Safeguarding Policy

Details of the organisation

Name of Organisation: Daniel's Den

Address: 38 Berkhamsted Avenue, Wembley, Middlesex HA9 6DT
Tel No: 07984042777
Email address: info@danielsden.org.uk
Charitable Incorporated Organisation : 1147172

We run toddler groups in a number of venues. Current venues are listed in appendix 3 together with relevant contact details.

Membership of Denomination/Organisation: N/A

Regulators details (if any): N/A

Insurance Company: Public Liability Insurance with Ansvar

The following is a brief description of our organisation and the type of activities we undertake with children / vulnerable adults:
We are a charity whose purpose is to encourage and enrich family life in order to build stronger communities. The main activities we run are parent and toddler groups and we also organise trips, have visitors and occasional intergenerational activities. We run a network of toddler groups and organise training events including a conference for toddler group leaders and volunteers.

Our commitment

The Leadership of the Charity is via a Board of Trustees hereafter referred to as the "Leadership" – this also includes the CEO who is an advisor to the Board. As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the organisation Thirtyone:eight https://thirtyoneeight.org/ (Our safeguarding advisory service)

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- The Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

> *1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
>
> *2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

> *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse

Statutory Definitions of Abuse (Children)

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child 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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

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 fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

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. It may feature age or developmentally inappropriate expectations being imposed on children. 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 cyberbullying), 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.

Sexual abuse

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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or

- ensure access to appropriate medical care or treatment.

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

Statutory Definitions of Abuse (Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect/Self Neglect

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or

culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Organisational Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Signs and symptoms of abuse

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour

- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of Possible Abuse (vulnerable adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person’s behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

How to respond to a child wishing to disclose abuse

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don’t make promises you can’t keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis ie annually. This will be organised by the Leadership which will ensure that appropriate training is provided. The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Chief Executive Officer of Daniel's Den (hereafter in this context the "Safeguarding Coordinator") who has been nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator the report should be made to the Deputy Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator or Deputy Safeguarding Coordinator, then the report should be made the Chair of the Board of Trustees. If the suspicions implicate both the Safeguarding Co-ordinator and the Chair, then the report should be made in the first instance to our safeguarding advisory service Thirtyone:Eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11. Alternatively contact Social Services or the police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:eight as above. The relevant contact numbers are in Appendix 4.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:
ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

- Seek medical help if needed urgently, informing the doctor of any suspicions.

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

In addition to this, whether or not there are such mechanisms in operation, consideration will be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults.

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the Daniel's Den.

SECTION 3

Prevention

Safe recruitment

The Leadership will ensure all workers (both volunteers and paid staff) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- No worker commences work at Daniel's Den until references have been taken up (where appropriate), a DBS check has been completed and both the references and the DBS returns approved.
- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed if competitive
- Safeguarding has been discussed at interview
- Written character references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). The DBS check must be updated every three years, failure to do so will result in the worker being unable to continue work at Daniel's Den.
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. These expectations are set out in the Volunteers Handbook every volunteer receives as part of their induction.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Working with offenders

By volunteering for Daniel's Den, every person is placed in a position of trust. Prior to formally applying for a position (voluntary or otherwise) within Daniel's Den and a DBS check, the potential applicant is offered the opportunity to make a voluntary disclosure of any previous convictions or restrictions to working with children or vulnerable adults. If any such disclosure was made at this point, this would be discussed with the applicant and the person may then be discouraged from applying for a position with Daniel's Den. If a DBS check for a prospective volunteer discloses past criminal convictions in regards to safeguarding, it is likely that this would disqualify the person in question from volunteering for Daniel's Den.

When someone attending Daniel's Den is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. Additional guidance and support can be sought from the person's support worker / probation officer / Thirtyone:eight etc.

SECTION 5

Practice Guidelines

As an organisation with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will be developed.

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors. Any physical contact should be in full view of other adults.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Working in Partnership

We do not currently work in partnership with any other organisations in the delivery of our programmes. Before entering into any such agreement the leadership will ensure that the principles of DD's safeguarding policy are adopted and that practices between the two organisations are aligned. A partnership agreement on safeguarding will be produced before any partnership commences. Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

APPENDIX 1

Leadership Safeguarding Statement

The Board of Trustees plus the CEO (hereafter referred to as Leadership) recognise the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation in February 2016.

This organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this /organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the /organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or a vulnerable adult, then speak to one of the following who have been approved as safeguarding co-ordinators for the organisation.

Joanna Gordon Child Safeguarding Coordinator

07984042777 jo@danielsden.org.uk

Caroline Winterburn Deputy Child Safeguarding Coordinator

07930393451 cwinterburn59@gmail.com

Joanna Gordon Adult Safeguarding Coordinator

Caroline Winterburn Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the administration office, 38 Berkhamsted Avenue, Wembley HA9 6DT

APPENDIX 2

Safeguarding is a priority here

Wearecommitted to creating saferplacesby following statutoryguidelines ongood workingpractice.

Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Joanna Gordon and Caroline Winterburn

Contactdetails

07984 042777 07930 393451

Adult's safeguarding lead(s):
(for anyone 18years or over)

Joanna Gordon and Caroline Winterburn

ContactDetails

07984 042777 07930 393451

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:

thirtyone:eight
Creating safer places. Together.

Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

APPENDIX 3

We run toddler groups in the following venues:

- St Andrews Church, 956 Harrow Road, Sudbury, Middlesex HA0 2QA (office)
- Fresh Arts, 1 Humphrey Repton Lane, Wembley Park HA0 0GL
- St Cuthbert's Church, 214 Carlton Ave West, Wembley HA0 3QY
- The Lewinson Centre, High Road, Willesden NW10 2SG (on hold)
- Chalkhill Community Centre, 113 Chalkhill Road, Wembley HA9 9FX
- Lindsay Park Baptist Church, The Mall, Kenton, Middlesex HA3 9TG
- St James Church, Stanley Ave, HA0 4JB (from 28.9.2026)
- John Keble Primary School, Crownhill Road, Harlesden NW10 4DR
- Stonebridge Evangelical Church, Hillside, London NW108LB
- Sudbury Baptist Church, 2 District Road, Wembley HA0 2LD
- St Augustine's Church, 152 Wembley Hill Road, Wembley HA9 8EW
- Chalkhill Community Allotment, 10 Dugolly Ave, Chalkhill HA9 9FH
- Park Lane Methodist Church, Park Lane, Wembley HA9 7SG

From March 2020 we have had an online presence and the additional safeguarding guidelines for our Zoom sessions are attached in Appendix 5

APPENDIX 4

Important Contacts

The local Children's Social Services office telephone number (office hours) is 0208 937 4300. Upon calling this number, you will be directed to complete an online form https://forms.brent.gov.uk/servlet/ep.apput=X&type=697808&auth=11&_ga=1.25515901.1732861833.1447708550 . The out-of-hours emergency number is 0208 863 5250.

The local Adult Social Services office telephone number (office hours) is 0208 937 4300. Upon calling this number, you will be directed to complete an online form https://forms.brent.gov.uk/servlet/ep.apput=X&type=697808&auth=11&_ga=1.25515901.1732861833.1447708550 . The out-of-hours emergency number is 0208 863 5250.

The Police Child Protection Team telephone number is 101 for non-emergencies or 999 for emergencies.

Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the church/school context

APPENDIX 5

Daniel's Den
Safeguarding Policy for Video Conferencing (hereafter referred to as Zoom but general principles apply to all our online video conferencing)

1. Introduction
Here at Daniel's Den, we make the safeguarding of the children/families we meet with and our volunteers with the utmost seriousness. We are constantly monitoring best practice guidelines and ensuring we are doing everything possible to keep everyone safe.

2. Our Zoom sessions (Meeting rooms)
For the convenience of families we have established a recurring meeting room for each of our seven Zoom sessions. Parents and carers must agree to our terms of use by not sharing this information with any other person. Should they wish to invite friends to participate, the friend must register with Daniels Den and complete an online virtual meeting application form. Once these have been completed, the relevant sign up details will be sent from the host.

Anyone who breaks these terms will not be allowed into or be removed from the meeting along with the person who invited them. The Host (Daniel's Den) will contact them after the meeting has finished to discuss the situation.

Personal ID Meeting rooms should not be used for any activities involving children or vulnerable adults.

3. Don't Allow Attendees to Join Before Host

All participants joining the meeting will be held in the waiting room until the host or co-host verifies who they are (consulting the list provided by the admin team) and will then admit them to the main meeting room. The host and co-host are two volunteers who have undergone training and are DBS checked. Each session needs to have the co-host feature enabled just in case the internet drops out for the host (this would mean the meeting would automatically close).

4. Mute Attendees on Joining

All participants will be muted on entry, they do have the ability to unmute their own microphone but should only do so when given permission from the host or co-host.

5. Turn Screen Sharing Off

Only the Host and Co-host can share their screen, guests will not have access to this ability.

6. Turn Private Chat Off

In order to protect team members at Daniel's Den and our children and vulnerable adults. The Private Chat facility has been turned off.

7. Waiting Rooms

On joining any meeting, all guests will be held in a waiting room and only admitted once the host or co-host approves their entry. If the meeting has started the host can decide if and when to let guests into the session. The meeting room will not be locked but people kept in the waiting room.

8. Internet issues

If a guest drops out of the sessions due to internet issues they can enter the waiting room and be allowed back in by the session host or co-host.

If the host or co-host drops out of the meeting due to internet issues the other host will be able to control the meeting including who enters the session via the waiting room.

9. Don't Publicise Your Meeting's Link on Social Media

Daniel's Den and it's members will not post links to meetings involving children and vulnerable adults on any social media platform. Parents of children and or youth are not allowed to share this information on social media either. (See 2. Meeting Rooms)

10. Screenshots, Photos or Recordings

Screenshots of a zoom session involving children and vulnerable adults is strictly prohibited. This also includes taking photos of the screen with a 3rd party device or recording any of the sessions or activities. The option to record the zoom session has been disabled for all users other than the host.

In the event that Daniel's Den feels it necessary to record a session, then parents/guardians will be notified in advance and required to give written permission for their child and themselves to participate.
Please note, all recordings are strictly prohibited by any user, unless Daniel's Den has received written permission from all attendees.

11. Room Manager

At each session there will be a room manager. This will either be the host or co-host and they will be in charge of ensuring each session adheres to the above policy.

12. Plan B

If for any reason we have to abort our session, we will contact guests via text message giving instructions on how to join a new session, or when the next scheduled session will begin.

Any safeguarding concerns should be reported to our Safeguarding Officer Jo Gordon 0798404277 or alternatively to our Safeguarding Advisory Service Thirtyone:eight 03030031111

APPENDIX 6

Childminder Policy

1. Every childminder must be registered as a childminder on our database.
2. Every childminder should know and be able to write the first name and surname of every child they bring to a session.
3. Each child brought by the childminder needs to be registered on our database and this needs to be done by the child's parent or legal guardian. A letter explaining how and why this must be done will be sent home with the child after their first visit. This is in line with our Safeguarding Policy. The parent must add the childminder as an additional responsible adult for their child.
4. Ratios must be followed in accordance with Ofsted guidelines for looking after under-fives – there may be variances. Maximum 3 under-fives per childminder and only one of those can be under one years old.
5. Daniel's Den reserves the right to refuse entry to childminders and their child/ren in their care if these guidelines are not followed.

APPENDIX 7

Lockdown policy - dealing with unwelcome visitors.

At Daniel's Den we have an open-door policy for under-fives and their parents and carers.
However, we recognise that at times we may have unwelcome visitors – this can include:

- Random strangers coming in.
- Parents who are disruptive
- Potential threatening behaviours

Basic safety procedures

- ✓ No-one should be on the premises alone.
- ✓ The welcome desk is close to the main door and manned

- ✓ Only those coming to the toddler group is allowed to enter.
- ✓ If someone comes with an enquiry eg, how can I find out more information about this venue, we ask them to wait outside and one of our volunteers will come with the information.

Procedures for defusing potentially aggressive individuals or dangerous situations

Understanding triggers to aggressive behaviour:

- Two common triggers to aggressive behaviour are where the individual feels you are not sufficiently interested in their situation (in which case they may do something to attract your attention), or where they sense you are being argumentative with them (in which case they may decide to take pre-emptive action).

So, always **show interest**, and try to show a **calm exterior**, however, you are feeling inside.

- If someone is exhibiting signs of mental illness or is highly agitated, don't contradict them, but just go with their flow.

Best practice is to not to see an individual on your own; at least try to have another person within earshot or within the sightline of the individual, so that they know you're not alone.

However, if you do find yourself in a tricky situation, then:

- Place yourself nearest an exit; do not allow the individual to be between yourself and an exit. If necessary, exit the building leaving the individual inside and then call staff or police.
- Be aware that individuals who have taken substances or who are extremely stressed may move suddenly and without warning to a heightened emotional state – try to remain calm.
- Do not raise your voice. Speak calmly and slowly and clearly. If you need to speak firmly, do it in a non-aggressive calm manner.
- Do not invade the individual's personal space; keep a reasonable distance.
- Be aware of your posture; keep your hands either by your sides or held loosely at the front. Avoid any posture that could be perceived as aggressive or threatening.
- Encouraging someone to sit can de-escalate situations.
- Avoid prolonged and uninterrupted eye contact but show them that you're interested in their situation.
- Have a code word to alert someone else that you need help (if there is someone else around), eg could you put the kettle on and I'll have 2 sugars, or tell the individual that you have to phone the vicar urgently about someone who is in intensive care
- Tell the person you have made a note of their situation and will pass it on to someone better able to help, but that you need to go to pick up your children/grandchildren immediately. You can ask them to provide their name and phone number, to show that you're taking their situation seriously.

Lockdown when a severe threat happens

- ✓ The session leader needs to consider whether its safe for families to hide or to evacuate and disperse. An escape route needs to be identified in every location or a place to hide, disperse or take cover.
- ✓ The emergency services must be called.

- ✓ The session leader will use the term **'peanut butter jelly'.** All staff and volunteers will be aware of the term. Check the hallways and get all the families into a safe space eg an office, lockable room.
- ✓ Keep everyone in the room until given the all clear. Wedging the door if possible, shut windows and block if necessary. Turn off the lights.
- ✓ Keep everyone calm
- ✓ Do not allow anyone out of the room during a lockdown procedure in any circumstances.