

# Child Safeguarding Policy

## Purpose and Scope

At Crawley Community Action (CCA), we are fully committed to safeguarding the welfare, safety, and protection of children in all our activities. We strive to create environments where children are not only safe but feel secure and respected. Any concerns regarding potential harm are addressed promptly, with sensitivity, and in a manner that upholds the child's dignity while affirming the adult's responsibility to protect them. All CCA staff, volunteers, and service providers are required to adhere to this policy, which follows the standards set by the West Sussex Safeguarding Children Partnership, ensuring consistent, high-quality safeguarding practices.

All recruitment to roles working with or around children will follow the organisation's Safer Recruitment Policy, which includes Disclosure and Barring Service (DBS) checks and robust safeguarding checks.

All staff and volunteers will receive safeguarding training as part of their induction, with appropriate refresher training provided annually or as required. The DSL and deputies will receive enhanced safeguarding training in line with statutory guidance and local procedures.

In order to promote the welfare and safety of children, projects will ensure that staff and volunteers are aware of the following:

- Definitions of abuse
- Guiding principles
- Reporting and recording concerns
- Recruitment and selection of staff
- Supervision of children and supervision of staff

## Understanding Child Abuse

Abuse can be defined as:

“An act, or failure to act, by a person responsible for the care of a child, which may involve cruelty, exploitation, or neglect.” Abuse can take many forms, as defined in *Working Together to Safeguard Children* (2018):

- **Physical Abuse:** Any act that causes physical harm to a child, such as hitting, shaking, poisoning, or suffocating. It can also include situations where a caregiver fabricates or induces illness in a child.
- **Neglect:** The persistent failure to meet a child’s basic needs, resulting in serious harm to their health and development. This can involve failing to provide food, shelter, clothing, protection, or medical care.
- **Sexual Abuse:** Forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening. This includes physical acts as well as non-contact activities such as exposing a child to pornography.
- **Emotional Abuse:** Persistent emotional maltreatment of a child, causing severe effects on their emotional development. This may involve making a child feel worthless or unloved, or imposing expectations inappropriate for their age or development.

## Guiding principles

Crawley Community Action believes that all children deserve the opportunity to achieve their potential and to be protected from abuse, neglect and exploitation.

The following principles will help to ensure the promotion of children’s health and welfare, including their physical, emotional, social and intellectual development:

- Treating children as individuals entitled to dignity and respect
- Promoting effective partnerships amongst all those involved with children, including children’s parents/carers, to improve children’s welfare
- Promoting the safety of children at all times

- Raising awareness of best practice in how to protect children from harm of all kinds
- Running activities to minimise risks of children suffering harm
- Making safety the responsibility of all members of the organisation
- Establishing effective and open procedures in responding to accidents, complaints or concerns so that they can be shared and dealt with promptly.
- Adopting and applying safe recruitment practices for all staff

The prime concern for organisations working with children must be their interests and safety. Where there is a conflict of interest between the child and parent, the welfare of the child must be paramount.

### **Reporting and recording concerns**

The Chief Executive is the Designated Safeguarding Lead (DSL) for the charity.

Staff members and volunteers working with CCA, its projects, or groups must immediately report any concerns about a child's safety or welfare to the Designated Safeguarding Lead (DSL). If the DSL is not available, they must inform their line manager or another service manager without delay.

If a staff member or volunteer receives an allegation of abuse against another member of staff or volunteer, they should promptly inform the DSL.

### Flowchart

**Concern Arises:** Staff member or volunteer has a concern about the safety or welfare of a child.



**Is the child at immediate risk of harm?**

- If **Yes** → Contact the police using 999
- If **No** → Proceed to Report to DSL.



**Report to DSL:** The concern is reported promptly to the Designated Safeguarding Lead (DSL), who is the CCA Chief Executive.



**Is DSL Available?**

- If **Yes** → Proceed to **DSL Decision**.
- If **No** → Consult with **line manager or service manager or Trustee**



**DSL Decision:** The DSL or service manager or Trustee assesses the concern and determines whether the concern needs to be:

- **Reported to Local Authority** (Local West Sussex Social and Caring Services Help Desk).

**Is Concern Passed to Authorities?**

- If **Yes** → Contact the **Children's Help Desk, Emergency SW Duty Team, or Police**.
- If **No** → Follow up with appropriate actions, monitoring the situation or involving other internal measures.

## Recording

It is essential that the staff member or volunteer records what they have seen or heard that had led them to believe that a child's welfare or safety is at risk. The DSL also needs to keep clear and concise records. There also needs to be a record of the action taken and why.

### Records should include the following details:

- Name and contact details for the child
- Name and details for the child's parent, carer or guardian
- Name and contact details for anyone else involved.
- Description of why we are concerned.
- What the child has told us that we are concerned by.
- What we have seen or heard that we are concerned about.
- Behaviours or incidents that we are concerned about.

**All information about concerns regarding the welfare of a child needs to be kept confidential and should only be passed on to other staff members/ volunteers if it is essential for them to know**

## Linked Documents

- Data Protection Policy
- Confidentiality Policy
- Safeguarding Vulnerable Adults Policy
- Volunteer Policy

## Monitoring information

Revision No.	Date	Summary of Change
1	17/07/2013	Information taken out that was relevant to organisations doing direct delivery work with children
2	13/07/2021	Name of organisation updated and roles/titles. Review annually
3	July 2023	Term 'DSL' used consistently throughout for clarity. Clarification that line manager/service manager should be notified about child safety or welfare concerns.
4	10/09/2024	Section added on understanding child abuse replacing previous section and providing clear definitions. Policy name changed from Child Protection to Child Safeguarding as a more appropriate term. Recording section condensed to make it easier to follow. Flow Chart amended for clarity and to include Trustee.
5	July 2025	Reference to Safer Recruitment Policy and initial and ongoing safeguarding training added

**Policy owner**

CEO

**Review date**

November 2026