDPR)
- Coram’s Fields Equality, Diversity and Inclusion policy
- Coram’s Fields Health and Safety policy
- Administration and Storage of Medicine policy (service based)
- Child Sickness policy (service based)
- Behaviour Management policy (service based)
- Use of Mobile Phones and Cameras policy (service based)
- Whistle Blowing Policy
- Safer Recruitment 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 revisions.
- Children and Social Work Act 2017
- Working together to safeguarding children (Dept for Education 2018); 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
- Female Genital Mutilation – Mandatory reporting of female genital mutilation (Home Office - 2016)
- United Convention of the Rights of the Child 1989
- Human Rights Act 1998
- Data Protection Act 2018
- 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 (2015)
- Information sharing (HM Government 2018): Advice for practitioners providing safeguarding services to children, young people, parents and carers.
- Child abuse and neglect (NICE guidelines 2017)

Section 11 – Review

This policy will be reviewed as a minimum on an annual basis by the Safeguarding Leads, in consultation with the Board Safeguarding Lead and Safeguarding Officers and will be presented to the Full Board of Trustees for an annual review. This and other policies referred to will also be reviewed in the event of any change in relevant legislation or government policy. Any material amendments to this policy require the approval of the Board.

Last updated (internally) 19th January 2023

Last review by Board: 28th March 2023

Next internal review: 19th January 2024

Next Review by Board: 28th March 2024

Appendix 1 – Understanding, responding to and reporting concerns.

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

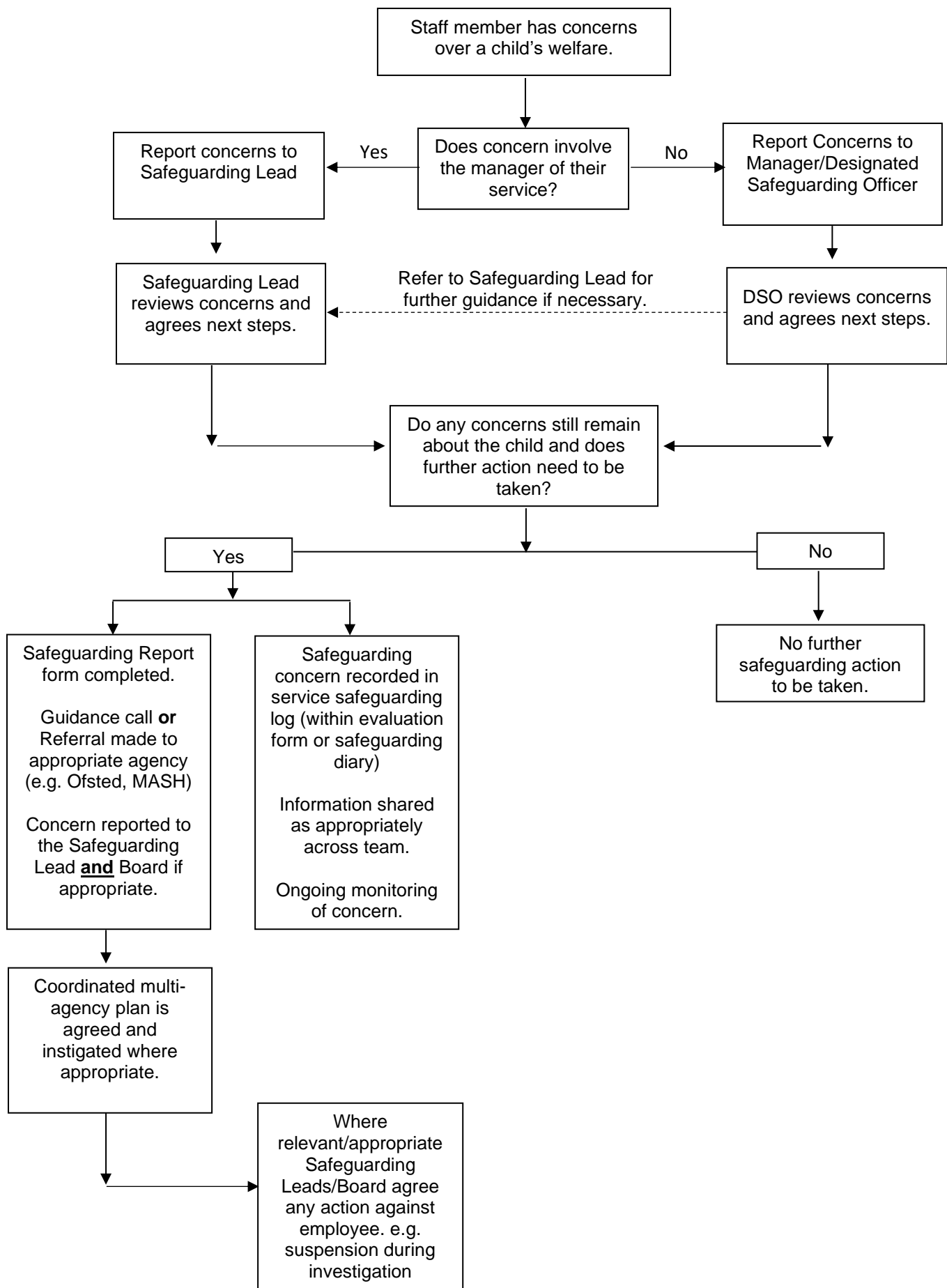
- **Report** – the concern to your line manager or one of the Safeguarding Leads/Officers (assuming the concern does not relate to that person)
- **Record** – the concern on the 'safeguarding report form' (Appendix 2) or within a service safeguarding log (subject to nature of concern)

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 and that their feelings are important. Where the disclosure relates to abuse, reassure them that it is not their fault and that the information that they provide, gives you a better understanding and helps you keep them safe.
- **Explain** what will happen next. If age appropriate, explain to the child that you'll need to report what they've discussed to somebody else.
- In cases where 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 – Guidance on Safeguarding v’s Incident reporting and thresholds.

Coram’s Fields has two main mechanisms for reporting concerns/incidents; safeguarding reports and incident reports. We recognise that on occasion it may be difficult to identify the most appropriate method of reporting due to the nature of the issue at hand.

The following principles should be used when deciding whether an issue needs to be reported as an ‘incident’ or a ‘safeguarding concern’. Given the nature of the charity’s work, it is anticipated that the majority of issues should be reported as safeguarding concerns, as they will likely have a direct or indirect impact on children and young people. However, some issues are required to be reported as ‘incidents/accidents’ and may also require reporting to the Health and Safety Executive (HSE).

The threshold for reporting a safeguarding concern, either as an informal concern within the service, or through a formal safeguarding report, is ultimately a judgement call by the team member. However, the following should be used as a guide to determine what needs to be reported and how. If in doubt, staff should always adopt the approach that it is better to report something that not. Safeguarding Leads and Officers are on hand to provide further guidance if necessary.

Safeguarding v Incident reporting

An event should be reported as a safeguarding concern if:

1. It has or has the potential to have a direct or indirect negative impact on a young person, group of young people, or vulnerable adult.

Formal report (appendix 3 below) v’s informal report on service safeguarding log:

2. **A formal report** should always be completed where the issue requires a referral to a statutory agency (e.g. MASH) or;
3. Is deemed sufficiently serious, that it requires ongoing monitoring/consideration or further action of any kind (e.g. a fight between two young people, young person having illegal substances on their possession when attending a service)
4. **An informal report** (via service log) should be completed where notable incidents occur that are not deemed sufficiently serious to be reported on a safeguarding report form, but that require consideration beyond the initial incident (e.g. young person smelling of cannabis when attending a service – note difference between this and being in possession of or a significant change in a young person’s behaviour)

An issue should be reported as an ‘incident/accident’ if:

1. It is reportable but it does not have a direct or indirect impact on a young person, group of young people, or vulnerable adult, or have the potential to do so.
2. An incident/accident occurs that requires reporting to the Health and Safety Executive (under RIDDOR) – see guidance here - [Reportable incidents - RIDDOR - HSE](#)

Appendix 3 – Safeguarding Report form

Child's full name			
DOB		Date	
		Time	

Description/concern

Name and role of person reported to (internally) (must be Safeguarding Officer/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
- Once completed, the person completing it must e-mail all Safeguarding Leads to inform them that a new safeguarding report form has been filed. They will then review this and agree any further action that may need to be taken.
- 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.