



**LONGFIELD HALL**  
WHERE CREATIVITY AND COMMUNITY MEET

Version	1.2
Last updated	02/09/2023
Review frequency	Annually
Next review required	02/09/2024
Person/s responsible	Jessica Alade, Youth Programme Manager, Safeguarding Lead. Christina Hughes-Onslow, Trustee, Deputy Safeguarding Lead

## **Child Protection and Adults at Risk Safeguarding Policy and Procedures**

Longfield Hall Trust (LHT) is a charitable organisation that manages Longfield Hall, a grade two listed community centre located on the eastern side of Lambeth between Brixton and Camberwell.

### **1. Principle**

**Longfield Hall Trust** (LHT) is committed to the belief that all children and adults at risk have a fundamental right to be protected from harm, and fully recognises its responsibility for their protection.

Longfield Hall Trust has an over-arching role for health and safety and safeguarding within its buildings and grounds. Anyone working with young people or adults at risk within the Hall is responsible for ensuring that any incident involving a child or an adult at risk is logged immediately and reported to the Designated Safeguarding Lead or a deputy, then to the relevant statutory bodies. In an emergency, the police should be contacted immediately (**999**).

Longfield Hall Trust (LHT) supports training and information sharing regarding safeguarding and protection of children and adults at risk to ensure that all incidents are properly reported and responded to.

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance and applies to those who work at and/or for Longfield Hall, including trustees, employees, volunteers, consultants, external partners and hirers.

Longfield Hall takes safeguarding concerns very seriously and is dedicated to ensuring they are acted upon. Failure to follow this policy may lead to disciplinary and legal action, termination of contract or other action to ensure that children and adults at risk are protected.

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (Jessica Alade, or in their absence a Safeguarding Deputy (Christina Hughes-Onslow). All concerns and allegations of abuse will be taken seriously and recorded by the Designated Safeguarding Lead. Remember: safeguarding is everyone's responsibility. If you have a concern, do not assume someone else will address it. Do not think 'this is none of my business'. All staff will receive safeguarding training relevant to their role. If you have questions about any aspect of this policy you should speak to:

Jessica Alade  
(Youth Programme Manager and Safeguarding Lead)  
[Jessica.alade@longfieldhall.org.uk](mailto:Jessica.alade@longfieldhall.org.uk)  
07367281151

Christina Hughes Onslow  
(Trustee and Deputy Safeguarding Lead)  
[chayho@googlemail.com](mailto:chayho@googlemail.com)  
07931 282192

**If you would like to speak to Lambeth Council about the welfare of a child or young person, call :**

Professional line: 020 7926 3100  
Public line: 020 7926 5555 (24 hours)

## **If you would like to speak to Lambeth Council about the welfare of an adult at risk call :**

Professional line: 020 7926 5555 (24 hours)

Public line: 020 7926 5555 (24 hours)

### **There are four main elements to the policy:**

- Ensuring that Longfield Hall Trust (LHT) practices safe recruitment in checking the suitability of any staff, trustees, contractors, consultants and volunteers who work with young people and adults at risk.
- Developing and implementing procedures for identifying and reporting cases or suspected cases of child or adult abuse.
- Supporting the child or adult who has been abused, and any staff, trustees, contractors, consultants or volunteers who may have been affected by an incident.
- Establishing a safe environment in which children and adults can develop and grow; where they are able to talk and be listened to.

A child is any young person under the age of 18 and an adult at risk is defined by the Care Act 2014 as someone who is 18 and over who has care and support needs and is experiencing (or being at risk of) abuse or neglect and they are unable to protect themselves because of those needs.

### **Personnel/Recruitment**

- All paid staff, volunteers, trustees, consultants or contractors involved in regulated or intensive contact with children and/or adults at risk as part of their work for LHT or for organisations hiring the facilities offered by LHT are required to have a valid DBS certificate (dated within the last two years) or be on the Update Service.

- All employees, trustees and volunteers are required to provide references that LHT deems appropriate, which are always verified.
- No new employees, trustees or volunteers should start employment/ work until references have been verified and DBS checks received. If this is not possible then new employees, trustees and volunteers must not have any contact with children and/or adults at risk until references and DBS checks are completed satisfactorily.

### **Operational Practices:**

- All children aged under 18 attending an activity at Longfield Hall must be registered, and a list of attendees must be entered into the session report.
- Hirers undertaking activities at Longfield Hall involving children aged 18 or less will be required to either adopt the LHT Child and Adult at Risk Safeguarding Policy (ie this document) or show proof that they have their own robust policies and are implementing them. Any hirer working with children and/or adults at risk who refuses to adopt LHT's policies, registering procedures or to adopt their own policies and procedures, which at least meet statutory requirements, will not be permitted to use LHT facilities.
- Any hirer working with children and/or adults at risk will be subject to spot checks periodically by LHT employees to ensure policies and procedures are in place and being implemented.
- In cases where children and/or adults at risk require medicine or have special medical needs, it is the hirer's responsibility to make note of these concerns in a register. The hirer must also have accurate contact details for the parents or guardians of any children and/or adults at risk who may have medical or special needs.
- Any first-aid incident or accident not requiring first aid should be accurately recorded in the first-aid book at reception. It is the responsibility of the person who is administering to the patient to do this. In the case of children and adults at risk, a parent or guardian must be contacted regarding the incident.

## **Recommended Adult to Child Ratios**

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. The NSPCC recommend the following and LHT policy will use this guidance to staff projects for young people in order to supervise children safely.

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

All activities provided by Longfield Hall and/or it's hirers, must have a minimum number of two members of staff present.

## **Images of Children and Adults at Risk:**

There is no circumstance where it is deemed appropriate for an LHT staff member, volunteer, trustee, contractor or consultant to take images of children and/or adults at risk on their personal devices and the taking of such images will be a disciplinary offence. If photos or videos are taken in any of our sessions it must be using a device belonging to Longfield Hall Trust, with the relevant permissions obtained from parents/carers prior to taking the images or videos.

## **Communication with Children and Adults at Risk Outside of Longfield Hall:**

Staff, volunteers, consultants, contractors or trustees may not communicate with children or adults at risk outside of Longfield Hall. In particular, staff, volunteers, consultants, contractors or trustees should not share their personal details, including but not limited to telephone numbers or social media handles with children or adults at risk. In no circumstances should a staff member, volunteer, consultant, contractor or trustee invite a child or adult at risk to their home.

## **Public Performances and Events:**

Public performances and events at Longfield Hall are usually open to adults and young people of all ages but children under the age of 16 will not be admitted to performances unless accompanied by an adult. The adult is responsible for the child throughout the performance. Children attending public performances and events as part of a school group are the responsibility of their accompanying school-appointed adult at all times.

### **Information Sharing and Confidentiality:**

You can never guarantee confidentiality to a child or adult at risk. Information should always be shared if you think a child or adult at risk is suffering, or likely to suffer, abuse. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly. In the event of a disclosure, ensure that the child or adult at risk has your full attention, that you make it clear that you cannot keep the information a secret, and that you make notes immediately afterward.

### **In Response to a Disclosure:**

- Listen carefully and ask open questions (i.e. ones that don't prompt a simple yes/no answer);
- Choose questions wisely and limit them, as it is important not to interrupt in case the person stops talking;
- Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the victim to 'shut down', retract or stop talking;
- Let them know they've done the right thing. Reassurance can make a big impact to the victim who may have been keeping the abuse secret;
- Tell them it's not their fault. Abuse is never the victim's fault and they need to know this;
- Say you will take them seriously. A victim could keep abuse secret in fear they won't be believed. They've told you because they want

help and trust you'll be the person who will listen to and support them;

- Don't talk to the alleged abuser. Confronting the alleged abuser about what the victim has told you could make the situation a lot worse;
- Explain what you'll do next. If age appropriate, explain you'll need to report the abuse to someone who will be able to help;
- Don't promise confidentiality. You will need to share information in order to help;
- Make notes of the conversation as soon as possible afterwards;
- Don't delay reporting the abuse. The sooner the abuse is reported after the victim discloses, the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly;
- If someone is in immediate danger, call the police on 999.

### The Reporting Process:

LHT staff member, volunteer, consultant, contractor or trustee has a safeguarding concern about a child or adult at risk or there has been a disclosure of abuse regarding someone working outside of LHT.



The Safeguarding Lead (SL) is to be notified via the session report if the concern is related to an LHT activity and contacted via telephone. (Jessica Alade; [jessica.alade@longfieldhall.org.uk](mailto:jessica.alade@longfieldhall.org.uk); 07367281151.) If it is not an LHT activity but there is cause for concern for a child or adult at risk who has been on site, phone the DSL. In an emergency, call 999.



The DSL will decide next steps and record the information securely.



LHT staff member, volunteer, consultant, contractor or trustee has a safeguarding concern about a child or adult at risk which involves someone working at or on behalf of LHT, or there has been a disclosure of abuse regarding someone working at or on behalf of LHT.



The Safeguarding Lead (SL) is to be notified via the session report if the concern is related to an LHT activity and contacted via telephone, **unless** the allegation is about the SL. If it is not an LHT activity but there is cause for concern for a child or adult at risk who has been on site, phone the SL **unless** the allegation is about the SL. Call or email Christina Hughes-Onslow (Deputy Safeguarding Lead, DSL) if in doubt.  
([chayho@googlemail.com](mailto:chayho@googlemail.com); 07931 282192).



The DSL will refer the issue to the board of trustees, decide next steps and record the information securely.

### **Safeguarding Lead (SL)**

The Safeguarding Lead will be an employee or trustee directly recruited by LHT and not connected to any hiring group. The SL will attend training as appropriate, and make referrals to external agencies. Other aspects of their role include:

- Obtaining information from anyone who has concerns relating to the safety of a child or adult at risk and to record this information;
- Assessing information quickly and carefully and asking for further information where appropriate;

- Consulting with statutory children and adults at risk protection agencies e.g. the local Social Services department and police, to clarify doubts or worries;
- Making referrals to Social Services, or the police without delay.

## **Resignations**

- If, during the course of an investigation relating to safeguarding, an employee tenders their resignation, or ceases to provide their services, LHT is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children and/or adults at risk, including those where the person concerned refuses to co-operate with the process.
- LHT is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Safeguarding Lead or with a trained counsellor. Staff wishing to be referred for counselling should contact their line manager or the Safeguarding Lead.

## **Suspensions**

- A suspension does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in an independent manner.
- In the event of a suspension, the person suspended will be suspended without pay until the investigation is complete.

## **Escalating a Concern:**

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a duty to ensure your concern is addressed to your satisfaction. Therefore, if you feel that your concern has not been addressed (and that the child or adult at risk has not been protected) you

should escalate the matter to the Chair of Trustees, Will Ollard. ([willollard@longfieldhall.org.uk](mailto:willollard@longfieldhall.org.uk); 07530529140.)

## **Definitions:**

### **Safeguarding and Child Protection**

In terms of adults The Care Act 2014 defines adult safeguarding as 'protecting a person's right to live safely, free from abuse and neglect'. Categories of abuse are ever-changing and examples include but are not restricted to physical abuse, emotional/ psychological abuse, financial abuse, sexual abuse, neglect and self-neglect, domestic violence, modern slavery, discriminatory and organisational abuse.

Working Together to Safeguard Children 2018 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Distinct from safeguarding children is 'child protection'. Child protection is defined in the Children Act 1989 as where there is 'reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm'. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development. In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment. Safeguarding is not about the protection of non-adults at risk from harm stemming from discrimination, harassment, bullying etc. Concerns relating to a situation of this type are handled via a different process.

## **Types of Harm:**

The following definitions are from *Working Together to Safeguard Children* (2018).

### **Physical Abuse:**

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 an illness in a child.

### **Emotional Abuse:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar 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 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 maltreatment of a child, though it may occur alone.

### **Sexual Abuse:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## Neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, 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 caretakers);
- Ensure access to appropriate medical care or treatment;

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Safeguarding Children and Young People Vulnerable to Violent Extremism (PREVENT DUTY)**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, anyone working with a child or adult at risk on behalf of LHT should be alert to changes in their behaviour that could indicate that they are in need of protection. LHT staff, trustees, volunteers, contractors and consultants should use their professional judgement in identifying participants who might be at risk of radicalisation and act accordingly. This may include making a referral to the Channel programme.

More details can be found here: [Lambeth Prevent Programme | Lambeth Council](#)

## **Gangs and Serious Youth Violence**

What is a street gang?

A gang is usually considered to be a group of people who spend time in public places that:

- See themselves (and are seen by others) as a noticeable group;

- Engage in a range of criminal activity and violence.

They may also have either or both of the following features:

- Identify with or lay a claim over territory;
- Are in conflict with other, similar gangs.

Why do young people want to belong to a gang?

- Identity;
- A sense of belonging;
- Thinking it will make them safer;
- They think they will make money.

Bonding and group identity are an important part of social life and growing up. But when a bond is based around crime, violence is usually not far away. Children and adults at risk might be victims of violence or they might be pressured into doing things like robbery or carrying drugs or weapons. They might be abused, exploited or put into dangerous situations.

More details can be found here: [Lambeth Gangs Protocol.doc \(live.com\)](#)

If you are worried that a child or adult at risk is involved in gang activity, you can call the dedicated NSPCC helpline on [0808 800 5000](#) which is open Monday to Friday 8am – 10pm, or 9am – 6pm at the weekends.

### **Criminal Exploitation (County Lines)**

Criminal exploitation is also known as 'county lines' and is when gangs and organised crime networks groom and exploit vulnerable people (including children and young people) to sell drugs. Often these people are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs.

We have a duty to be vigilant and look for the signs of criminal exploitation in order to protect our young people. Any concerns about possible signs of criminal exploitation should be reported to the Safeguarding team.

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) is a form of violence against women and girls. It is considered child abuse and is illegal. It comprises of all procedures involving partial or total removal of the external female genitalia for non-medical reasons. It may be carried out at any time in a girl's life, from baby to womanhood, but the most common age for those FGM cases where the age is known is 5 to 9-year-old girls. FGM can be seen as a pathway to womanhood and can also be a condition of marriage. Some communities believe that if a girl has not had it done, she is deemed unhealthy, unclean, or unworthy. Parents can have very strong beliefs, genuinely thinking they are doing the right thing for their daughter, and in communities where all females have the procedure it can seem normal, then making it very difficult for girls to challenge this tradition. FGM is child abuse.

Possible signs someone may be at risk of FGM:

- Knowing both that the family of a girl belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school;
- A child may also talk about being taken "home" for a special visit to become a woman or a special procedure/ceremony that is going to take place;
- A child may say an older female relative is coming especially to see her.

Possible signs someone might have undergone FGM:

- Prolonged absence from school or other activities with noticeable behaviour change on return; they may become withdrawn and possibly suffer with bladder or menstrual problems;
- Finding it difficult to stand or sit still and looking uncomfortable, or may complain about pain between their legs;
- Talk of something somebody did to them that they are not allowed to talk about;
- Spending longer in the toilet than usual because of bleeding and/or infection.
- Having frequent vaginal, urinal, or pelvic infections;

- Having blood born infections, including Hepatitis B & C, and HIV;
- Being reluctant to undergo any medical examinations;
- Asking for help, but not being explicit about the problem due to fear or embarrassment;
- the development of emotional and mental health problems; self-harm or signs of child abuse

More details can be found here : [Female Genital Mutilation \(FGM\) | Lambeth Safeguarding Children \(lambethsaferchildren.org.uk\)](https://www.lambethsaferchildren.org.uk/fgm)

Useful Links:

[Home | Lambeth Safeguarding Children Partnership | London \(lambethsaferchildren.org.uk\)](https://www.lambethsaferchildren.org.uk/)

[Adult social care and health | Lambeth Council](https://www.lambeth.gov.uk/adult-social-care-and-health)

[NSPCC | The UK children's charity | NSPCC](https://www.nspcc.org.uk/)



## Review and Maintenance of Policy:

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments. Anyone working with young people and/or adults at risk on behalf of LHT will receive relevant training and this training will be reviewed as and when required.

This policy was approved and agreed by the Management Board of the Longfield Hall Trust on the date shown below.

Signed: 

Print: William Ollard

Position: Chair of Trustees

Date: 02/09/2023

Review Date: 02/09/2024