

**This information sheet is for all voluntary organisations that have contact with children and young people up to the age of 18.**

Every child and young person should be kept safe, and everyone is responsible for protecting children and young people from harm. When your club or organisation is working with or has contact with any children and young people up to the age of 18, your organisation should make sure it takes steps to keep them safe. The main areas to consider are:

- Child protection – know what to do if you are worried about a child.
- Safer staff and volunteers – during recruitment, induction, supervision, training, responding to allegations.
- Avoiding accidents and running safe activities and events.
- Preventing and responding to bullying.
- Safe use of social media.

## **If you are worried about a child or young person**

**Newcastle Children's Social Care Initial Response Team** for advice and referrals during office hours.  
**Call 0191 277 2500**

**Newcastle Emergency Duty Team** outside of office hours.  
**Call 0191 232 8520**

**Gateshead Children's Services** for advice about referrals during office hours.  
**Call 0191 433 2653**

**Gateshead Emergency Duty Team** outside of office hours.  
**Call 0191 477 0844**

**NSPCC** (National Society for the Prevention of Cruelty to Children) 24 hour helpline, includes some Asian languages.  
**Call 0808 800 5000**

**Northumbria Police Safeguarding Department** offers advice.  
**Call 101** and ask for the Safeguarding Department.

## **Safeguarding Policy, Procedures and Practice**

All organisations that work with, contact, or are visited by children and young people should have a policy statement about how the organisation intends to keep children and young people safe, usually written on one side of paper.

Written procedures should explain how the policy is put into practice. Good practice will protect the children and young people you have contact with, protect your staff, volunteers and management committee, and protect the good reputation of your organisation.

Taking up regular safeguarding training and carrying out appropriate criminal record checks are part of the safeguarding menu. Someone senior in the organisation must be the Designated Person for Safeguarding Children.

The way that your group uses social media should be included in your guidelines, so that children and young people, and your staff, volunteers, management committee and your organisation are all protected.

Sometimes guidance refers to safeguarding; sometimes to child protection:

- Child protection is specifically about what staff and volunteers should do if they are worried a child has been abused or is at risk of significant harm, or what to do if there are allegations about a staff member or volunteer.
- Safeguarding usually has a wider focus than child protection, such as preventing bullying and running safe activities.

## Free support to safeguard children and young people

### NSPCC guidance on writing policies

Useful free resources written especially for smaller voluntary organisations and clubs, to help make activities safe for children and help you write your policy and procedures.

[www.nspcc.org.uk/preventing-abuse/safeguarding/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/)

### Multi-faith safeguarding hub

Guidance on safeguarding within the beliefs, teachings and cultural context of Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism, and interfaith.

[www.nspcc.org.uk/preventing-abuse/safeguarding/safeguarding-faith-communities/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/safeguarding-faith-communities/)

### Local Safeguarding Children Boards

offer training, local practice guidance, interagency procedures, and publications to support learning and safeguarding.

Visit Newcastle: [www.nscb.org.uk/](http://www.nscb.org.uk/)

Gateshead:

[www.gateshead.gov.uk/lscb/home.aspx](http://www.gateshead.gov.uk/lscb/home.aspx)

## Safeguarding training

Safeguarding training should be renewed at least every three years. There are face to face courses at levels 1, 2 and 3, specialist courses, and free e-learning online courses.

**Newcastle Safeguarding Children Board** (NSCB) offers free training for Newcastle voluntary organisations' staff and volunteers including management committees. Visit [www.nscb.org.uk/](http://www.nscb.org.uk/)

**Gateshead Safeguarding Children Board** (GSCB) offers free training for small voluntary organisations in Gateshead, and charges £50 - £100 for those with a turnover above £100,000. Online training is free for all voluntary organisations in Gateshead. Visit [www.gateshead.gov.uk/lscb/home.aspx](http://www.gateshead.gov.uk/lscb/home.aspx)

## Safeguarding children from abuse by sexual exploitation

The average age of children who become sexually exploited is 11 to 13. This e-learning course is recommended for all voluntary and community organisations that work face-to-face with children and young people in Newcastle Gateshead.

## Action for your group

### 1 Write or update your safeguarding children policy and procedures

Visit [www.nspcc.org.uk/preventing-abuse/safeguarding/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/)

### 2 Write or update your safe recruitment policy and procedures

Some organisations have a separate recruitment policy and procedure. Your procedures should include pre-recruitment and ongoing DBS checks.

### 3 Consider your staff, volunteer and management committee training needs

Free safeguarding children training for organisations active in Newcastle. Visit [www.nscb.org.uk/training-courses](http://www.nscb.org.uk/training-courses)

Free or charged-for safeguarding children training for organisations active in Gateshead. Visit

[www.gateshead.gov.uk/lscb/Training/home.aspx](http://www.gateshead.gov.uk/lscb/Training/home.aspx)

### 4 Keep yourself up to date

with information and local resources.

Newcastle CVS free *e-inform* newsletter includes safeguarding resources. Sign up on [www.cvsnewcastle.org.uk/](http://www.cvsnewcastle.org.uk/) or [www.cvsnewcastle.org.uk/gateshead](http://www.cvsnewcastle.org.uk/gateshead)

### Other NCVS information sheets:

- DBS checks (used to be CRB checks)
- Safeguarding and social media
- Young people and the Care Act
- Preventing vulnerable people being drawn into terrorism
- Safeguarding adults

[www.cvsnewcastle.org.uk/publications-and-resources/safeguarding](http://www.cvsnewcastle.org.uk/publications-and-resources/safeguarding)