

Safeguarding at OAF



How to deal with safeguarding issues

You must report any safeguarding concerns immediately.

When you encounter a concerning incident:

1. Write down what you saw or heard
2. Make a note of the date, time and activity you were participating in
3. If it is a direct disclosure of information from the child, record what the child said in their own words

Some tips:

- Stay calm
- Tell the child that they did the right thing to confide in you
- Do not promise confidentiality
- Do not ask leading questions or interrogate the child
- Ask the minimum necessary to ensure that you have understood correctly

To report a concern:

Non-urgent	Contact the OAF trustees. This can be done by emailing oxfordarmeniafoundation@gmail.com . We should reply within 24 hours.
Urgent	Call the Designated Safeguarding Lead (Lilit Asatryan) using the following number: +44(0) 07717 199 152. If there is no answer, call the NSPCC using the following number: 0808 800 5000
Emergency	Encourage the student to call the police on 999, call the DSL / ring 999 yourself

Important points

- Every time you work with children, you must abide by the Code of Conduct for Activity Leads
- Whenever you are in contact with a beneficiary, you must always be thinking about safeguarding
- You have a duty of care to detect and report any signs a child may be at risk of abuse
- IT IS BETTER TO BE OVERLY CAUTIOUS! ALWAYS REPORT A CONCERN IF YOU THINK THERE IS EVEN THE SMALLEST POSSIBILITY THE CHILD IS BEING HARMED OR AT RISK OF BEING HARMED.

Identifying signs of abuse

Abuse is any form of maltreatment that harms a child or puts a child at risk or harm. There are four main types:

1. **Physical abuse:** causing significant physical harm to a child
2. **Sexual abuse:** engaging children in a sexual act
3. **Emotional abuse:** the emotional ill-treatment of a child that results in severe effects on their emotional development
4. **Neglect:** occurs when adults fail to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development

Anyone who comes into contact with a child can be in a position to abuse them. This includes family, friends, teachers and many more.

Empowering children

As a charity promoting children's education and development, OAF has an objective to not only protect, but also empower children. some things to think about when you work with children:

- Always encourage children and make them feel capable
- Do not be overly critical, use positive reinforcement instead
- Always give positive feedback alongside constructive comments
- Always be interested in what the student has to say and never humiliate a student