



Special Educational Needs and Disability Information Advice and Support Service – SENDIASS

Safeguarding Policy

Reviewed August 2020



Extract below is taken from: Statutory guidance on inter-agency working to safeguard and promote the welfare of children. All staff should familiarize themselves with the full document which is available at:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and this guidance sets these out in detail. This includes specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found, under sections 17 and 47 of the Children Act 1989. The Director of Children's Services and the Lead Member for Children's Services in local authorities are the key points of professional and political accountability; with responsibility for the effective delivery of these functions.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- 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; and
- taking action to enable all children to have the best outcomes.

Local agencies, including the police and health services, also have a duty under section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions. Under section 10 of the same Act, a similar range of agencies are required to cooperate with local authorities to promote the well-being of children in each local authority area (see chapter 1). This cooperation should exist and be effective at all levels of the organisation, from strategic level through to operational delivery.

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Professionals working in agencies with these duties are responsible for ensuring that they fulfil their role and responsibilities in a manner consistent with the statutory duties of their employer.

Safeguarding

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

Organisations that work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse. For the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years.

The child protection policy

This is a statement of intent that demonstrates a commitment to safeguard children involved with a charity from harm. The essential inclusions for a child protection policy are outlined below:

- the welfare of the child is paramount
- no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation.
- the policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes
- who the policy applies to (ie all trustees, staff and volunteers)
- children and parents are informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the police
- a commitment to safe recruitment, selection and vetting

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- reference to principles, legislation and guidance that underpin the policy
- arrangements for policy and procedures review
- reference to all associated policies and procedures which promote children's safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography

Child protection procedures and systems

Procedures and systems provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also needed to ensure implementation and compliance. Child protection procedures should be linked with the Local Safeguarding Children Board's procedures.

The procedures and systems should include:

- a named person (and deputy) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates
- a description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer; relevant contact details for children's services, police, health, the Local Authority Designated Officer (LADO), Child Exploitation Online Protection Centre (CEOP) for Online Safety concerns and NSPCC helplines should be available
- a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company
- guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration
- a code of behaviour for trustees, staff and volunteers; the consequences of breaching the code are clear and linked to disciplinary and grievance procedures
- safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with children; in the case of trustees, because of their position within the charity, the commission takes the view that whenever there is a legal entitlement to obtain a DBS check in respect of such a trustee, a check should be carried out - this goes beyond circumstances where the trustee comes into contact with children a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children
- systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities; safeguarding induction training is now mandatory for all those who work directly with children, young people, their families and/or carers

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- requirements for trustees, staff and volunteers to learn about child protection in accordance with and as appropriate to their roles and responsibilities, including the emerging issues of Online Safety, domestic violence, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and violent extremism.

It is important that each charity's safeguarding policy and procedures are tailored to the type of contact that the charity has with children and it also needs to take into account any particular vulnerabilities of the children with whom the charity has contact; for example disabled children who are at increased risk of abuse; babies and toddlers who are vulnerable due to their age and dependence on adults.

Guidance and legislation

England: For current guidance on safeguarding, legislation and resources see [GOV.UK](https://www.gov.uk).

Two documents are particularly helpful:

- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Sources of further information and support

A range of agencies and publications can guide charities in the development and updating of their safeguarding policy and procedures.

The [Disclosure and Barring Service \(DBS\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service) exists to help organisations identify people who are unsuitable for certain types of work, especially work involving access to or contact with vulnerable groups, including children, by issuing DBS certificates of any criminal, police or similar records, including checks against both the Barred Children's and Barred Adults' Lists. There are two levels of check available, Standard and Enhanced (Enhanced checks can be made with or without a children's and/or adults' barred list check).

NSPCC is a registered charity established to prevent cruelty to children. They provide a range of services for children and their families. They also provide a child protection helpline and which is an online service for children. Childline, a helpline service for children is now also part of the NSPCC. NSPCC Consultancy Services have a number of publications (also available in Welsh/English) to help organisations develop child protection policies and procedures.

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The charity offers a consultancy service which provides advice and guidance to organisations on the implementation of safeguards to prevent abuse; training services are also available.

Tel: 0800 1111 Website: <https://www.childline.org.uk/>

To report or discuss concerns about a child's welfare:

NSPCC Child Protection Helpline (24 hours): To report or discuss concerns about a child's welfare. Tel: 0808 800 5000 or email: help@nspcc.org.uk

Save The Children. A registered charity established to promote the welfare of children worldwide by the relief of their hardship and distress.

Tel: 020 7012 6400 Website: www.savethechildren.org.uk

SAFE CIC is a not for profit community interest company working with the voluntary and community sectors to assist organisations attain SAFE (Safer Activities for Everyone) standards. SAFE supports and advises with regards to safer recruitment, working practices and policies; and it produces resources, information packs and training. It also acts as an umbrella body for DBS disclosures.

Tel: 01379 871091 Website: www.safecic.co.uk

Child Exploitation Online & Protection Centre (CEOP)

The Child Exploitation and Online Protection (CEOP) Centre is part of the National Crime Agency (NCA) and can apply the full range of policing powers in tackling the sexual abuse of children. To report online sexual abuse see:

<http://ceop.police.uk/>

Thinkuknow is CEOP's educational initiative for children, young people, families, and adults who work with children to deliver important eSafety messages. To access their resources and to attend training visit www.thinkuknow.co.uk

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Get Safe Online is the UK's leading source of unbiased, factual and easy to understand information on online safety:

www.getsafeonline.org/safeguarding-children

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