



SHREE SWAMINARAYAN VIDYALAY

SAFEGUARDING POLICY & PROCEDURE

Version control

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| Date of introduction of this policy | November 2021 |
| Revised | September 2023 |
| Date for next review of this policy | September 2024 |
| Policy owner | Designated Safeguarding Lead |
| Policy owner (Proprietors) | Board of Directors |

Covid Statement

Safeguarding has continued to be a priority during Covid. The safeguarding policy has been reviewed regularly during this period and the work of the charity has been conducted remotely (Zoom, Google Teams, emails and telephone calls) taking into account the risks that online working can present to children & young people. To ensure the safety of Securing Success' Board of Trustees, and of managers, staff, children and parents of supplementary schools and supportive organisations, the following organisations have provided guidance on safeguarding, risk assessments, working remotely, online safety, adapting to teaching remotely, funding and other related matters: Harrow Council, Young Harrow Foundation, Voluntary Action Harrow Cooperative, the NRCSE, John Lyon's Charity.

In addition, information has been drawn from the DfE guidance for OOSS and the Charity Commission.

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How to use this policy and procedure:

This policy and procedure document should be used in conjunction with the Harrow guidance for CVFP sector. Any sections with further reading are referenced with.

Who the policy & procedure apply to:

This policy and procedure document applies to all staff and volunteers, including trustees, committee members, senior management, religious leaders, students on work placements and sessional workers.

This document will be reviewed annually.

All staff and volunteers and Trustees, including senior management, should read and familiarise themselves with the contents of this policy and procedure document, and explore relevant resources referenced in the policy & procedure document.

The Nominated Safeguarding Person/s (Role and Responsibilities)

It is the responsibility of the Nominated Safeguarding Person and his/her Deputies to support all staff and volunteers in understanding this policy and procedure document and Green Book and applying it in their everyday work and ensuring safe working practice guidance which all staff/volunteers have read and understood.

The Nominated Safeguarding Person is the lead person to whom all safeguarding concerns and suspicions should be reported and from whom advice should be sought on all safeguarding matters.

Our current NSP and deputy/ies are listed below:

| | |
|--------------------|---|
| Name of Lead NSP | Contact Details Vikesh Wagjani 07584 580 021 |
| Name of Deputy NSP | Contact Details Premila Varsani 07866 529 959 |

Child Protection Policy Statement of Commitment

Shree Swaminarayan Vidyalay believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility & duty of care to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

- to protect children and young people who receive Shree Swaminarayan Vidyalay services.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection; Shree Swaminarayan Vidyalay believes that a child or young person should never experience abuse of any kind.

Shree Swaminarayan Vidyalay have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protect children/young people. Shree Swaminarayan Vidyalay recognises that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Shree Swaminarayan Vidyalay will seek to keep children and young people safe by:

- valuing children/young people, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers - sharing concerns with agencies who need to know, and involving parents and children appropriately
- have a child protection policy on display so that users of the service are aware of our duty of care
- ensuring that all staff and volunteers receive the appropriate level of safeguarding training for their roles

Scope of this policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Shree Swaminarayan Vidyalay working directly with children and young people.

Children, young people, parents/carers are informed of the policy. The policy applies to anyone with whom we are in contact in the course of our work, who is a child or a young person.

Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years and up to 25 with learning disabilities.

This policy is reviewed, endorsed and approved by the board of trustees annually, or when legislation changes.

The purpose of this policy

Is to ensure that actions of staff/volunteers delivering services on behalf of Shree Swaminarayan Vidyalay are transparent and promote and safeguard the welfare of all children/ young people that they encounter and are aware of their duty of care to children/young people.

This policy and procedure sets out how Shree Swaminarayan Vidyalay implements safeguarding for children/ young people, with whom we come into contact in the course of our work.

Shree Swaminarayan Vidyalay is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children/young people at Risk from abuse.

This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

This policy and procedure helps us to achieve this by:

- Supporting us to safeguard children, young people in practice, by defining abuse and informing us what to do
- Ensuring we all work to the same policy and procedure
- Making sure we are accountable for what we do
- Being clear what roles and responsibilities we all have in safeguarding
- Saying what staff can expect from the organisation to help them work effectively

This policy is informed by and supports our organisational purpose, and is how we comply with the Harrow Safeguarding Children Board Procedures.

The principles this policy is based on are:

- The Welfare of the child /young person is paramount
- The welfare of families will be promoted
- The rights, wishes & feelings of children /young people & their families will be respected & listened too.
- All children/ young people will be treated fairly in being able to access services which meet their needs, regardless of gender, ethnicity, disability, sexuality or beliefs
- We will take all reasonable steps to protect service users from harm, discrimination and abuse.
- Children and families are best supported and protected when there is a co-ordinated response from all relevant agencies
- Paid and volunteer staff should make sure that they are alert to the signs of abuse and neglect, that they question the behaviour of children and parents/carers and don't necessarily take what they are told at face value. They should make sure they know where to turn to if they need to ask for help, and refer to children's social care or to the police, if they suspect that a child is at risk of harm or is in immediate danger

Recognising the signs of abuse:

In Shree Swaminarayan Vidyalay we want all Staff, volunteers, placement workers to be aware of the need to be alert to the potential abuse of children/young people & the main categories of abuse and other significant areas that can affect children & young people. Shree Swaminarayan Vidyalay understands that it is important that we recognise and act upon concerns which are listed below.

Neglect:

Shree Swaminarayan Vidyalay recognises that Neglect is the failure to meet a child's and/or vulnerable adult'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)
- ensure access to appropriate medical care or treatment It may also include Neglect of, or unresponsiveness to, a child's basic emotional needs

See the Harrow safeguarding guidance for the CVFP sector for signs and symptoms of Neglect

Physical Abuse:

Shree Swaminarayan Vidyalay recognises that 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 sexual and neglect Training should support staff/volunteers to recognise the signs and symptoms of abuse.

See the Harrow safeguarding guidance for the CVFP sector for signs and symptoms of Physical abuse.

Emotional abuse:

Shree Swaminarayan Vidyalay recognises that emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. 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, causing children and vulnerable adults 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 ill-treatment of a child and/or vulnerable adult though it may occur alone.

See the Harrow safeguarding guidance for the CVFS sector for signs and symptoms of emotional abuse.

Sexual Abuse:

Shree Swaminarayan Vidyalay recognises Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

See page Harrow safeguarding guidance for the CVFS sector for signs and symptoms of sexual abuse.

Significant areas you will need to be aware of when working with children/young people include:

Bullying

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose.

Abuse of Disabled Children

Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. Disability is defined as:

- A major physical impairment, severe illness and/or a moderate to severe learning difficulty
- An ongoing high level of dependency on others for personal care and the meeting of other basic needs

See Harrow safeguarding guidance for the CVFS sector

E-Safety

E-Safety is defined as the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (eg text messages, gaming devices, email etc).

In practice, e-safety is as much about behaviour as it is electronic security. E-safety in this context is classified into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Domestic Violence

Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings'.

The term domestic violence is used to include any form of physical, sexual or emotional abuse between people in a close relationship. It can take a number of forms such as physical assault, sexual abuse, rape, threats and intimidation. It may be accompanied by other kinds of intimidation such as degradation, mental and verbal abuse, humiliation, deprivation,

systematic criticism and belittling. For further information see Harrow safeguarding guidance for the CVFS sector.

The Nominated Lead Person will regularly consult the Green Book to identify other safeguarding issues that need to be understood by the organisation in order to meet the needs of the children and families it provides services to.

Shree Swaminarayan Vidyalay Safeguarding Procedures:

It is the responsibility of every member of staff / volunteer to know, understand Shree Swaminarayan Vidyalay child protection policy & procedures.

To achieve good practice in our setting we will ensure the following areas are clear and put into practice:

Safer Recruitment & Selection

All staff/volunteers will go through the following process prior to delivering/ supporting activities/services to children/young people:

We have a policy and procedure which ensures that all potential paid staff and volunteers:

- Complete an application form or a letter of application. This includes: address, evidence of relevant qualifications, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address.
- Undergo an interview (formal or informal) involving at least two interviewers. At least one person on the recruitment panel will be safer recruitment trained.
- Provide at least two references which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work or volunteering with children or young people. If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee.
- Consent to a Disclosure and Barring Service check (formally CRB check) at the appropriate level (standard or enhanced). Agree to sign up to the DBS update service.

Furthermore, the organisation complies with all other safeguarding regulations:

- We understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work, volunteer, or try to work or volunteer with these groups.
- We understand that an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- We understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must complete a DBS referral form See Harrow safeguarding guidance for the CVFS sector

- Shree Swaminarayan Vidyalay will have an Induction process including access to policies, procedures and code of conduct expected to be followed by all those delivering serviced on behalf of by Shree Swaminarayan Vidyalay to support their work. See the Harrow safeguarding guidance for the CVFS sector
- An appraisal system in place to identify any concerns or issues

Management & Support of Paid Staff & Volunteers

- All staff and volunteers are provided with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and procedures and Ground rules for appropriate behaviour.
- All staff and volunteers are supported through an Induction process in which safeguarding/child protection procedures are explained and training needs identified
- All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post. Inductions will be completed within 6 months.
- All paid staff are given supervision at least every 6 weeks by their line manager/ Chair of the organisation.
- All volunteers are given regular support sessions. (This may include one to one or group support, mentoring or shadowing opportunities).
- Implements disciplinary and grievance procedures for all paid staff and volunteers, which comply with the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice
- All paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.
- All paid staff and volunteers receive an induction, which includes information on all the organisation's policies and procedures

Safer working practice:

Shree Swaminarayan Vidyalay recognises there may be times when staff/volunteers are working alone all staff/volunteers at Shree Swaminarayan Vidyalay will comply with our lone working policy and guide lines in the Harrow safeguarding guidance for the CVFS sector

We will ensure that adequate staff/volunteers are supporting activities that Shree Swaminarayan Vidyalay's run. We will follow the ration guidelines states in the Harrow safeguarding guidance for the CVFS sector

All activities being provided are properly planned and organised. Planning ensures that the activities are age-appropriate, appropriately supervised, take account of staff ration and use qualified instructors.

Activities Risk Assessments are carried out prior to delivering activity sessions – see guidelines and template in the Harrow safeguarding guidance for the CVFS sector

- All activities are risk assessed to ensure that all reasonable steps are taken to prevent children and young people being harmed whilst participating in the organisation's activities.
- We will regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements, as outlined in the organisation's Health and Safety Policy.
- Ground rules are set for appropriate behaviour for children and young people, staff, volunteers, parents and carers. Systems are in place and implemented if the ground rules are broken.
- Shree Swaminarayan Vidyalay's has a Photography and Film Policy about taking and using images of children and young people. We will ensure that images of children, young people and families are only used after written permission has been obtained, and only for the purpose for which consent has been given.

Providing Safer Activities and Trips

Necessary arrangements

- People whose suitability has not been checked, including through a DBS check must not be allowed to have unsupervised contact with children
- All paid staff and volunteers undertaking specialist roles, (e.g. taking children and young people off site on trips) are provided with appropriate training
- Employer's liability and/or public liability insurance has been taken out to ensure that all activities and services and all people taking part, are covered

Transport

We ensure that our transport has:

- Appropriate insurance cover
- Tax MOT
- Appropriate seats (including booster seats and seatbelts)
- A first aid box
- Drivers hold the correct driving license

Responding to concerns

If any member of staff/volunteer is concerned about a child/young person they must inform the nominated safeguarding lead person (NSP) or deputy NSP immediately.

- The written record must be clear precise factual account of observations or what has been said.
- The NSP will decide on the most appropriate course of action and whether the concerns should be referred to Children Social Care. See Harrow Threshold guidance of the Harrow safeguarding guidance for the CVFS sector. If it is decided that a referral needs to be made to children's social care this will be discussed with the parents, unless to do so would place the child at further risk or undermine the

collection of evidence e.g. forensic evidence. All concerns and discussion and decisions will be recorded in writing.

- If a member of staff disagrees with the level of concern and feels that a child has not been
- You must log and record information regarding concerns on the same day. See incident recording log in the Harrow safeguarding guidance for the CVFS sector protected, then any member of staff can make a direct referral to children's social care – please see section on escalation and challenges Harrow safeguarding guidance for the CVFS sector <http://www.harrowlscb.co.uk/wp-content/uploads/2015/06/Multi-agency-resolution-of-professional-disagreements-Sept-2015-1.pdf>

Disclosure by a Child/Young Person:

Shree Swaminarayan Vidyalay recognises that a child/Young person may seek you out to share information about abuse or Neglect, or talk spontaneously, individually or in groups when you are present. In these situations, YOU MUST:

- Listen carefully to the child/ Young person. You can seek clarification but DO NOT ask direct questions or start to investigate the matter
- Give the child/Young Person time and your full attention.
- Allow the child/Young person to give their account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's/young person's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's/young person's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.

Reassure the child/ young person that:

- they have done the right thing in telling you;
- they have not done anything wrong;
- Tell the child / young person what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child /Young person to repeat his or her account of events to anyone

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, in order to safeguard evidence, you must not discuss your concerns with parents/carers in the following circumstances:

- where Sexual Abuse or Sexual Exploitation is suspected
- where organised or multiple abuse is suspected
- where there are concerns a child may be at risk of Female Genital Mutilation
- where Fabricated or Induced Illness is suspected

- In cases of suspect Forced Marriage (see Forced Marriage procedure Harrow safeguarding guidance for the CVFS sector)
- where contacting parents/carers would place a child, yourself or others at immediate risk

Information Required When Making a Referral Regarding a Child/Young Person:

Multi Agency Safeguarding Hub (MASH) will need to be contacted via the golden number for flow chart dealing with concerns about a child/young person please see the Harrow safeguarding guidance for the CVFS sector.

- Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available).
- Unavailability of some information or the Nominated Safeguarding Person should not stop you making a referral. Use the **MASH Referral Record** to do this.
- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child /young person and siblings, any special needs.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or vulnerable adult and their family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

Allegations Against Adults Who Work with Children /Young People

If you have information which suggests an adult who works with children /young people (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a children/young people
- possibly committed a criminal offence against, or related to, a children /young people
- behaved towards a child /young person in a way that indicated s/he is unsuitable to work with children /young people
- You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) via the MASH Team
- If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO (Local Authority Designated Officer) via the MASH Team.

Making a Referral

A referral will involve providing information of concern to the Nominated Safeguarding Lead Person (unless the concern is about the Nominated Safeguarding Person) about an Allegation against a staff/ volunteer.

The MASH will need to be contacted in order for the Local Authority Designated Officer to be informed. The LADO will make enquiries and take appropriate action provide guidance and may request for further information to be submitted.

You may be called for a meeting with the LADO. The LADO may have to speak to the Police to decide if a criminal act has taken place, in serious cases the Police may be informed and may investigate.

You will be informed of the action that will be taken by the LADO.

YOU SHOULD NOT:

- Call a staff meeting and discuss the matter with staff/volunteers the LADO will guide you on what needs to be done.
- You should not try and bring the perpetrator of the alleged abuse in contact with the victim/parents to discuss concerns.
- Do not delay your response

Inability to inform parents should not prevent a referral being made. The MASH team will then decide on how and when the parents can be approached and by whom.

If a child is in immediate danger or is at harm or risk you should refer to the children's social care and/or the police

- In emergency dial 999
- MASH: 020 8901 2690 between 9 am – 5pm
- Out of Hours 5pm – 9am Emergency Duty Social Worker 020 8424 0999

Action To Be Taken Following the Referral:

Shree Swaminarayan Vidyalay will ensure that you keep an accurate record of your concern(s) made at the time. Shree Swaminarayan Vidyalay put concerns in writing to the Social Care Duty & Investigation Team following the referral (within 48 hours) duty & assess@harrow.gov.uk / duty&assess@harrow.gov.uk.cjsm.net Shree Swaminarayan Vidyalay will accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Confidentiality

The Shree Swaminarayan Vidyalay will ensure that any records made in relation to a referral are kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.

See information Sharing Flow chart & principles in the Harrow safeguarding guidance for the CVFS sector If in doubt, consult with Shree Swaminarayan Vidyalay NSP.

Further Guidance/Support can be obtained regarding this policy and procedure, including training, one to one policy & procedure support in house training for level 1, 2,3 from:

The Harrow Safeguarding Children Outreach Team on the following details: Voluntary Action Harrow Safeguarding Outreach Team asiachetouani@voluntaryactionharrow.org.uk | suebush@voluntaryactionharrow.org.uk

Telephone: 020 8861 5894

Other Policies in Your Organisation

Safeguarding Policies and Procedures are an essential element of an effective safeguarding practice within VCS organisations. Some other policies play an important role in keeping children safe. In addition, they are essential in ensuring the safety and well-being of all staff and volunteers.

Organisations should ensure they have key mandatory policies in place endorsed by trustees/committee and reviewed annually.

These are often a legal requirement and required by funders – Health & Safety, First Aid & Fire Procedures, Risk Assessments, Insurance, Confidentiality, and Safeguarding.

Other Policies Shree Swaminarayan Vidyalay Has in Place Include:

Equal Opportunities' Policy

This policy should ensure that no child/young person is discriminated against on the grounds of race, gender, culture, sexual orientation, economic status or ability (other than where such a distinction is an inherent part of the activity e.g. gender specific activities, religious observance or competitive sports). The policy should address both the corporate and personal responsibilities of agencies and staff, to ensure that all children are treated with respect and encourage them to respect each other.

Health and Safety Policy

A Health and Safety Policy sets out your general approach, objectives and the arrangements you have put in place for managing health and safety in your business. It is a unique document that says who does what, when and how.

Complaints' and Grievance Policies

Each organisation should develop and publish a procedure by which aggrieved children and/or their parents/carers may make representations should they believe that they have been subject to discriminatory, abusive or inappropriate treatment.

The procedures must provide for an element of independent review and for adequate redress where a complaint is substantiated.

Comments, Compliments & Complaints Policy

We have a written Comments, Compliments & Complaints Policy and procedure so that children and young people, and staff and volunteers can make any necessary comment, compliment or complaint.

Confidentiality Policy

This details how any information regarding children and their families will be held and under what circumstances such information may be shared with other agencies. The policies must be in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998

Challenges & Escalation

All practitioners need to be robust in constructively challenging colleagues when necessary, to achieve best outcome for children and young people.

Malpractice

This is the confidential disclosure by any individual of any concern encountered in the workplace related to a perceived wrong doing. Shree Swaminarayan Vidyalay considers such wrongdoing to include:

- General malpractice, such as immoral, illegal or unethical conduct
- Conduct where someone's health and safety has been put in danger
- Gross misconduct

If individuals have concerns relating to their employment with Shree Swaminarayan Vidyalay these should be raised with Shree Swaminarayan Vidyalay.

This provides a method for staff, volunteers or service users to make known any concerns that they may have about the behaviour of any other person within the organisation.

Social Media

The goal of a social media policy is to set expectations for appropriate behaviour and ensure that an employee's posts will not expose the company to legal problems or public embarrassment. Such policies include directives for when an employee should identify himself as a representative of the company on a social networking website, as well as rules

for what types of information can be shared. Almost all social media policies include restrictions on disclosing confidential or proprietary business secrets.

E-Safety

E-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security. They are there to maintain boundaries and clear guidelines when using any form of social media or accessing the internet, whether is via mobile phone or computers.

Lone Working

Establishing a healthy and safe working environment for lone workers is key as it ensure their safety and provides clear guidelines of what to do to manage risks and report concerns.

For more information and model policies and procedures Resource Center

<http://www.resourcecentre.org.uk/information-category/making-your-group-work-well/policies-and-procedures/>

Key Contacts In Harrow

Golden Number

(for Harrow Children's Access Team) 020 8901 2690

Between 9am and 5pm Monday-Friday

Emergency Duty Team (Children's Social Care) / out of hours support 020 8424 0999

Email: duty&assess@harrow.gov.uk duty&assess@harrow.gov.uk.cjsm.net

Safeguarding Adults Service

Civic Centre, Civic 1, 2nd Floor East, Station Road, Harrow, Middlesex HA1 2UL

020 8420 9453

020 8424 0999 (out of hours) safeguardingadults@harrow.gov.uk

Youth Stop

LocalOffer@harrow.gov.uk

Harrow Youth Stop, The Twenty One

Building, Ground Floor, 21 Pinner

Road, Harrow, HA1 4ES

Children with Disabilities Service

Compass Harrow Young People's Substance Misuse Service

The 21 Building, 21 Pinner

Road Harrow, HA1 4ES

020 8861 2787

adminharrow@compass-uk.org

Alexandra Avenue Health & Social Care Centre 275 Alexandra Avenue South Harrow
HA2 9DX

Tel: 020 8966 6481 childrenwithdisabilities@harrow.gov.uk

Local Authority Designated Officer (LADO)

Paulette Lewis & Janice Miller

Civic Centre

Station Road, Harrow, HA1 2UH 020 8901 2690 (the Golden Number)

paulette.lewis@harrow.gov.uk

Victim Support Harrow

Vs.harrow@victimsupport.org.uk

Harrow Outreach Site

1 Morland Gardens Stonebridge NW10 8DY 020 8965 1141

Harrow Local Safeguarding Children Board

Second Floor, Civic Centre Station Road, Harrow HA1 2UL 020 8424 1147
lscb@harrow.gov.uk

Safe 2 Speak / The WISH Centre

Counselling for 10-19-year-olds Unit A4, Livingstone Court
55 Peel Road, Wealdstone HA3 7QT 0208 416 7277 07834477981/07834477979
info@thewishcentre.org.uk

Independent Domestic Violence Advisors (IDVA)

IDVA at Victim Support: 020 7259 2424 IDVA at Women's Aid: 0776 458 2194

Families Information Service

Civic Centre
Station Road, Harrow HA1 2UW 020 8901 2690 fis@harrow.gov.uk

Independent Sexual Violence Advocate (ISVA)

ISVA for Young People aged 12-25 Sexual violence reporting, advocacy and therapeutic support

The WISH Centre
Unit A4, Livingstone Court, 55 Peel Road Wealdstone HA3 7QT
0208 416 7277 / 07527 187177

Other Useful Contacts

London Safeguarding Children Board

Contains the full London Child Protection Procedures and many other safeguarding resources, including supplementary procedures, guidance documents and toolkits
<http://www.londonscb.gov.uk/>

NSPCC Child Protection Helpline

0808 800 5000 / or text 88858 help@nspcc.org.uk

Child Line

Free, confidential telephone helpline for children and young people (self-referral only) 0800 1111

Stop it Now! Helpline

Advice and information on how to protect children from sexual abuse
0808 1000 900
help@stopitnow.org.uk www.stopitnow.org.uk

Family Lives Helpline

Confidential helpline offering information, advice, guidance and support on any aspect of parenting and family life.

0808 800 2222

Family, Child & Education Legal Advice

Free legal advice on English law and policy affecting children and families

08088 020 008 Mon-Fri 8am-8pm

<http://www.protectingchildren.org.uk>

Ofsted

Piccadilly Gate

Store Street, Manchester M1 2WD 0300 123 1231 enquiries@ofsted.gov.uk

NCMA (National Childminding Association)

Safeguarding children service 0845 880 0044

Information and advice 0800 169 4486

info@ncma.org.uk

Criminal Record Checking (DBS checks / formerly CRB checks)

PO Box 110

Liverpool L69 3EF 0870 90 90 811

customerservices@dbs.gsi.gov.uk

Barring Services (DBS)

DBS

PO Box 181

Darlington DL1 9FA 01325 953795 dbsdispatch@dbs.gsi.gov.uk

The Charity Commission

The regulator for charities in England and Wales

<http://www.charity-commission.gov.uk/index.aspx>

Resource Bank

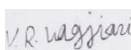
| Safeguarding Support | |
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| <p>Harrow Safeguarding Board Outreach Team</p> <p>www.voluntaryactionharrow.org.uk</p> <p>Telephone: 020 8861 5894</p> | <p>Coram CLC Child Protection Project :</p> <p>http://www.protectingchildren.org.uk</p> <p>Free legal advice on child protection and safeguarding law and policy</p> |
| <p>NSPCC Briefings and Factsheets: https://www.nspcc.org.uk/what-you-can-do/ Short introductions to child protection, child abuse and safeguarding topics</p> <p>NSPCC Self-Assessment Tool to support groups to assess themselves. https://safeguardingtool.nspcc.org.uk/self-assessment-tool/</p> | <p>Safeguarding Children Supplementary Procedures (London SCB): http://www.londonscb.gov.uk/resources/</p> <p>Safeguarding children: affected by gang activity, abused through domestic violence, missing from school, sexually active, sexually exploited, trafficked, missing, at risk of FGM.</p> |
| BMER and Faith Groups | |
| <p>NSPCC Faith Communities:</p> <p>https://www.nspcc.org.uk/preventing-abuse/safeguarding/safeguarding-faith-communities/</p> | <p>Churches Child Protection Advisory Service (CCPAS): http://www.ccpas.co.uk</p> <p>Victoria Climbié Foundation www.vcf-uk.org</p> |
| <p>Africans Unite Against Child Abuse (AFRUCA):</p> <p>http://www.afruca.org/</p> | <p>LSCB Culture and Faith website:</p> <p>http://www.londonscb.gov.uk/culture_and_faith/</p> |
| <p>NSPCC – Helping Children from Ethnic and Minority Communities: http://www.nspcc.org.uk/help-and-advice/for-the-community/faith-groups-bme/bme-and-faith-groups_wda73294.html</p> | <p>Faith Associates – Madrassah Management and Safeguarding http://www.faithassociates.co.uk/</p> |
| Online safety | |
| <p>Think U Know (CEOP)</p> <p>http://www.thinkuknow.co.uk/</p> <p>Guide to online safety with tailored resources for parents/carers, teachers/trainers and age groups 5-7, 8-10 and 11-16. Free training is also available.</p> | <p>Online Compass</p> <p>http://www.onlinecompass.org.uk/</p> <p>Free online safety self-review tool for groups that work with children and/or young people</p> |
| <p>UK Safer Internet Centre</p> <p>https://www.saferinternet.org.uk/</p> | <p>Online Safety NSPCC</p> <p>https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/online-abuse/</p> |

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| Professionals Online Safety Helpline 0844 381 4772 https://www.saferinternet.org.uk/professionals-online-safety-helpline | |
| General support for voluntary groups | |
| National Council for Voluntary Organisations (NCVO): http://www.ncvo-vol.org.uk | National Association for Voluntary and Community Action (NAVCA): https://www.navca.org.uk/about |
| POLICIES & PROCEDURES SUPPORT: http://www.resourcecentre.org.uk/ Voluntary Action Harrow Cooperative http://www.voluntaryactionharrow.org.uk/ | Community Matters http://www.communitymatters.org.uk Charity Commission http://www.charity-commission.gov.uk/ |
| Safer Staff & Volunteers | |
| Safe Recruitment Pan London procedures: http://www.londoncp.co.uk/chapters/safer_recruit.html | Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings: https://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-2015/ |
| Recruiting Safely – guidance helping to keep children and people safe (CWDC): https://www.education.gov.uk/publications/standard/publicationDetail/Page1/SG02/1009 | Good Trustees Guide (NCVO): https://www.ncvo.org.uk/accessible-guides |
| Preventing unsuitable individuals from working with children & Managing allegations against professionals | |
| Disclosure and Barring Service – criminal record checking and referring to the barring service: https://www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints | What is a Local Authority Designated Officer (LADO): http://www.harrowlscb.co.uk/guidance-for-practitioners/concerns-about-a-member-of-staff-or-volunteer-who-works-with-children-young-people/ |

Signed on behalf of the Management Committee:

Name: Vikesh Wagjiani

Signature:



Date: 16 September 2023