

## **Peter Lang Children's Trust**

### **Safeguarding Policy and Procedures**

#### **PLCT Safeguarding Statement**

The PLCT recognises that the safeguarding of children and young people is everyone's business, and that there is a clear expectation that its staff and trustees, and the staff, volunteers and trustees of the organisations it supports will pass onto the appropriate manager and local authority any child welfare concerns that may arise in the course of their duties.

#### **PLCT Designated Safeguarding Managers:**

The PLCT Designated Safeguarding Manager is:

Daniel Robinson (Staff – Development Officer)

Peter Lang Children's Trust

City Works

Gloucester

GL1 4DF

Tel: 01452 301123

Email: [d.robinson@pltrust.org.uk](mailto:d.robinson@pltrust.org.uk)

Daniel Robinson is signed up to the Gloucestershire Children Safeguarding Board website, receives GSCB Newsletters and alerts and is responsible for disseminating information to PLCT staff and trustees.

The PLCT Deputy Safeguarding Manager is:

Barbara Bridges (Trustee)

5 Churchill Place

Fairford

Gloucestershire

Tel: 07813 242144

Email: [barbarajbridges@aol.com](mailto:barbarajbridges@aol.com)

If any trustee or member of staff has reason to be concerned for the welfare of a child or young person they should contact either the DSM or Deputy DSM immediately. They will contact the Gloucestershire Children and Young People's Helpdesk and seek formal advice on how to proceed. Any reported concerns will also be logged on the PLCT's own internal records.

In the unlikely event of the DSM and deputy DSM being unavailable the staff or trustees in question can contact the Safeguarding Children's Service directly (ensuring that they report this to the DSM as soon as possible):

Children and Young People's Help Desk – 01452 426565

Or in out of hours and emergencies:

Emergency Duty Team (out of hours) – 01452 614194

Police Control Room – 0845 090 1234

## Grant Making

All grant applications submitted to the PLCT must be accompanied by the following:

Enhanced CRB checks – all staff and volunteers that will have contact with children and young people are required to have had a CRB check completed for the role in which they are engaged with the applicant organisation (i.e. checks cannot be carried over from previous employers). Grant applicants do not need to submit copies of CRB checks in the first instance, but are required to confirm they have been conducted, and to make them available for inspection by the PLCT Development Officer during the initial site visit (pre-application assessment) and upon request during future quarterly monitoring visits for successful applicants.

Child Protection Policy – grant applicants must submit a full copy of their organisations current Child Protection Policy. Its is anticipated the detail and scope of CPPs will vary to reflect the size and activities of applicant organisations. However, in its assessment of applicants, the PLCT will look for evidence of the following (both in an applicants CPP and other supporting documentation):

- Designated Senior Manager – a named senior manager and/or trustee with designated responsibility for safeguarding in their organisations. Evidence also that staff, volunteers, and clients are made aware of who the DSM is and how they can contact them.
- CRB/ISA – evidence that procedures are in place to conduct CRB checks on staff and volunteers. Evidence also that there are procedures to refresh CRB checks for relevant staff every three years and/or are using staff who are ISA registered (from 2010).
- Allegations management – evidence of allegation management procedures, including evidence that relevant staff and volunteers are made of aware of these procedures and are able to implement as and when required.
- Safer Recruitment Practice – this could also be evidenced in the applicant's CPP and/or specific recruitment policies and procedures (see below). Job descriptions should recognise that all members of staff have a clear responsibility for ensuring children and young people are safeguarded.
- Partnership working – evidence that measures are in place to ensure safeguarding of children and young people when working to deliver activities in partnership with other organisations
- Performance and monitoring – evidence that processes are in place to ensure that implementation of safeguarding policies and procedures are monitored and evaluated, and that these process are implemented regularly (e.g. as a regular agenda item on senior management team meetings).
- Training and Awareness – evidence that all staff who have contact with children and young people have access to child protection/safeguarding training at an appropriate level. Also evidence that there is a reporting procedure in place and that staff and volunteers are confident and trained in its use.
- Evidence that staff and volunteers have access their organisation's CPP, are aware of the procedures that are in place, and are informed of changes.

Applications will not be considered for funding if they do not provide evidence CRB checks and an appropriate Child Protection Plan.

All applicant organisations are also encouraged to have appropriate safer recruitment practices in place for all staff with access to children and young people. (see GCSB – Safer Recruitment [www.gscb.org.uk/home/hgscbdocs.htm](http://www.gscb.org.uk/home/hgscbdocs.htm))

## Monitoring and Evaluation

The PLCT operates a rigorous grant application and monitoring process. Effective implementation of this process is central to the PLCT's commitment to promoting best safeguarding practice and ensuring that its funds are used to promote the health and well-being of children and young people in Gloucestershire.

The PLCT application and monitoring process has 4 principal objectives:

- Mission and Targeted Outcomes – to ensure that PLCT funds are effectively used to enable to the PLCT to fulfil its mission and target outcomes (see PLCT Strategic Plan 2009-12)
- Expenditure – to ensure that grant recipients spend PLCT funds appropriately and in accordance with their approved project proposals
- Impact – to measure the impact that funded organisations have on the lives of children and young, i.e. gather evidence that the supported activities are making a difference
- Safeguarding – to ensure that all PLCT partner organisations working with children, young people and their families take all reasonable measures to ensure that the risks of harm to children's welfare are minimised, and where there are concerns about children and young people's welfare, all partner organisations take appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local organisations

It is recognised that during the monitoring and evaluation process PLCT staff and trustees may encounter situations that raise concerns about safeguarding and/or the wellbeing of a specific child or young person. These concerns might be procedural/structural i.e. not relating to a specific child, but concerns around the suitability of an organisation's activities, facilities, policies, and procedures. It is also possible that welfare concerns may arise relating to specific children and young people as a result of information submitted through the quarterly monitoring and final evaluation process, or through site visits and activity observations. The PLCT is committed to implementing and promoting best safeguarding practice at all stages of its application and monitoring process.

### Stage 1 – Application

- CRB/ISA and Child Protection Plan – all applications to the PLCT for grant funding must be accompanied by evidence of appropriate CRB/ISA checks and appropriate Child Protection Plan (see above). Applications without this supporting information will not be considered.
- Initial Visit – all applicants who invited to submit a full application to the PLCT will receive a formal site visit from the PLCT Development Officer. This visit will include an inspection of facilities (where possible) and will feature specific questions on safeguarding policies and procedures. A report will be completed by the Development Officer for each initial visit and will be attached the organisation's application when it is formally assessed.
  - Child Welfare Concern – if in the process of conducting the initial visit the PLCT Development Officer sees anything that raises a concern for the welfare of a specific child they will do the following:
    - Contact the Children and Young People's Help desk and seek further advice (see above)
    - Notify the PLCT Deputy Safeguarding Manager and log the incident on the PLCT on records
    - Raise their concern with the organisation in question (unless advised by the relevant social work practitioner not to do so)

- Safeguarding Procedure Concern – if the PLCT Development Officer has reason to believe that the organisation’s safeguarding measures are inadequate then they will do the following:
  - Record in the initial visit report their concerns re. Safeguarding – including the strong recommendation that the organisation not be considered for PLCT funding until these issues are addressed
  - Inform the organisation of the PLCT’s concerns and the decision that they will not be considered for funding until these concerns are addressed. The PLCT Development would then signpost the organisation to the GCSB or other appropriate for guidance.
  - If the organisation is unresponsive and concerns remain about safeguarding procedures and child welfare then the PLCT Development Officer should contact the Children and Young People’s Help Desk (see above).

## Stage 2 – Monitoring and Observations

All PLCT grant recipients are required to submit quarterly monitoring returns. These returns record progress against targeted outputs and outcomes detailed in the original application in addition to opportunities to report on the general progress of the programme, organisation, needs and gaps identified, and potential future challenges/opportunities. Newly approved applicants will also be visited by the PLCT Development Officer every quarter – once the programme is established formal visits occur every six months, unless it is felt by the PLCT that more regular contact needs to be maintained. In addition to this process the PLCT Development Officer, PLCT Trust Secretary and Trustees will arrange to observe funded activities and attend open events (e.g. AGMs) where appropriate.

If during the process of reviewing Quarterly Monitoring returns, conducting visits, observations and attending events any PLCT member of staff or Trustee has cause for concern with regards safeguarding and wellbeing of children they are to do the following:

- Child Welfare Concern – as per procedures identified above (Stage 1 Application)
- Safeguarding Procedure Concern – as per procedures identified above (Stage 1 Application)

PLCT Grants are disbursed on a quarterly basis and the release of funds is dependent on the successful completion of quarterly monitoring reports that specifically evaluate performance against the outputs and outcomes specified for that quarter in the original application. Safeguarding is a key part of this quarterly monitoring process – if safeguarding concerns are not addressed then the PLCT reserves the right to withhold any further grant payments.

## Stage 3 – Evaluation

All grant recipients are required to complete an End of Grant report and have a final evaluation meeting with the PLCT Development Officer. Any Child Welfare Concerns or Safeguarding Procedure Concerns should be dealt with as above. In the case of safeguarding concerns presenting themselves in relation to an organisation that has successfully applied for a new/continuation grant – payments of the new grant will be withheld until these safeguarding concerns have been addressed.

## **Recruitment**

Given the nature of the PLCT's work it is highly unlikely that any member of staff or Trustee would have direct and unsupervised contact with a child or young person. However, the PLCT recognises its responsibility for promoting best practice with regards safeguarding and as such is committed to safer recruitment practice. Therefore PLCT recruitment procedures include:

- A safeguarding statement in recruitment adverts and application details
- All post to have job descriptions and person specifications
- Short listing to be based on formal application forms rather than CVs
- All interviews to be carried out under equal opportunity principles
- No formal job offers made until suitability checks are complete (CRB, ISA, two references, medical checks, etc). Given time taken to process CRB, job offers can be made on the condition that a satisfactory SRB check be completed, and until such time as the CRB check is completed the member of staff in question is not allowed to attend any site/monitoring visits.

All PLCT staff have had an enhanced CRB check and these will be renewed every 3 years. The DSM and deputy DSM will supervise this process.

## **Communication and Publicity**

The PLCT recognises that it supports a large number of vulnerable young people, a significant percentage of whom are in care, on the edge of being in care or are care leavers. To this end it is important to ensure that any communication between the PLCT and its partners, and any publicity, ensures that safeguarding issues are given primary consideration.

Requirements for Partner organisations:

- Applications, quarterly monitoring forms, end of grant reports, supporting documentation and any other correspondence to the PLCT should not contain the names and contact details of children and young people (or any information that might allow them to be personally identified). Evidence such as certificates and awards, if submitted, should be anonymised.
- Images – any images of children or young people submitted to the PLCT need to be accompanied by evidence of consent for their use.

Requirements for PLCT:

- Images – PLCT to ensure that any images used in publicity have been given the appropriate consent for use. Where possible draft newsletters, press releases, etc. that include images of young people should be circulated to the individuals (and relevant organisations) in advance of general publication.
- Children in Care/LAC – children in care require particular protection with some having been taken into care from abusive domestic situations against the desire of their parents/carers. The PLCT will work closely with the Virtual School and GCC Communication Team with regards any publicity materials and communications relating to events or activities involving children in care.

## **PLCT Mission Statement**

"To provide assistance and support for economically and educationally disadvantaged children."

The Peter Lang Children's Trust is a grant-making charity based in Gloucestershire. The Trust was founded by Swiss businessman and philanthropist, Peter Lang. Since 2003 the Trust have been giving grant support to organisations working with children and young people in the Gloucestershire area. By children we mean young people from birth to 21 years. The Trust currently targets its support in Gloucestershire.

As one of the largest non-statutory funders of young people's services in Gloucestershire the PLCT recognises that it has the responsibility to implement and promote the best safeguarding practice within both its own internal processes and in the processes and activities of the organisations to which it provides with grant support.