

HENFIELD YOUTH CLUB CIO

EMERGENCY SAFEGUARDING INFORMATION

**INFORM PERSON IN CHARGE OF SESSION YOUR CONCERNS-
CALL DEBBIE SLAUGHTER ON 07976711610 TO SHARE
CONCERNS**

IN EMERGENCY SEE BELOW

Raising an immediate or urgent concern about a child

Safeguarding is the protection of a person's health, wellbeing and rights. The Integrated Front Door (IFD) for West Sussex Children Services receive safeguarding enquiries and referrals for children's social care and early help services, including those with disabilities.

The IFD receive enquiries and direct them to the right service for support, ensuring children receive a service in line with their needs as quickly as possible.

Emergencies

If you think a child is at immediate risk of harm call 999.

Office hours (Monday-Friday, 9.00am-5.00pm)

If you are unsure what support you require or have an urgent safeguarding concern that requires a same day response, phone: 01403 229900.

Out of hours enquiries (weekends and bank holidays)

Contact our Emergency Duty Team on 033 022 26664.

If you experience difficulty contacting this number, phone: 07711 769657 (Does not accept text messages). This will connect you to the duty Social Worker.

Other welfare concerns about a child or young person

For all enquiries that are less immediate in nature, use the appropriate link:

- [I'm a professional](#)
- [I'm a member of the public or relative of the child](#)
- [I'm a child or young person](#)

Emotional wellbeing or mental health concerns

To request support for a child or young person, use the [West Sussex Single Point of Access \(SPoA\)](#).



KEEPIN CHILDREN SAFE

@ Henfield Youth Club CIO

**Safeguarding child protection policies and
procedures**

HENFIELD YOUTH CLUB DEER PARK HENFIELD WEST
SUSSEX BN5 9JQ TEL 01273 492161
email henfieldyouthclub@tiscali.co.uk

Reg charity no. 1202869

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HENFIELD YOUTH CLUB SAFEGUARDING AND CHILD PROTECTION POLICY

Our child protection 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 (name of group/organisation). The purpose of this policy: • To protect children and young people who receive (name of group/organisation)'s services. This includes the children of adults who use our services • To provide staff and volunteers with the overarching principles that guide our approach to child protection Henfield youth club believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal framework .

This policy has been drawn up on the basis of law and guidance which seeks to protect children and young people, namely: • Children Acts 1989 and 2004 • United Nations Convention on the Rights of the Child 1991 • Data Protection Act 1998 • Human Rights Act 1998 • Sexual Offences Act 2003 • Safeguarding Vulnerable Groups Act 2006 • Protection of Freedoms Act 2012 • Children and Families Act 2014 • Special educational needs and disability (SEND) Code of Practice: 0–25 years: Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014 • Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

Working together to safeguarding children: A guide to interagency working to safeguard and promote the welfare of children; HM Government 2015 This policy should be read alongside our policies and procedures on: • Role of the designated safeguarding officer • Dealing with disclosures and concerns about a child or young person • Managing allegations against staff and volunteers • Code of conduct for staff and volunteers • E-safety • Anti-bullying • Complaints • Whistleblowing • Health and safety •the welfare of the child/young person is paramount, as enshrined in the Children Act 1989 • all children and young people, 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 • some children and young people are additionally vulnerable because of their level of dependency or their communication needs • working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children's and young people's welfare.

We will seek to keep children and young people safe by: • valuing them, listening to and respecting them • appointing a Designated Safeguarding Officer (DSO) for children and young people, • 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, training recruiting staff and volunteers safely, ensuring all necessary checks are made • recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions • using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately • using our procedures to manage any allegations against staff and volunteers appropriately • creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise • ensuring that we

have effective complaints and whistleblowing measures in place • ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact details Designated safeguarding person **Debbie Slaughter 01273492161/ 07976711610/**

Request for support E-Form:

WSChildrenservices@westsussex.gov.uk

[Request support or raise a concern about a child - West Sussex County Council](#)

- **FOR ADVICE, SUPPORT OR REPORTING A CONCERN 0140322990**
- **Out of Hours: 0330 222 6664**
- **IF NO REPSONSE DUTY SOCIAL WORKER 0771169657 – DOES NOT ACCEPT TEXT**

Deputy DSP Senior lead for safeguarding Children's Social Care Emergency duty team in Children's Social Care Designated person in local authority for managing allegations against staff Police CEOP
www.ceop.police.uk NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually and when there are significant changes in legislation or internal to our organisation. This policy was last reviewed on:

20/02/2026 (date)

Person responsible for overseeing review: Debbie Slaughter

Signed: ...Debbie Slaughter (this should be signed by the most senior person in your organisation eg the safeguarding lead on your board of trustees)

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 20/02/2026 (date)

CHILD PROTECTION AND SAFEGUARDING PROCEDURES

Child protection and safeguarding procedures are detailed guidelines that tell everyone what to do in situations where child protection or safeguarding could be a concern.

If a child/young person approaches you as a volunteer or staff member and asks to speak to you in private.

To keep yourself safe from allegation yourselves, always let another staff member know what is happening, where you will be speaking to the young person and keep yourself in view of others- for example, in Henfield Youth club you can be visible through the glass panels in the office. If possible and it will not jeopardise the young person being open to their concerns it may be relevant to ask another staff member to accompany you in the meeting with the child/young person.

ALWAYS inform the child/young person that depending on the information they share, you may not be able to keep what they say confidential. Speak to them as clearly as possible, stating that you need to make sure that they are safe and if what they tell you concerns you enough to think their safety is at risk then you will have to share what they have told you with others.

We will Record exactly what the young person/child has told us, using their own language.

We will not lead the young person in any way and ask open questions such as “What happened then? “do you want to tell me more about that ?”

Examples of situations can include child or young person may tell you about something that has upset or harmed them, or that has happened to another child or young person

In some Instances, it may just be beneficial for a child to talk through their feelings, depending on the severity of their emotional and physical needs, this may only need to be reported and recorded on a nightly record sheet.

If the situation may need further support an incident report form should be completed and passed to the leader in charge of that group to discuss with the designated child protection person (Debbie Slaughter) If appropriate this will also be discussed with the child and parents to assess whether further action should be taken. Further action could include a referral to MASH for further support for the family and or young person.

Someone else might report that a child or young person has told them, or that they strongly believe, that a child or young person has been or is being harmed in some way or A child or young person might show signs of physical injury or neglect, for which there appears to be no satisfactory explanation

For any marks or bruising this can be recorded using a sketch of the body and mark where you have witnessed the marks/bruising. DO NOT ask a child to remove or lift any clothing. For any discussions allegations of this kind it is more beneficial to have two staff members present where possible.

This kind of reporting needs to be recorded accurately and reported immediately to the designated person.

The parents/carers will be contacted, and a report will be put through to the safeguarding department at

West Sussex Safeguarding Children Board

Call: 0330 222 7799

Email: iscb@westsussex.gov.uk

You may witness worrying behaviour from one child or young person to another.

Record your concerns, discuss with other staff members present and share opinions on witnessed behaviour. Speak to the young person/child sensitively stating what you have witnessed and ask open questions eg “I have noticed things have changed between you and (friends name) is there anything worrying you that I can help with ?”

If they are reluctant to talk to you. It may be appropriate to explain that their behaviour concerns you and you may have to speak to their parents.

A child’s or young person’s behaviour may suggest he or she is being abused

If you suspect the above, you will need to record your suspicions and discuss with your line manager/designated person. Observe the child/young person and assess any changes in their circumstances, for e.g. not as clean as they should be, usually are, seem hungry, aggressive, quiet or general changes in behaviour. If safe for the child to do so a discussion with parents/carers should take place. If you feel that this would be detrimental to the child’s welfare a referral to the safeguarding board should be made.

A parent or carer is behaving in a way that would be deemed unsafe to take care of a child

If the above situation arises, we would inform the parent of our concerns and ask if there is another family member/ person that would be able to collect the child as the child’s safety is the most important factor. If the parent/carers is unwilling to allow another adult to collect the child, we would call the local childcare authorities/ and or Police.

- Request for support E-Form: <http://sussex.procedures.org.uk/>
- Email: MASH@westsussex.gcsx.gov.uk
- Telephone: 01403 229 900
- Out of Hours: 0330 222 6664

The behaviour or attitude of one of the workers towards a child or young person may worry you or make you feel uncomfortable in some way or Someone might make an allegation that a worker or volunteer has harmed a child or young person or behaved inappropriately towards them

If appropriate challenge the worker stating that you feel that their behaviour is not appropriate – discuss your concerns with your line manager/designated person. If it is your line manager or designated person that you have concerns over- speak to the chairperson of Henfield Youth Club- **Jan Holden on 07776257232.**

Depending on the severity of the concern/allegation a referral can be made to West Sussex safeguarding board as above. Please also see whistle blowing procedures.

HENFIELD YOUTH CLUB

MISSING, LOST OR UNCOLLECTED CHILD POLICIES AND PROCEDURES

Henfield youth Club has the highest regard for the safety of the children in our care. Staff will always be aware of the potential for children to go missing during sessions Missing / Lost Child

Even when all precautions are properly observed, emergencies can still arise. Therefore staff will undertake periodic head counts, especially at times when the activities are offered outside of the building. If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure will be activated:

The member of staff in question will inform both the leader of the session and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.

The leader of the session will nominate a member of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club. If after 15 minutes of thorough searching the child is still missing, the Leader will ring the child's parents and Police if the child has not arrived at home

If Necessary While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at the Club.

The leader will be responsible for meeting the police and the missing child's parent/carer. The leader will co-ordinate any actions instructed by the police, and do all she can to comfort and reassure the parents/carers.

Once the incident is resolved, the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Club's Site Security and Risk Assessment policies).

All incidents of children going missing from the Club will be recorded in the Incident Record Book, and in cases where the police or the Children & Families Assessment Team have been informed,

Uncollected Child

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

If a parent, carer or designated adult is more than 30 minutes late in collecting their child, the leader will be informed.

The leader will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.

While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.

If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 60 minutes has elapsed, the leader will call the Police non-emergency telephone number for advice.

In the event of the Police being called, the leader will attempt to leave a further telephone message with the parent/carer or designated adult's answer phone, where available. If the child is taken from the club to a place of safety, a note in an envelope, for the parent/carer or designated adult will be left on the door of the Club's premises. The note will reassure them of their child's safety and ask them to call the club's mobile phone number or Police phone number.

Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary and unless the Parents have given permission to do so.

The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police.

Incidents of late collection will be recorded by the leader and discussed with parents/carers at the earliest opportunity.

CODE OF CONDUCT

HENFIELD YOUTH CLUB behaviour code for adults working with children and young people

Purpose :- This behaviour code outlines the conduct we expect of all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is subcontracted to undertake specific duties.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

The role of staff and volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people o this includes ensuring equipment is used safely and for its intended purpose o this includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures o this includes policies and procedures for child protection/safeguarding, whistleblowing and e-safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow challenging all unacceptable behaviour and reporting any breaches of the behaviour code Debbie Slaughter
- reporting all allegations/suspicions of abuse following our reporting procedures, this includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should: treat children and young people fairly and without prejudice or discrimination • understand that children and young people are individuals with individual needs • respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation • challenge discrimination and prejudice • encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should: promote relationships that are based on openness, honesty, trust and respect • avoid favouritism • be patient with others • use special caution when you are discussing sensitive issues with children or young people • ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in • ensure that whenever possible, there is more than one adult present during activities with children and young people o if this isn't possible, ensure that you are within sight or hearing of other adults o if a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are • only provide personal care in an emergency and make sure there is more than one adult present if possible. This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should: • listen to and respect children at all times • value and take children's contributions seriously, actively involving them in planning activities wherever possible • respect a young person's right to personal privacy as far as possible o in some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not: • allow concerns or allegations to go unreported • take unnecessary risks • smoke, consume alcohol or use illegal substances • develop inappropriate relationships with children and young people • make inappropriate promises to children and young people • engage in behaviour that is in any way abusive o this includes having any form of sexual contact with a child or young person • let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account • act in a way that can be perceived as threatening or intrusive • patronise or belittle children and young people • make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Henfield Youth Club. We may also make a referral to statutory agencies such as the police and/or the local authority children's social care department.

If you become aware of any breaches of this code, you must report them. To do this you should follow the whistle-blowing procedure or, if necessary, the child protection/safeguarding procedures.

WHISTLE BLOWING PROCEDURE

The aims of this procedure is to provide a clear and transparent way for anyone who works for Henfield youth club to raise genuine concerns about acts of wrongdoing or malpractice in the workplace. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

This procedure provides managers with steps to deal with allegations, ensuring that staff and volunteers are not penalised for raising genuine concerns, even if concerns are found to be unfounded. .

Procedures.

If you have cause for concern over the actions of a staff member or volunteer in the first instance

- Speak to your supervisor, manager, or another colleague. If your concern relates to your manager/supervisor you should speak to the chair of the committee Jan Holden .
- Your manager will arrange to meet with you as soon as possible to discuss your concern
- You will be told at this meeting, or as soon as possible afterwards what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this may relate to confidential third-party information.
- If no action is to be taken in relation to your concern, you will also be informed of this fact and given reasons why. If you do not want the person you have concerns about to know your identity, you should make this clear to your manager, or the person dealing with your concern, at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.
- If you need support in raising your concern, you may bring a work colleague into the meeting with you.

What Happens next – Managers or responsible person. If someone tells you that they concerned about the actions of another staff member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the persons supervisor/line manager, you should establish why you have been chosen to discuss the concern with. You should approach the situation sensitively, recognising discomfort that the person may feel, allowing them to bring a colleague to the meeting if they wish to do so.. You should also remind them of other support that may be available to them.

Make notes of your discussion with the individual and clarify accuracy of your notes with them.

DECIDE WHAT ACTION TO TAKE

Once you have established the nature of the concern, it may be relatively minor nature and you may decide to resolve it informally.

If the concern appears to be more serious, you must consider first whether any immediate action is needed to protect children/young people or vulnerable adults . If so you should follow the child protection/safeguarding procedures to consider what action to take.

You should also consider whether there is a need to involve the police and or other statutory services/ social care/ health etc..... If you are not the manager of the person of concern, you should discuss the matter with their manager.

If at any point of the investigations it becomes apparent that a crime has been committed, the police should be contacted.

A referral or advice can be sought through the LADO their process is as follows.

Allegations against someone who works with children Allegations against staff within the children's workforce in West Sussex All organisations providing services to children must ensure that those who work or volunteer with children and young people are safe and competent to do so.

Equally, anyone that comes into contact with children or young people in their work has a duty of care to promote and safeguard their wellbeing.

The vast majority of people who work with children and young people act professionally and aim to promote the best outcomes for the children they work with, however at times the behaviour of staff can lead to harm or abuse and give rise to allegations being made against them.

Allegations may be substantiated, unsubstantiated, unfounded, false or malicious and there may be different perceptions of the same alleged incident.

Who is responsible for the allegations against the children's workforce process in West Sussex?

The Local Authority Designated Officer (LADO) has overall responsibility for the management of allegations of abuse by adults who work with or volunteer with children.

- The LADO provides advice, in the form of consultation and specific guidance, liaising with Children's Services, the Police and other regulatory bodies such as OFSTED and the Department for Education as needed in order to ensure a consistently fair and thorough process for both adult and child;
- The LADO manages individual cases and monitors the progress of cases for timeliness, thoroughness and fairness.

The role of LADO is set out in [Working Together to Safeguard Children 2015](#) and is governed by the Authorities duties under s.11 of the Children Act 2004. Working Together requires that a LSCB has a Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases, providing advice and guidance to employers and voluntary organisations, liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible and consistent with a fair and thorough process.

When is it necessary to contact the LADO?

The Pan Sussex Child Protection and Safeguarding Procedures provides guidance on [managing cases of allegations](#) that may indicate that a staff member may not be suitable to work with children in their current position, or in any other capacity.

A 'staff member' is a person over the age of 16 years whose work brings them into contact with children in their setting. It applies to all adults whether paid or working in a voluntary capacity (including agency workers) on or off site.

The procedures should be used in ALL cases in which it is alleged that a staff member has;

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he/she would pose a risk of harm to children.

Information may also come to light about a staff member conduct outside of the workplace which may indicate a breach of professional conduct or may raise concerns about their suitability to work within the children's workforce.

It is important that all allegations of abuse and breaches of professional conduct are taken seriously and considered with an open and inquiring mind.

The employer should contact the LADO within one day of the incident happening or the allegation being made. The employer must NOT commence an internal investigation before consulting with the LADO but should gather basic details such as was the employee actually working that day, did they potentially come into contact with the child(ren) and have any other potential witnesses come forward to corroborate or discount the alleged incident?

The LADO will consider the information and whether it meets the threshold for further consultation with Children's Services and the Police

What happens when I contact the LADO?

Initially, you will be asked for some basic information to determine the next steps and whether it is felt that the threshold is met for the allegations management process.

The LADO will consider the information and whether it meets the threshold for further consultation with Children's Services and the Police.

It remains the responsibility of the Police and Children's Services to investigate allegations of abuse and conduct further assessments before the employer starts to investigate an allegation. Any such investigation without the guidance and advice of the LADO could potentially jeopardise a subsequent criminal investigation.

You may be asked to complete a referral form after your initial consultation with the LADO and this should be returned electronically as soon as possible.

Whilst each setting should have a designated member of staff or child protection lead, ALL staff have a responsibility to report if they believe a member of staff is harming or is behaving in a manner which may potentially cause harm.

The LADO will provide guidance on what to do immediately and in the longer term, depending on the nature of the allegation and involvement of other agencies.

If directed by the LADO to internally investigate an allegation, actions should be conducted in a way that recognises the vulnerability of staff and seeks to protect them as far as possible from mistaken or false allegations, with the support of the settings own Human Resources team, whilst recognising that the need to assess and manage the risk they may pose to a specific child or children needs to main of paramount importance.

Supporting documents

- Pan Sussex Procedures – [8.2 Allegations Against people who Work with, Care for or Volunteer with Children](#)
- [Keeping children safe in education: statutory guidance for schools and colleges](#)
- [Protocol for historic child abuse allegations involving West Sussex County Council staff and establishments](#)

Concerns about an adult working or volunteering with children

Concerns about inappropriate behaviour of an adult working or volunteering with children are handled by the Local Authority Designated Officer (LADO).

Report any such concerns using the LADO referral form on the [West Sussex Safeguarding Children Partnership \(WSSCP\)](#) website.

If you want to speak to LADO for advice, contact the team:

- Email: LADO@westsussex.gov.uk
- Phone: 033 022 26450.

HENFIELD YOUTH CLUB Behaviour code for children and young people

Purpose : This code of behaviour was written in consultation with children and young people. It aims to make sure everyone who participates in our services knows what is expected of them and feels safe, respected and valued.

Debbie Slaughter must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

Basic principles

This code of behaviour aims to: identify acceptable and unacceptable behaviour • encourage cooperation, honesty, fairness and respect • create an environment where your self-esteem, self-respect and self-confidence will grow • encourage you to recognise and respect the rights of others • encourage you to take responsibility for your own behaviour • help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts

You should:

- cooperate with others •
- be friendly
- listen to others
- be helpful • have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to your youth workers about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully each other (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

Bullying Policy

Henfield Youth Club will Not tolerate Bullying of any kind.

This will include, Staff to staff, Young people to young people, young people to staff, or staff to young people.

BULLYING

Our understanding about the impact of bullying on children and young people increases each year and it is vital that our groups have clear guidelines about bullying, its consequences and the support available to those involved. There are times when bullying can reach the threshold where children or young people are being abused or at risk of being abused. It our group's responsibility to act appropriately to ensure this is dealt with effectively. Example behaviour code for adults working with children

Procedures of dealing with Bullying will include.

For young people/children :- speak to both parties involved. Record feelings, what has happened and how they would like it dealt with if possible.

If appropriate bring the two parties together- with parents if necessary and appropriate. Both parties should be given an opportunity to speak and to be listened to. Discuss how it has made each party feel. Discuss consequences of Bullying behaviour and the possibility of being asked not to attend the youth club for a set period of time.

The same procedure will be used for adults/staff to staff bullying.

In the case of young person to staff it may be appropriate for a additional staff member (not being bullied) takes the lead in the situation and discusses the issue with the young person and staff involved.

Staff to young person.

Any staff member found to be bullying young people will be questioned and incident recorded. Depending upon severity of the case may be given a verbal or written warning of their behaviour or asked to leave the establishment. This will then be reported to the safe guarding board if the severity of the case warrants

Bullying can take many forms, and its harmful impact on children's and young people's wellbeing is often underestimated. if you want to do more work on this, there is plenty of help available. See Bullying, www.kidscape.org.uk and [www. anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

E- SAFETY AT HENFIELD YOUTH CLUB

Henfield Youth Club understand the importance of emerging technologies for children and young people's education and personal development and seeks to support children and young people using our centre.

However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Staff will monitor acceptable use of internet activity and media whilst young people are in our care in the centre.

Inappropriate/age related software will be kept away from young people to avoid unsuitable access to this material. According to age range of groups.

Any young person found to share unsuitable/offensive or abusive material will be spoken to and depending on the severity of the situation. Parents will be informed.

Young people will be reminded, and regular activities will be offered to remind young people not to give out personal information whilst using social media both at home and whilst they are in our care. Reminders to also keep passwords and location private.

Reminders of these safety rules are displayed in the computer suite.

Additional information taken from NSPCC website

Getting informed - need to know topics for keeping children and young people safe

Listed below are some topics that we need to think about in relation to our own group. Children and young people affected by some of these issues can be more vulnerable to harm or abuse than others who do not have these additional issues to deal with. In other cases, the topics are simply areas that it is important to know about.

See Abuse categories.

Can I spot an abuser? There is no clear-cut way to identify someone who will harm children and young people. People who pose a threat of abuse can be skilled at making sure no one knows, or no-one feels able to ask questions. Staff and volunteers to be trained to understand how abusers can operate and feel comfortable with seeking advice if they are worried.

Avoiding accidents Children and young people can be seriously hurt or even killed in accidents, and it is important that you do what you can to prevent accidental injuries – particularly serious ones – in your group. Equally, children and young people cannot grow and thrive without taking some risks, and you will want to have a group where children and young people can be adventurous without their adult leaders having to worry all the time about the possibility that things could go wrong. See www.capt.org.uk, www.playengland.org.uk and www.hse.gov.uk

Abuse of trust A 'position of trust' is said to exist in situations where someone over 18 has responsibility or authority in the life of someone under 18. It may be because the older person works with the child or young person when the younger person attends or uses a service where the older person works or volunteers. It may be because the older person cares for or has sole charge of the younger person in the

community. An 'abuse of trust' is when the older person exploits this relationship to intimidate the younger person, to abuse them or to encourage them to do things that are illegal, harmful or unhelpful to the younger person. The law defines specific roles (such as that of a teacher or foster carer, for example) and settings (such as schools, hospitals or young offender institutions) where sexual activity between a 16- and 17-year-old (who would in other circumstances be deemed to be able to give consent) and someone in a position of trust is a criminal offence.

These can be searched for all of these issues on www.NPSCC.org.uk. Where possible they have also directed you to other places for information, advice and resources to help you respond to issues appropriately.

- Request for support E-Form: <http://sussex.procedures.org.uk/>
- Email: MASH@westsussex.gcsx.gov.uk
- Telephone: 01403 229 900
- Out of Hours: 0330 222 6664

DESIGNATED SAFEGUARDING OFFICER ROLE DESCRIPTION

Employer: Henfield Youth Club CIO

Duties and responsibilities • Make sure that all issues concerning the safety and welfare of children and young people who attend the youth club are properly dealt with through policies, procedures and administrative systems.

- Make sure that the workers at the youth club, children/young people, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or young person.
- Receive and record information from anyone who has concerns about a child or young person who attends the youth club.
- Take the lead on dealing with information that may constitute a child protection concern or an allegation about a member of staff or volunteer. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the chair of the management committee and statutory child protection agencies.
- Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
 - Consult with the NSPCC when such support is needed.
- Report regularly to the management committee.
- Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board.
- Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
- Attend training in issues relevant to child protection from time to time and share knowledge from that training with workers and management committee members. • Attend team meetings, supervision sessions and management meetings as arranged.

- Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this post is subject to a satisfactory enhanced DBS check Purpose of the role To take the lead role in ensuring that appropriate arrangements are in place at Henfield Youth Club for keeping children and young people safe. To promote the safety and welfare of children and young people using the youth club.

HENFIELD YOUTH CLUB

**DEER PARK
HENFIELD
WEST SUSSEX
BN5 9JQ
CHARITY NO. 802141**

Accident /incident reporting procedures

Following any accident or incident at Henfield Youth Club please use the following procedures for dealing with and reporting the incident accident.

Your main priority is to keep the Young people/children and adults in your care safe. Evacuate the building if you know or suspect there is a fire, flood or gas/chemical leak.

The nominated person will ensure all rooms are vacated and that the attendance register is picked up (if safe to do so)

Quickly safely and calmly lead the group to the assembly point, which is by the tree to the side of the graveyard.

Once there call emergency services and check (do this before if safe to do so) all attendees of the session and staff are present.

ONLY RE-ENTER THE BUILDING WHEN IT IS DEEMED SAFE TO DO SO BY THE PERSON IN CHARGE OR EMERGENCY SERVICES.

Accident reporting

If a young person in our care or staff member has had a minor accident injury attend to the needs of the young person with the support of a second worker where possible. First aid box is situated in the youth workers office on the shelf. All accidents and incidents should be reported using the book provided in the folder giving as much detail as possible on the form.

For more major Accidents or Incidences

including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by [reporting online](#). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0845 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Safeguarding Incident Reporting Form

This form should be completed as soon as possible after an incident. All information must be factual, objective, and directly related to the incident.

Part 1: Basic Information

Name of Reporter (Person completing this form):

1. Full Name:
2. Position/Role:
3. Date of Report:
4. Contact Information (Phone/Email):

5. Date, Time, and Location of Incident:

6. Date:
7. Time:
8. Location (e.g., community centre, school, online, etc.):

9. Details of Individual(s) Involved:

10. Full Name(s):
11. Age(s) and Date(s) of Birth (if known):
12. Address or Contact Information (if known):
13. Relationship to the organisation (e.g., service user, volunteer, staff, other):

Part 2: Incident Details

Description of Incident:

Describe in as much detail as possible the events leading up to and including the incident. Include direct quotes if relevant.

Indicators Noted (if any):

- Physical indicators (e.g., injuries, distress):

- Behavioural indicators (e.g., withdrawn behaviour, signs of fear):

Any Actions Taken at the Time of the Incident:

- Describe any immediate actions taken (e.g., first aid administered, individual removed from situation, emergency services contacted).

Part 3: Additional Information**Were There Any Witnesses?**

- If yes, provide names, positions (if relevant), and contact details:

- Witness Statement(s) (Attach any additional written statements, if needed):

Any Previous Relevant Incidents Involving This Individual (if known):

- Describe briefly or indicate "N/A."

Part 4: Follow-Up Actions and Notifications**Was the Incident Reported to the Safeguarding Lead?**

- Name of Safeguarding Lead Notified:

- Date/Time of Notification:

External Reporting (if applicable):

- Was the incident reported to an external authority (e.g., police, social services)?

- Name of agency contacted:
- Date/Time of contact:
- Contact person (if applicable):
- Outcome or guidance provided by external authority:

Planned Follow-Up Actions by the Organization:

- Describe any follow-up actions or monitoring planned as a result of this incident.

Part 5: Confidentiality and Signature

Please ensure that all information recorded in this form is kept confidential and shared only with those who need to know in order to address the incident.

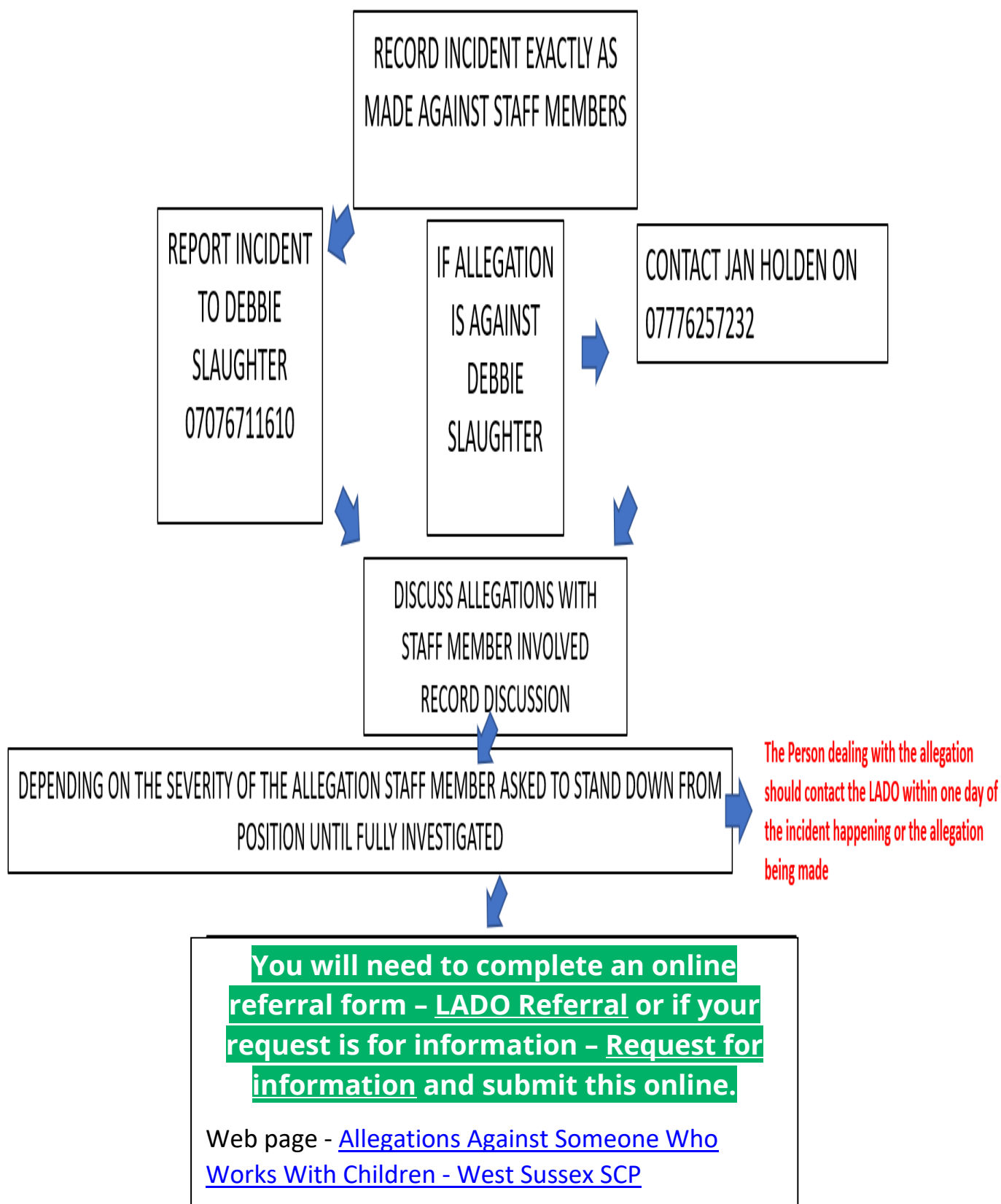
• Signature of Reporting Person:

- Signature:
- Date:

• Signature of Designated Safeguarding Lead (upon review):

- Signature:
- Date:

HENFIELD YOUTH CLUB
ALLEGATION MADE AGAINST A STAFF MEMBER FLOW CHART



HENFIELD YOUTH CLUB SAFEGUARDING FLOW CHART

CHILD OR YOUNG PERSON MAKES
A DISCLOSURE OR STAFF HAVE A SAFEGUARDING CONCERN

RECORD WHAT IS SAID
REPORT TO DEBBIE
SLAUGHTER
MOBILE NO. 07976711610

For further support you can
call JAN HOLDEN ON
07776257232

IN EMERGENCY SITUATION (WHERE YOU
FEEL A CHILD SHOULD NOT BE SENT HOME
WITH PARENT OR CARER CALL 999 OR
SOCIAL CARE EMERGENCY LINE

Contact MASH (Multi Agency Safeguarding Hub) if it is less urgent and you are worried about the welfare of a child or children under 18 years of age living in West Sussex. For example, you may want us to make sure a child is safe or tell THEM about a child's general welfare.

Contact us by:

•Email mash@westsussex.gcsx.gov.uk

•Tel: [01403 229900](tel:01403229900)

•Address

•Multi Agency Safeguarding Hub

Fourth Floor

County Hall North (Parkside)

Chart Way

Horsham

West Sussex

RH12 1XH

•Additional information

•Phone: 033 022 26664 out of office hours (5.00pm-8.00am weekdays) and for emergencies at weekends and bank holidays (24 hours). When you contact us you will speak to a qualified social worker.

**HENFIELD YOUTH CLUB
DEER PARK
HENFIELD
WEST SUSSEX
BN5 9JQ
TEL 01273 492161**

REG CHARITY NO. 802141

EQUALITY AND DIVERSITY POLICY STATEMENT

AIMS OF THE POLICY

The aims of this policy is to promote positive change, eradicates discrimination, increase access, resulting in a better service to young people and place to work for staff members and other adults.

STATEMENT OF INTENT

We recognise that education is a powerful vehicle for transmitting values. It also challenges us .

Part of our programme is dedicated to addressing the issues of inequality and racist issues. Staff are trained and encouraged to challenge negative comments and record them where necessary.

Posters and leaflets displaying positive images are displayed and available at all times.

All young people and staff, regardless of race, gender, ethnicity, special needs/disabilities, and personal choices for their own lifestyle are welcomed and encouraged to participate in all of our activities.

Our building has full disabled access and complies with legal requirements.

If we were in a position where we had a member, young person or staff needing extra support in any aspect we would within our powers ensure that we would support their individual needs.

We encourage

Freedom of expression,

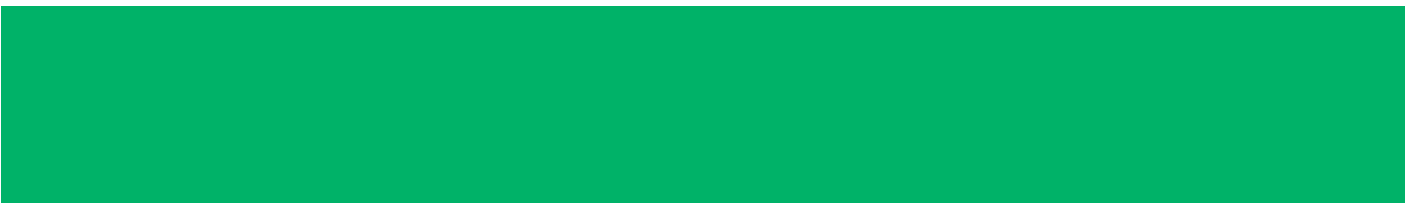
Equal access to recourses

Equal comfort in maintaining their own identity

Signed Debbie Slaughter

Position Youth worker in charge

Date 20/02/ 2026



Worried About the Safety of a Child?

If you are worried about your safety, or the safety of a child it's important that you tell someone.

The way you refer into Children's Services has changed – important information – please read carefully...

Requests for service, and concerns about children's safety should now be reported using the West Sussex Integrated Front Door (IFD) Portal, which can be accessed via the WSCC Web Site Request support or raise a concern about a child. The link to the new portal can be found below.

IFD Portal link

If you are refer a safeguarding concern about an adult, please click on the link below –

Raise a safeguarding concern about an adult

Please note that any child linked to the adult you are concerned about will need to be referred to Children Services separately using the new IFD portal form above.

You can also access the "Request Support or Raise a Concern About a Child" page by using the QR code below –



NOTE TO YOUNG PEOPLEIf you're worried about something that's happening to you or to a friend, there are a lot of people who can help you. It's good to talk to people you trust about your worries, perhaps your youth worker, teacher, a friend, your parents, or a family member.

Abuse is always wrong, no matter how many times it happens. There can be lots of different types of abuse. It might be helpful to read more on [sexual abuse](#), [neglect](#), [emotional abuse](#) or [physical abuse](#) on the [ChildLine](#) website.

Being abused can affect young people in lots of different ways, but it's never their fault.

It's not unusual for young people to find it hard to talk about abuse, even with their closest friends.



When you think about telling someone, it's important to remember that they can't always keep what you tell them secret. If you are worried about this, you (or your friend) might want to talk to a ChildLine counsellor before you decide who else to tell. The ChildLine counsellors have a [Confidentiality Promise](#) that means they can keep most things private.

You can contact [ChildLine](#) in loads of different ways, whether that's by going online and using the [1-2-1 chats or emailing](#), or by calling

for **free on 0800 1111** (the calls won't even show up on the phone bill).

If you or a friend are at **IMMEDIATE** risk, you should treat this as an **emergency and call 999** to report your concerns to the Police.

If you have spoken to someone you trust or ChildLine and you are still concerned that you or a friend are being abused or neglected:

Call the Integrated Front Door (IFD) on 01403 229900 (weekdays 9am – 5pm)

The out of office hours (5pm – 8am weekdays) and 24-hour emergency number on weekends and bank holidays is 0330 222 6664.

If you experience difficulty, having tried the 0330 number, please ring 07711 769657, this will connect you to the duty Social Worker. Please note that this mobile number cannot accept text messages

When you contact the IFD please give as much information as possible about your concerns. This information will be kept confidential. This will help the IFD decide the best way to help.