



Balogun Bassey  
Community Interest Company

## **Balogun Bassey CIC - Safeguarding Policy for Children**

### **1. Policy Statement**

Balogun Bassey CIC is fully committed to ensuring the safety, well-being, and protection of all children who participate in our programmes. We strive to provide a safe and nurturing environment where every child can grow, learn, and thrive without fear of harm. The welfare of children is paramount, and all children have the right to protection from abuse, regardless of their age, culture, disability, gender, racial origin, language, religious belief, or sexual orientation.

We recognise that safeguarding is everyone's responsibility, and we are committed to promoting the welfare of children and young people in all of our activities in accordance with UK law.

### **2. Aims of the Policy**

This policy aims to:

- Safeguard children from all forms of abuse, neglect, and exploitation.
- Provide clear guidelines for staff, volunteers, and external partners on how to identify and respond to concerns.
- Ensure that all staff and volunteers are trained in safeguarding and understand their responsibilities.
- Create an environment where children feel safe, valued, and respected.

### 3. Scope

This policy applies to all staff, volunteers, and any individuals working on behalf of our organisation. It covers all activities, events, and services delivered by our organisation, whether on-site or within the local community.

### 4. Safeguarding Responsibilities

A Designated Safeguarding Lead (DSL) is appointed to ensure that our safeguarding policies are followed and to manage safeguarding concerns or allegations. The DSL is supported by a safeguarding team of trained staff members.

All staff and volunteers will undergo an enhanced DBS (Disclosure and Barring Service) check before working with children. Regular safeguarding training will be provided, including **Child Protection Awareness, Safeguarding Adults (e-learning)**, and the **Safeguarding Children Foundation course (or equivalent)**.

Each service will have a **named safeguarding person**, usually the Project Manager, who will offer consultation and advice on safeguarding matters.

### 5. Types of Abuse

We recognise that children can be at risk of various forms of abuse, including:

- **Physical Abuse:** Any action that causes physical harm to a child.
- **Emotional Abuse:** Emotional maltreatment, which may involve making a child feel worthless or unloved.
- **Sexual Abuse:** Involving a child in sexual activities or making them aware of such activities.
- **Neglect:** The failure to provide for a child's basic needs, such as food, clothing, shelter, or medical care.
- **Bullying:** Including physical, verbal, or cyberbullying that causes emotional or physical harm.

### 6. Responding to Disclosures of Abuse/Neglect

If a child confides in a staff member and discloses abuse or neglect:

- The safety of the child is paramount.
- Be calm, reassuring, and honest.
- Do not make promises that cannot be kept.
- Do not interrogate the child but listen carefully and allow them to speak at their own pace.
- Ask open-ended clarification questions (e.g., "Can you tell me more

about that?").

- Explain what will happen next and with whom the information will be shared.
- Keep the child informed of actions taken.
- Accurately record the incident immediately or within **24 hours**.

If the child is in **imminent danger**, ensure their safety and contact the **Police**. If the allegation involves a **parent/carer or family member**, consult **Children's Social Care or the Police** before informing the family.

Immediately consult with your **manager or named safeguarding person**.

## 7. Reporting Safeguarding Concerns

All concerns or suspicions of abuse must be reported immediately to the **Designated Safeguarding Lead (DSL)**. If the child is in immediate danger, the DSL will take appropriate action, including contacting the **Local Authority Designated Officer (LADO)** or the **Police**.

Staff must follow safeguarding reporting procedures, treating concerns with **sensitivity and confidentiality**. All reports will be investigated in line with local safeguarding procedures.

## 8. Allegations Against Staff and Volunteers

Any allegations made against staff, volunteers, or anyone working with children will be treated seriously and investigated promptly. If concerns arise about a colleague, **inform your manager** immediately. If the allegation involves your manager, report to their superior or the **Deputy Director of Quality, Performance, and Safeguarding**.

The **Local Authority Designated Officer (LADO)** will be informed within **one working day**.

Balogun Bassey CIC has a **whistleblowing policy** that provides a clear process for raising concerns.

## 9. Referral to Children's Social Care

### What to Include in a Referral

Referrals to **Children's Social Care** or the **Police** should include as much information as possible, such as:

- Child's full name and correct spelling.
- Child's age or expected date of birth.
- Parent(s)' name(s), including verification of their relationship to the child.
- Home address and contact details.
- Special circumstances (e.g., language, context of disclosure).
- Reason for concern (including dates, times, and observations).
- Any physical or behavioural signs.
- Relevant case history, including support provided.
- Whether the concerns come from the referrer or a third party.
- Whether the child has been spoken to and what was said.
- Whether the parents have been contacted and their response.
- Whether the alleged abuser has been identified.
- Whether anyone else has been consulted.

Referrals must include the **name, position, and contact details** of the referrer and must be **countersigned by a line manager** where possible. A written follow-up must be sent within **24 hours**.

### **Information Sharing and Confidentiality**

The **welfare of the child is paramount**. Confidentiality should not override the need to **protect children from harm**. **Consult a manager** or senior staff member if unsure about information sharing.

### **Informing the Family**

Balogun Bassey CIC, in consultation with **Children's Social Care and the Police**, will inform the parents of a referral unless:

- Doing so could put the child at **further risk of harm**.
- It could **compromise a criminal investigation**.
- There is a likelihood that the **family may flee**.

Any decision not to inform the family must be clearly recorded.

## **10. Preventative Measures**

To maintain a safe environment, we will:

- Provide a **supportive space** where children feel safe to express concerns.
- Promote **positive behaviour and respect**.

- Regularly review **risk assessments** for activities and venues.
- Maintain **clear communication** with parents and carers.

## 11. Recording and Documentation

All concerns must be recorded accurately and placed on file within **one working day**. Records should include:

- **Chronology of events** (date, time, observations, and who was present).
- **Exact words used** in disclosures.
- **Actions taken and decisions made**, including reasons for any decisions.
- **Signature and date** of the person making the report.

All records must be **clearly signed and dated**.

## 12. Preventative Measures

To maintain a safe environment, we will:

- Provide a supportive space where children feel safe to express concerns.
- Promote positive behaviour and respect.
- Regularly review risk assessments for activities and venues.
- Maintain clear communication with parents and carers.
- **Ensure that adequate insurance is in place for all activities, including trips and outings.**
- **When organising a trip or outing, ensure that a trip/outing slip is completed, including details about the trip and a section for parental consent. These slips must be returned before the event and be brought on the trip with the completed group information/consent forms. If a group information/consent form has not been completed for a child, it must be done prior to the trip.**

## 13. Personal/Personnel Safety

- A group of children or young people under the age of 16 should not be left unattended at any time.

- Avoid being alone with an individual child or young person for an extended period. If alone with a child, e.g., for first aid or if the child is distressed, ensure that another worker is aware of where you are and the reason for being alone.
- Under no circumstances should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being present. Any such meetings should be planned and approved by a senior staff member.
- Workers should only give lifts to young people if specifically requested by the parents. This is discretionary, and workers are not obliged to do so.
- In the case of trips or outings, it should be made clear if workers' cars will be used, and where the children or young people will be returned to after the activity.

## 14. New Workers

When recruiting and selecting paid workers and volunteers, the following steps will be taken:

- Completion of an application form.
- An interview by three members of the Committee, with the final decision resting with them.
- Investigate any gaps in employment and other inconsistencies.
- Verification of identity (passport, driving license, etc.).
- References will be checked before employment starts.
- Criminal record checks will be carried out through approved local agencies, such as the Criminal Records Bureau.
- If employing someone with a criminal record, appropriate advice will be sought.
- No unaccompanied access to children will be permitted until all of the above have been completed.
- A probationary period of three months for new paid workers and volunteers.
- On-going supervision of paid workers and volunteers.
- Good practices must be followed, including training and guidance on working with children and young people.
- A nominated child protection representative will be included on the Management Committee.

## 15. Training

It is highly beneficial for workers to undertake regular training for safeguarding and child protection. The committee will keep workers

informed about relevant courses.

## 16. What is Child Protection?

Child protection refers to actions taken to prevent harm and respond to situations where a young person's physical, emotional, intellectual, or spiritual well-being is compromised due to the actions of another person.

## 17. What You Should Do

- **Listen to the child/young person:** Maintain eye contact, but do not promise to keep secrets before understanding what they are disclosing.
- Reassure the child/young person that what they are telling you is important, and help them trust their feelings.
- Take notes immediately after the conversation, ensuring to record **exact words** spoken, avoiding assumptions or conjecture.
- Do not investigate the matter yourself; it is not your role, as this could compromise evidence.
- Report immediately to the **Designated Safeguarding Lead** or the child protection officer for further action.

## 18. What You Should Not Do

- Do not begin investigating allegations on your own.
- Avoid discussing the matter with anyone other than the designated authorities.
- Do not form opinions or decide not to take any action.

## 19. Things to Say or Do

- "What you are telling me is very important."
- "This is not your fault."
- "You were right to tell someone."
- "I'm sorry this has happened/is happening."
- "What you're telling me should not be happening to you. I will find the best way to help you."

## 20. Things Not to Say or Do

- Do not ask leading questions such as "Why?", "How?", or "What?"
- Do not say, "Are you sure?"
- Do not show your own emotions, e.g., shock or disbelief.
- Do not make false promises.

## 21. Contact Details for Safeguarding Officer

In the event of any safeguarding concerns, staff must contact the safeguarding officer as soon as possible.

### **Safeguarding Officer Contact Details:**

- **Name:** Samiat Balogun
- **Phone Number:** 07429699528
- **Address:** 88 Bingley Court, Canterbury, England, CT1 2SX

## 22. Conclusion

Balogun Bassey CIC is committed to ensuring the **safety and well-being** of all children involved in our programmes. We will regularly review this policy to ensure compliance with **UK safeguarding laws and best practices**.

## 23. Policy Review and Approval

This policy has been approved by the Board of Directors and undergoes an annual review.

**Last Review Date:** March 1, 2025

**Signed by:**



Samiat Balogun  
Director



Amy Meite  
Director

