



“It takes a village to raise a child”

SAFEGUAR- DING POLICY

London Village
Network
Registered Charity
No.1161275

LVN is incubated by
Catch22

C/o Catch22
27 Pear Street
EC1V 3AG

www.londonvillagenetwork.com

knowmore@londonvillagenetworking

LVN SAFEGUARDING

London Village Network Safeguarding Policy and Procedures

Last reviewed and approved February 2018

The LVN Safeguarding policy is renewed annually.

London Village Network (also known as LVN) is a registered charity that provides a tool kit for youth and community workers to build a better network for disadvantaged young people.

Controlled by a Board of Trustees with day-to-day management carried out by a salaried, Chief Executive.

Introductory Statement

This policy relates to Trustees, Employees, Volunteers, Attendees and authorised London Village Network Host centers

LVN does not have its own premises. We operate from authorized Host centers. LVN provides a tool of engagement: Community Cohesion Youth Worker Training and Accompanying App;

ALL YOUTH WORKERS DELIVERING THE LVN MODEL MUST HAVE STANDARD SAFEGUARDING TRAINING. LVN OFFERS A SERVICE. IF AN INCIDENT ARISES YOUTH WORKERS MUST CARRY OUT THE HOST CENTRE SAFEGUARDING PROCEDURES

All LVN HOST centers MUST agree to the **LVN HOST Partner Safeguarding Agreement:** (Appendix 1)

YOUTH WORKERS DELIVERING IN LVN HOST CENTRES are required to attend LVN Youth Worker training sessions and adhere to the LVN Youth Worker Standards as outlined in the London Village Network Youth Workers Training Manual (Appendix 2)

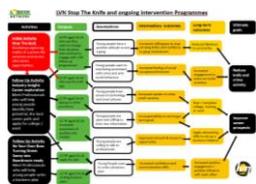
LVN HOST CENTRE YOUTH WORKERS are required to attend LVN Youth Worker Meetings quarterly where LVN refresh LVN Safeguarding Practice.

LVN asks all adults to get together with a village mentality to help raise productive happy and successful young adults.

Our Vision is to create a sphere of positive influence.

LVN is FREE for young people to access. Our relaxed environment operates with an open-door policy; young people can opt in and out. Our attendees can learn about things on a deeper level beyond the school curriculum; providing a wider access to knowledge, which in turn will strengthen communities.

THEORY OF CHANGE



KEY PRINCIPLES POSTER

1 HOUR OF TIME

SAFEGUARDING:

London Village Network (LVN) believes that a young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all young people and to keep them safe. We are committed to practice in a way that protects them.

Safeguarding within LVN is considered everyone's responsibility and as such our setting aims to create the safest environment within which every young person has the opportunity to achieve their full potential. LVN recognizes the contribution it can make in ensuring that all young people who use our setting feel that they will be listened to and appropriate action taken.

LVN MAIN RISK / DBS: Adults providing 1 hour of time to LVN are **NOT** required to go through a DBS check. Instead they are required to supply two references; one character, one employment. Once a Youth Worker has selected an LVN Volunteer from the App they will be provided with the contact details of the Volunteer to verbally confirm accuracy. If required Youth Workers can also receive the contact details of the references.

LVN Youth Workers are training to manage volunteers giving time

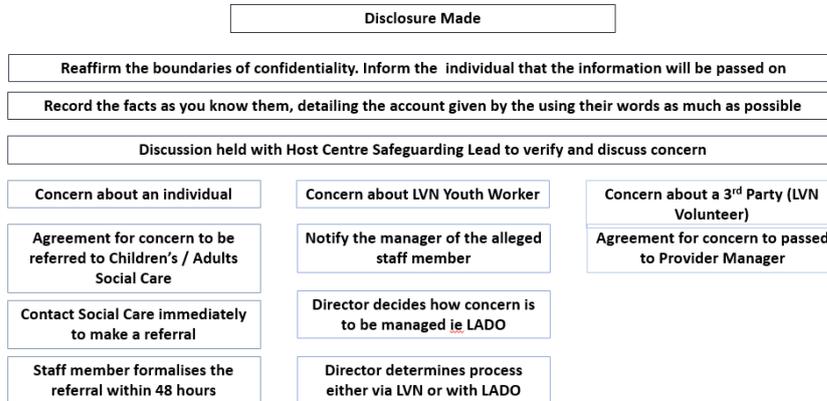
AT NO POINT IS AN LVN VOLUNTEER LEFT ALONE WITH A YOUNG PERSON. THEY WILL BE SUPERVISED AT ALL TIMES.

If an adult wants to give more than 1 hour of time: LVN MUST be informed and the Host Centre is responsible for DBS checks and volunteer support.

LVN will ensure the following:

- The LVN Safeguarding policy is available on our website
- Adult volunteers signing up to offer 1 hour of time are required to agree to our safeguarding policies
- Adults sign a form on arrival to confirm they will NOT hand out contact details to young people
- LVN volunteers can clearly see information regarding our policies the walls of HOST centers. (Appendix 3 Key Principles Poster)
- All LVN trained Youth Workers are properly checked to make sure they are safe and have had adequate training to work with the young people who attend our sessions.
- That the host center has procedures for handling allegations of abuse made against members of staff and / or volunteers.

REPORTING FLOW CHART



THE PEOPLE WE SERVE 16-24

London Village Network serves 16-24 year olds.

At the discretion of the Host center younger people can attend our sessions providing the HOST center has all the appropriate safeguarding practices in place for under 18's

LONDON VILLAGE NETWORK DUTY OF CARE

All young people accessing the LVN service **MUST** register with a local community / youth center AND agree to the LVN YOUNG PERSONS AGREEMENT. (APPENDIX 4)

The Young Persons Agreement covers:

Safeguarding risks regarding potential dangers: Do not give out your contact details and what to do if you see a volunteer in the street after the session.

Agreement to Zero Bully Policy

Agreement for LVN to use picture

Risk Assessments

LVN carry out Health & Safety Risk Assessments in the Host Centre before providing full access to our service. (APPENDIX 5)

KEEPING EACH OTHER SAFE

ULTIMATELY SAFEGUARDING IS THE RESPONSIBILITY OF THE HOST CENTRE

HOST centers MUST take Safeguarding of young person very seriously and MUST support such people in every way they can.

If there is a safeguarding concern HOST CENTRE staff MUST follow HOST CENTRE Safeguarding procedures:

1. Establish contact with senior member of social services staff responsible for safeguarding child protection in your borough (Children's Service Contact Team)
2. Provide information and advice on safeguarding and child protection within the organisation
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing
4. Liaise with social services and other agencies as appropriate
5. Keep relevant people within LVN's, particularly the Chief Executive Officer, informed about any action taken and any further action required. Contact LVN's safeguarding lead to make aware of the situation: Reporting Safeguarding to LVN Safeguarding Designated Officer (SDO) Rachael Box Rachael.box@londonvillagenetwork.com If they are not available then contact the **Deputy Safeguarding Designated officer. Christopher Jenner Cole** chris.jc@londonvillagenetwork.com
6. Ensure that an individual case record is maintained of the action taken by LVN's, the liaison with other agencies and the outcome in the concern tracking form

LVN LONE WORKING POLICY

Youth provisions using the LVN App and Programmed are required to have a Lone Working Policy in place. Adults providing 1 hour of time WILL NOT BE LEFT ALONE WITH YOUNG PEOPLE. It is the responsibility of the Host Centre Staff to ensure that a DBS checked member of staff MUST be with the volunteer at all times.

UNACCEPTABLE BEHAVIOUR

There may be occasions when it is necessary for a member of staff to ask a young person to leave LVN events. This is only as a last resort and only when necessary for the safety of other young people. Please see the LVN Behaviour Management Policy (APPENDIX 6)

CONCERNS AND ALLEGATIONS

It is not the responsibility of LVN's or HOST center staff to decide whether or not child abuse has taken place.

Concerns may be raised directly by an abused young person, or through the suspicions of staff or others. The accused could be members of LVN's staff or volunteers, or outsiders. In all instances recording accurate and detailed information is vital Information should be shared only with appropriate staff, officials or relations

All staff must be familiar with the procedures for each and every eventuality.

Suspected abuse of trust by LVN staff members/volunteers

LVN's is fully supportive of 'whistle blowing' for the sake of young people, and will provide support and protect those who 'whistle blow'.

While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the Designated Safeguarding Officers or the Named Designated Officer and to the Local Authority Designated Officer

If the complaint concerns a LVN's worker, staff member or adult where the contact between that individual is a direct result of LVN's activity, immediately inform Islington LADO: contacted on: 020 7527 8102 or by **email** onLADO@islington.gov.uk

GOOD PRACTICE

It is important that both service users and workers can participate in LVN's activities in a safe and secure environment.

This Code of Conduct has been developed for the protection of both service users and workers. To this end, LVN's expects all its workers to abide by this Code of Conduct.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of staff or participants at LVN's to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in Section

CODE OF CONDUCT

All workers and Volunteers

- Recognise that their role as an LVN's youth worker places them in a position of trust with regard to all young people who are service users participating in LVN's programmes, the LVN's organisation, and to LVN's colleagues, and undertakes to uphold that trust at all times.
- Undertake to maintain, within the LVN's procedures, the confidentiality of any information relating to other workers, supporters or students made available to him/her in the course of their role as an LVN's youth worker.
- Challenge unacceptable behaviour and language and report all allegations/suspensions of abuse to the appropriate designated safeguarding officer

Environment

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets) where unavoidable, e.g. ensure that door is left ajar

Maintain a safe and appropriate distance from young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)

- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate as long as it is neither intrusive nor disturbing and the young person's consent has been given and it is age appropriate.
- Involve parents/carers wherever possible, e.g. where young people are requesting one-to-one support for homework.
- Respect a young person's right to personal privacy
- Not give a young person their personal telephone number, contact details or home address

Not allow a young person to take the contact details or to give out contact details to a visiting / volunteering adult

- Maintain professional relationships with young people who are service users. This includes the inappropriate use of social media (Facebook, Twitter etc).

Consent

- Have emergency contact and medical details for participants in their care

Secure written parental consent for the taking of and use of photographic images of children under 16. 16-24 to give LVN permission. A Policy on Photographic Images in Appendix 7 gives detailed guidance about the use of personal mobile phones, about the concerns behind them and the provision to reduce the risk of inappropriate use of such devices by staff.

- Keep a written record of any injury that occurs, along with details of any treatment given

Behaviour

- Will not behave in any way, physically or verbally, that could be offensive and will not have inappropriate physical or verbal contact with young people
 - Remember at all times that interactions between him/herself and service users must be such that no reasonable person observing that interaction could construe its nature as abusive. Be aware that physical contact with a young person may be misinterpreted
- Make the experience of young people they are working with fun, educational, insightful and enjoyable: promote fairness, confront and deal with bullying
 - Treat all children equally and with respect and dignity
 - Always put the welfare of the young person first.
- Recognise the needs of every young person as an individual
 - Be an excellent role model, providing an example of good conduct; this includes not smoking or drinking alcohol in the company of young people
 - Always give enthusiastic and constructive feedback rather than negative criticism
 - Build a balanced relationship based on mutual trust that empowers young people to share in decision-making processes
 - Recognise the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for the organisation or personal achievements. This means e.g. avoiding excessive training or competition and not pushing them against their will

Encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like

- Recognise that special caution is required when discussing sensitive issues with young people
 - Not be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of young people
 - Not jump to conclusions about others without checking facts
 - Not either exaggerate or trivialise young people abuse issues
 - Not show favouritism to any individual
 - Not rely on their own good name or that of LVN to protect them
 - Never take a chance when common sense, policy or practice suggests another more prudent approach