



South Glos Parent Carers (SGPC) Child Safeguarding Policy and Guidelines

Please read this Policy with the following polices and processes		
Child Protection Flow Chart	Concerns about a child or young person and flow chart	How to respond to a child or someone else disclosing a concern/abuse and recording and reporting guidelines
Concerns re: a child. Helping you know what to do	Vulnerable adults Safeguarding Policy	Data Protection GDPR Policy and Privacy Statements
Recruitment Policy and Operating Procedure inc Front Sheets	Volunteer Policy	Employee or Volunteer handbook
Induction and Training SGPC Process	Vol and Rep Agreement Forms	Communications and Social Media Policy
Policy for compliments and complaints	Grievance and Disciplinary Policy	Whistleblowing Policy and Whistleblowing Toolkit
Confidentiality Policy	Sign in sheets including Filming and Using Photographs Consent Information	Equality and Diversity Policy
Code of Conduct Policy	Privacy and Cookie Policy	Risk assessments per project

Introduction:

This Policy is for the Safeguarding Protection of Children that will be followed by all Employees, Associates and Volunteers, as well as followed and promoted by the Board of Directors.

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by SGPC are transparent, and that everyone knows what to do if they need to report a safeguarding concern and to promote the welfare of all children and young people. In this policy children and young people refers to anyone under the age of 18 years.

The words child or children are used to refer to both children and young people under 18 years of age.

For vulnerable people over the age of 18 please refer to our Vulnerable Adults policy.



Key Contacts within SGPC:

Safeguarding Key Contacts within the organisation that everyone should know about

Leonie Pollinger SGPC Safeguarding Lead: 01454 501009

Leonie.Pollinger@sglospc.org.uk

Or in their absence

Rachel Trueman Deputy Safeguarding Lead: 01454 501009

rachel.trueman@sglospc.org.uk

Director with leadership responsibility re Safeguarding on the Board
Sue Fairhurst

Rationale:

In today's world all agencies and individuals share the responsibility to protect children from harm or the risk of harm and exploitation. We live and work in a climate where we, as adults, *"have a duty to safeguard and promote the welfare of children"* Safeguarding is **everybody's business** and the responsibility for dealing with it belongs to us all not to just one person or someone else.

For this procedure to be effective it is essential that everyone within our team:

- has an understanding of what safeguarding is;
- knows that safeguarding is everyone's responsibility;
- knows how to access safeguarding information (displayed on basecamp);
- knows of any likely contribution that they may be required to make to safeguard children;
- how to access further advice, support and services;
- how to record and report a concern.

Aims of the policy

This policy aims to:

- provide Directors, Staff, Associates, Volunteers (referred to as SGPC Team throughout this policy) with clear guidance about their role and responsibilities in safeguarding children;
- provide information for parents and carers about the safeguarding measures that SGPC employs to ensure that it meets its responsibilities to promote the welfare of, and safeguard, children;
- provide protection for those who receive SGPC services, including the children of adult members or users;



- provide staff and volunteers with guidance on procedures they should follow if they suspect a child may be experiencing, or be at risk of, harm or exploitation.

We recognise that:

- the welfare of the child is paramount;
- everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, has the right to protection from all types of harm or abuse;
- partnership working with children, their parents, carers and agencies is essential to promote children's welfare.

SGPC Leadership and accountability

The Board of Directors have primary responsibility for safeguarding.

To fulfil SGPC duty of care the board will take steps to safeguard and take responsibility for the children and families whom the organisation works with.

We will ensure:

- a clear line of accountability for the provision of services designed to safeguard and promote the welfare of children and act in their best interests;
- a designated Director to take leadership responsibility for the organisation's safeguarding arrangements;
- we have a designated Safeguarding Lead and a deputy, ***Read in conjunction with SG Lead Role Description*** The role is to:
 - To provide a single point of contact between SGPC and the statutory child protection agencies- children's social services and the police.
 - To offer consultation and advice about safeguarding and child protection concerns relating to the activity of SGPC. ***Read in conjunction with SG Lead Role Description.***
- a culture of listening to our families and taking account of their wishes and feelings, both in individual decisions and the development of services;
- arrangements which set out clearly the processes for sharing information, with other professionals and with South Glos Children's Partnership;
- we recognise the needs of children, including rescue from possible abuse or neglect and take reasonable steps to prevent any harm to them; ***Read in conjunction with How to respond to a child or someone else disclosing a concern/abuse and recording and reporting guidelines;***

safe recruitment practices are in operation and for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check; ***Read in conjunction with our Recruitment Policy and Operating Procedure;***



- have appropriate supervision and support for staff, including undertaking safeguarding training, a mandatory induction, and regular reviews of our own practice. **Read in conjunction with our Induction- Training SGPC Process;**
- that our team are competent to carry out their role and that the environment in which they work enables them to raise concerns and feel supported in their safeguarding role and respond appropriately to allegations of abuse, **Read with our Induction- Training SGPC Process;**
- clear policies and procedures are in place, in line with those from the South Glos Council for dealing with allegations against people who work with children. This includes a requirement to report such allegations to the Local Authority Designated Officer (LADO) and to make a referral to the Disclosure and Barring Service (DBS) if they remove someone from work with children (or if the person leaves) because of a concern that the person presents a risk;
- disciplinary proceedings are followed on from safeguarding concerns about members of staff and volunteers **Refer to Grievance and Disciplinary Policy and Procedure;**
- our team know about our **Whistleblowing Policy;**
- we record any complaints and take action. **See our Policy for Compliments and Complaints from Service Users and Stakeholders;**
- we have a **code of conduct** that all Directors, staff and volunteers are expected to follow

Our Team

All of SGPC team members are expected to be familiar with and comply with this policy and its procedures. They are also required to read and sign an agreement form annually.

Whilst it is not the responsibility of SGPC or anyone within the team to determine whether or not abuse has taken place (this is undertaken in liaison with external child protection professionals), it is **everyone's responsibility** within the team to report concerns to their Line Manager or Safeguarding Lead/deputy lead or in the Safeguarding Leads absence ART or the NSPCC is available for further advice.

SGPC does not undertake activities with children in the absence of their parents/carers, but has the opportunity to observe the young person's/children's welfare at family events, through our support groups or through Little Treasures (our parent support group with activities for preschool age children. Parents/carers remain responsible for their children's welfare throughout all the work undertaken by SGPC. All our team/volunteers in contact with children and Board of Directors will have a Basic Disclosure.



SGPC will ensure communication regarding safeguarding is kept “alive” through inhouse processes such as discussions, training, and the safeguarding resources we produce which will ensure safeguarding is embedded.

We will inform our staff and volunteers what to do if they have a concern through our separate guidance and through our “Concerns re: a child. Helping you know what to do” leaflet we have produced for our team.

All are displayed on basecamp, so everyone can see what to do. In addition each Team/Groups will be provided with a hard copy.

Staff and volunteers will receive safeguarding training in accordance to their role and will be reviewed every 3 years.

Other stakeholders

We inform our community members of our safeguarding principles through our website and any welcome leaflets that we produce.

Concerns or uncertainties

There may be occasions when you have concerns about a child, which do not appear to justify a child protection referral of suspected child abuse, but nonetheless leave you feeling uncomfortable. You can speak to the Safeguarding Lead or your Line Manager for further advice. In their absence you can also in these circumstances, telephone Access and Response Team (ART) **for advice**. Talk your concerns through with the officer. You do not need to give the child’s name at this point. The officer will advise you whether or not your concerns will become a referral, and what action will be taken, if any. You must always follow any advice given to you by the officer and speak to the Safeguarding Lead.

You can also contact NSPCC helpline for advice on [0808 800 5000](tel:0808 800 5000)

Early Help

If a child and their family is in need of Early Help Services talk to the parent carer and find out what support they already have, you could encourage or support them to speak to any other professional that may be already involved with them. You could suggest the parent carer contacts the ART team to ask for advice.

SGPC also have links with the Early Help SEND lead and can raise Early Help queries through the Compass team.

Child Protection Procedures

Whilst recognising that most of our SGPC team will have little direct contact with children its work with parents and carers means that they may have indirect contact with children, and certainly have contact with parent carers who often live in particularly challenging situations.

We have produced a leaflet for our team “**Concerns re: a child. Helping you know what to do?**” and a **flowchart** that guides you through the process.



We also have written procedures for what to do if a child or individual discloses a concern/abuse or if an allegation is made against a member of our team and this guidance should be read in conjunction with this policy.

- 1. Concerns re: a child. Helping you know what to do.**
- 2. Concerns about a child or young person and flow chart (Recording concerns).**
- 3. Child Protection flow chart.**
- 4. How to respond to a child or someone else disclosing a concern/abuse and recording and reporting guidelines.**

Please refer to Basecamp/leaflet and flow chart for further guidance.

Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action.

The seven golden rules to sharing information

- 1. Remember that the General Data Protection Regulation 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.**
- 2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.**
- 3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.**
- 4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.**
- 5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.**
- 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: 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 up-to-date, is shared in a timely fashion, and is shared securely.**
- 7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.**
- 8. Refer to 'How to respond to a child or someone else disclosing a concern/abuse and recording and reporting guidelines'.**

Further information can be read in the following Government guidance



<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Recruitment Selection and Vetting Process

Please read separate policy for more details

Our employees/volunteers will be subject to a rigorous recruitment process,

SGPC follow the Safe Network Standard on *Safer Staff and Volunteers* which sets out the practical steps to recruiting safely.

They include requirements to:

- Complete an application form with reference to a clear person specification.
- Provide at least two references.
- Produce two pieces of identification.
- Attend a face to face interview involving at least two people, in which applicants are tested against the person specification and job description. If online interview ID will be asked to be provided at the interview
- Produce original copies of any necessary qualifications.
- Have a criminal records (DBS) check where eligible.

SGPC do not have posts that require a full DBS because we do not look after children so not a regulated activity.

Images and Film

We understand that parents like to take photos of or video record their children at SGPC events. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. However, at all SGPC events and activities **parent carers are responsible for their children and** SGPC cannot be held accountable for photographs or video footage taken by parents or members of the public.

SGPC will not allow visitors, members of the public or other parents to photograph or film children during an activity without the parent's permission. Permission must always be sought from individual parents or carers to be read in conjunction with our filming and using photographs consent information. Also our sign in sheets for events.

SGPC will not allow images of children to be used on the SGPC website, in other publicity or press releases, without express permission from the parent. If such permission is given, we will not identify individual children by name unless agreed. At large events those who do not wish to have photos taken will be issued with a red sticker so that the photographer knows not to take their picture. To be read in conjunction with our sign in sheets for events, our Privacy and Cookie Policy and our Data Protection GDPR Policy.



At our support groups, events, training etc we ask people to sign in and give permission to have their photos/film taken or themselves/their children.

There may be associated health and safety issues i.e. the use of a flash when taking photos could distract or dazzle children, and cause them to have an accident. SGPC will encourage parents to use film or settings on their camera that do not require flash.

E-safety: We recognise that internet and mobile phone safety is a whole organisation responsibility. When running online events or activities for Parent Carers we still follow the same protocols if we have to report a concern and carry out group risk assessments with safe guarding part of this. As per our social media policy we will contact the relevant authorities where there appears to be a clear need to safeguard the welfare of a poster and/or his/her family.

We will have open discussions with the team to ensure the team feel confident when using relevant technologies. For more guidance <http://www.saferinternet.org.uk>

Monitoring and review

This policy will be reviewed on an annual basis. Each Safeguarding theme will be audited over 2 years by using the toolkit from the NSPCC and or the checklists within the Everybody business Safeguarding children for trustees booklet/guidance.

Legislation and guidance that underpin this policy

This Policy and Procedures have been developed in line with the principles of The Children Act 1989, The Children Act 2004, *Working Together to Safeguard Children 2013*, and with reference to the following publications:

- Working together to safeguard children
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- What to do if you are worried a child is being abused
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Everybody's business Safeguarding Children for Trustees
<https://www.childrenengland.org.uk/everyones-business-safeguarding-for-trustees>
- Preventing abuse for deaf and Disabled students
<https://learning.nspcc.org.uk/Search?term=deaf+and+blind>
- South Gloucestershire Council's Safeguarding Board website for Children and Young People
<http://sites.southglos.gov.uk/safeguarding/children/>
- We also refer to the NSPCC website for further information guidance
<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>
- SGPC has also signed up to South West CP procedures
<http://www.proceduresonline.com/swcpp/southglos/index.html>



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Discussed by Board and updated policy agreed on 25th June 2021