

Dated: 31st March 2024



Children's Safeguarding Policy

Children's Safeguarding Policy for Newbury Soup Kitchen

Newbury Soup Kitchen abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, and government guidance and complies with best practice requirements.

We have put this policy together in recognition that safeguarding children is everyone's responsibility, and it may be that as a result of working with adults at our service, occasionally a child may be present - and that we never allow children onto the premises where we host adults for food provision, and we never allow under 18s access.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies are essential in promoting young people's welfare.
- an under 18 person comes to a session
- someone that we feel may be under 18, we can investigate further
- during the course of our outreach services, if we come across a client with a child and we have safeguarding concerns

Purpose:

Newbury Soup Kitchen will:

- Protect children and young people who receive/arrive at any Newbury Soup Kitchen session or outreach service from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Newbury Soup Kitchen, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, is a member of the armed forces or are in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),

- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in Working together to Safeguard Children 2023 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Safeguarding as Part of the Deal:

When safeguarding children, Newbury Soup Kitchen is committed to the principles of Berkshire West partners we are strongly committed to the shared responsibility to safeguard and protect children and young people. Berkshire West benefits from excellent inter-agency engagement, and proactive leadership of this shared safeguarding agenda.

We commit to working as partners to ensure all children and young people can live safe, happy and positive lives, achieving their potential and being respectful to others. Berkshire West partners are fully committed to keeping the child or young person at the heart of all that they do.

Berkshire West Safeguarding Children Partnership This group comprises the following members:

- Directors of Children's Services - Reading, Wokingham and West Berkshire
- Berkshire West CCG
- Thames Valley Police
- Independent Scrutiny representative

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Newbury Soup Kitchen should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Training and Awareness:

Newbury Soup Kitchen will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and its role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Similarly, employees and volunteers may encounter concerns about the safety and well-being of an adult at risk of abuse. For more information about adults' safeguarding, refer to Newbury Soup Kitchen Adults Safeguarding Policy.

Confidentiality and Information Sharing:

Newbury Soup Kitchen expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see Newbury Soup Kitchen Policies, available on our website or on request.

Recording and Record-Keeping:

A written record must be kept about any concern regarding a child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, the decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Recruitment & Selection: Newbury Soup Kitchen caters for people aged 18yrs onwards. This policy is in place for our clients that may bring children to our sessions for food provision and outreach.

Newbury Soup Kitchen is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Newbury Soup Kitchen has policies and procedures that cover the recruitment of all Trustees, employees and volunteers. Enhanced DBS for vulnerable adults, reference checks, and interviews.

Social Media:

All employees and volunteers should be aware of Newbury Soup Kitchen's Social media policy and procedures and the code of conduct for behaviour towards the children we support.

Use of Mobile Phones and other Digital Technology:

All employees, trustees and volunteers should be aware of our Newbury Soup Kitchen policy and procedures regarding the use of mobile phones and any digital technology. All NSK employees, Trustees and Volunteers must understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

Newbury Soup Kitchen Social Media Policy: (This Policy is also provided as a separate document found on our website: <https://newburysoupkitchen.org.uk/soup-kitchen-policies/>) This policy provides guidance for volunteer use of social media, which should be broadly understood for purposes of this policy to include blogs, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of Newbury Soup Kitchen as well as personal use of social media when referencing Newbury Soup Kitchen.

- Volunteers need to know and adhere to the organisation's policies when using social media.
- Volunteers should always be aware of the effect their actions may have on their images as well as Newbury Soup Kitchen's image. The information that volunteers post or public on social media may be public information for a long time.
- Volunteers should be aware that Newbury Soup Kitchen may observe content and information made available by volunteers through social media. Volunteers should use their best judgement in posting material that is neither inappropriate nor harmful to Newbury Soup Kitchen its volunteers or service users/clients.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary content, or images that are defamatory, pornographic, propriety, harassing, libellous, political, faith-driven or that can create a hostile work environment.
- Volunteers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with team leaders.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Volunteers should refer these inquiries to authorise Newbury Soup Kitchen CEO, Trustees or Lead Volunteer.
- If volunteers find or encounter a situation while using social media that threatens to become antagonistic, volunteers should disengage from the dialogue in a polite manner and seek the advice of a senior member of the team.
- **NO** images or other information about Service Users (Clients) may be posted online or in the press by volunteers.

Whistleblowing:

It is important that people within Newbury Soup Kitchen have the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity or any wrongdoing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Newbury Soup Kitchen to protect whistle-blowers. The whistleblowing policy is available on request or on the website: <https://newburysoupkitchen.org.uk/soup-kitchen-policies/>



Newbury Soup Kitchen - Children's safeguarding procedure

No children allowed in/on NSK premises

Child attempts to attend with adult – Volunteer gets staff member and both stay outside with adult and child and explain that children cannot attend session. Food can be bought out in which case another volunteer to bring that out. 2 volunteers/staff members to stay with the child if adult leaves them alone

Child attempts to attend with adult – Volunteer gets staff member and two people stay outside with adult and child and explain that children cannot attend session. Food can be bought out to them, in which case another volunteer to bring that out. 2 volunteers/staff members to stay with the child if adult leaves them alone



Depending on what the staff members witness and information given would use their safeguarding training to assess the situation. If they felt that there was a risk to inform the DSL user that they may have to inform social services or discuss with other agencies. If they feel there is an immediate harm to any child or outside of hours they would call 999.



If a referral to children services was going to take place where appropriate and safe to do so to inform the NSK user and explain reasons why the referral is being made. If not contact any agencies working with the NSK user and gather/share more information and complete MASH referral.



Workers to Inform the Designated Safeguarding Lead of any referrals made or any concerns you may have. safeguarding@newburysoupkitchen.org.uk

Where to go:

Newbury Soup Kitchen Designated Safeguarding Lead (Steph Langley/Meryl Prail) safeguarding@newburysoupkitchen.org.uk

**West Berkshire Contact, Advice & Assessment Service:
01635 503 190**

**Emergency Duty Team (Out of Hours):
01344503190**

Police
Emergency – 999
Non-emergency – 101

NSPCC Helpline
0808 800 5000

**Education Safeguarding Lead:
01635 503156**

NSK will make clients and volunteers aware of the Safeguarding Policy through the following means: displayed at our Operations Centre and on the website www.newburysoupkitchen.org.

