



Safeguarding Children Policy

Introduction

The Short Breaks Safeguarding Policy aims to provide a secure framework for staff in relation to safeguarding and promoting the children and young people who access our service.

During Short Breaks sessions protecting and safeguarding children from harm is considered everyone's responsibility and as such we aim to create a safe environment for all the children and young people we support. We are committed to making sure that all children and young people have the same protection regardless of age, disability, gender, race, religion, belief or sexual orientation.

We will work in partnership with other agencies and seek to establish effective working relationships with parents, carers and other colleagues, to develop and provide positive experiences for the children and young people in receipt of short breaks.

Staff will promote the welfare and safety of the children/young people at all times, working together with other agencies to protect them from harm and abuse. Any allegation or suspicion of abuse will be taken seriously and responded to appropriately in order to promote and safeguard the welfare of children and young people who are in contact with Diverse Abilities Children's Team.

This policy is based on legislation (The Children Act 1989 and 2004) and government guidance as contained within 'Working Together to Safeguard Children' – A guide to inter agency working to safeguard and promote the welfare of children (HM Gov, 2018)

Policy Statement

Staff within the children's team are committed to promoting the safety and protection of all children and young people with whom they are in contact by;

- Putting the welfare and safety of the children and young people first.
- Respecting the rights, wishes and feelings of the children and young people
- Working in partnership with parents / carers
- Responding to concerns about a child/young person's welfare promptly and recognising that the child/young person's welfare is of paramount importance.
- Working in partnership with other agencies
- Having due regard in respect of issues relating to confidentiality and GDPR
- Prevent the impairment of the children's health or development
- Ensuring that the child's needs are paramount.

This policy will be achieved by:

- **Staff training**

Staff will be trained in recognising when a child may be being abused and require safeguarding, plus knowing what to do in response to concerns about the welfare of a child. They will be trained in our procedures and for inter-agency working. This will be updated every three years and recorded on staffs individual training record and service training matrix.

- **Whistle Blowing**

As part of the induction process staff will be made aware of Diverse Abilities company policy in relation to whistle blowing, for more information refer to the afore mentioned policy.

- **Lone Working**

As part of the induction process staff will be made aware of Lily's Place Lone Working Policy and will ensure they fully understand the importance of this in relation to safeguarding both themselves and the children and young people they support. For more information refer to the afore mentioned policy.

- **Smart Devices**

The use of smart devices such as smart phones and tablets is an inevitable part of everyday life, we understand that these technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access. We must remember that whilst these devices have their positive uses the children's safety and wellbeing should remain paramount. Therefore, it is important that clear guidance and recommendations are put in place.

- The activities that Diverse Abilities provide do not include any usage of smart devices or connection to the internet, children may have access to old gaming consoles, which are not connected to the internet.
- Devices brought in from home remain the responsibility of the parent/carer to ensure that that they are aware of the importance of online safety and are involved in the education and guidance of young people regarding their on-line behaviour.
- No one will publish or share any information that has been obtained whilst receiving support from Diverse Abilities, on any personal website, social networking site or through any other means. The exception to this is where permission has been sought from the individual and it is only shared by Diverse Abilities Communications Team in line with Social Media Policy, through the correct outlets.
- Staff's smart devices must be kept locked in the office for the duration of their shift. Any work mobiles which staff have, have security software enabled which prevents the camera working on the phone, all staff should adhere to the relevant policies.

- Encouraging self-esteem and building positive relationships

When caring for the children/young people, staff will promote self-esteem and encourage the children/young people to do as much as possible for themselves (see Good Practice in Intimate Care Policy)

Staff should strive to build positive relationships with the children and develop trust to enable the child to communicate any worries or concerns. Children will have access to communication that is appropriate to them. As outlined in the Access to Communication policy all children will have, with permission from parents/carers, the ability to contact an independent advocate if required whilst accessing Children's Team provision.

- Care Practices;

Staff will be fully trained in caring for children/young people with physical and or learning disabilities.

- Following relevant plans;

Staff will read and follow all relevant plans relating to the care of the child, including (but not limited to) care plans and risk assessments, behaviour management plans and any individuals medical protocols as defined in Regulation 2 of the children's home regulations.

- Missing Children;

Adequate supervision and risk assessments, particularly when accessing the community, should reduce the frequency of missing children. However, if a child becomes absent from the home the procedures set out in the Missing Child Policy should be implemented. Following their return to the home, they should be offered an interview with an independent person.

- Behaviour Management

Children's Services has detailed policies in relation to behaviour management and physical intervention these encompass the requirements as set out in Regulation 35.

The ethos of the children's team is of one of rewarding and celebrating positive behaviour. If the use of sanctions is required, staff will follow the guidance set out in the Sanctions Policy and this meets requirement for Regulation 19.

Physical interventions should always be used as a last resort following guidance from within the physical interventions policy. Following a physical intervention, a child should always be offered the chance to discuss their views on the experience and these views should be recorded, this in accordance to Regulation 20. All staff will receive Positive Behaviour Strategies training and will follow the behaviour management policy.

- Rigorous recruitment and selection procedures;

All staff (permanent or temporary) or volunteers will go through recruitment and selection procedures as contained in the Care Standards. Including the relevant DSB Checks. Safer recruitment practices are followed at all times and in accordance with the Diverse Abilities Recruitment Policy.

Where the use of agency staff is required, a copy of their DBS will be seen, checked and verified by the Lead Support managing the shift.

- Prompt response to any concerns:

Any concern about the welfare of the child/young person in the past must be responded to promptly and treated in the same way as any concern express about the welfare of the child/young person during the present time.

There will be prompt referral to Police and/or Social Services (within one working day) (see procedure)

Contact details:

Multi Agency Safeguarding Hub

BCP Children's First Response Hub: 01202 123334 childrensfirstresponse@bcpcouncil.gov.uk

Dorset – Children's Advice and Duty Service (ChAD) Professionals Number. This number is a professional only number to discuss your concerns, you will no longer complete a referral form: 01305 228558

Dorset – For families and the general public: 01202 228866

In an emergency or out of Hours contact:

BCP Out of Hours Service: 01202 738256 childrensOOHS@bcpcouncil.gov.uk

Dorset Out of Hours Service: 01305 228558

Police Contact

Police: 101 main enquiries or 01202 222222

Dorset Police MASH@dorset.pnn.police.uk (email only if non urgent)

Or during office hours please contact their local authority.

All records relating to concerns about welfare of the child or young person must be factual, accurate, concise and clear. These will be shared with the relevant Police and Social Service departments as necessary.

The designated Safeguarding lead will be informed of any concerns, this person is currently Jon Seaward, Head of Children's Services, 01202 518635.

Procedure

Whenever there are concerns /suspicions about the welfare of a child or young person or that a member of staff is involved

1. All concerns, incidents or signs, when noticed, will be recorded by staff on a safeguarding Children's report form (See Appendix 1) and reported to the person on call or senior member of staff. While injuries, bruises or abrasions will be recorded on the child's Body Mapping Form and reported to the Registered Manager or if unavailable the person on call.
2. Any significant changes in behaviour or concerns for the child / young person's safety or welfare will be recorded accurately and suspicions reported to the Registered Manager, person on call or senior member of staff.

3. Any allegation by a child, member of staff or visitor will be recorded and reported immediately to the relevant social worker and/or social service department.
4. The manager or person on call will record any explanation offered by parents, child/young person or staff at the time. Staff should avoid asking leading questions and cannot guarantee they will keep confidentiality, as it may be necessary for information to be passed on in the interest of the safety and welfare of the children.
5. Any concerns that the staff have, should be discussed with the Registered Manager or in her/his absence, the Children's Services Manager.
6. If there is allegation or suspicion of abuse, the child or young person will be referred to Poole Social Services and the child's placing authority by the person on call or manager. This will initially be by telephone and confirmed in writing within 24 hours, for a decision on how the allegation will be followed up.
7. A Referral to social services must be made by the Person on call or Registered Manager if there is any evidence of a child being subjected to child sexual exploitation.
8. Police must be called by staff, if unauthorised person/s visit, or try to make contact with any child/young person
9. Staff will follow Child Protection Procedures as detailed in the Pan-Dorset Multi-Agency Safeguarding Policies and procedures which is available online at https://www.proceduresonline.com/pandorset_scb/
10. See Data Sharing Policy and Confidential Policy on sharing of information.
11. Staff may be asked to contribute to any investigations, assessments and may be asked to attend and contribute to meetings aimed at safeguarding a child or young person.

Allegations against members of staff

Any allegation by a child, parent, visitor, or another staff member and/or suspicion of abuse by staff must be reported immediately to the Local Authority Designated Officer (LADO), who will advise who needs to investigate, whether that be the manager or Children's Services Manager contact details for the Local Authority Designated Officer are:

- Telephone 01202 817600 (LADO main telephone line)
- Email: LADO@BCPcouncil.gov.uk

The investigation will have four related but independent strands;

- Safeguarding enquires, relating to the safety and well-being of any child who is or may have been involved – following the previous procedure
 - Police investigation into possible offence
 - Disciplinary procedures will apply.
 - Complaint's procedures will apply.
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- Members of staff about whom there are concerns, will be treated fairly and honestly

- Help will be given to the staff under suspicion to understand the procedures and concerns expressed
- Appropriate independent support will be made available to the staff under suspicion
- Independent counselling is available to all staff that may be affected by but not subject to the allegation or suspicion of abuse
- Confidentiality policy and GDPR Policy will be applied

Further Information

Further information can be sought with regards to procedures from the following:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Other Relevant Policies to be read

- a) Pan Dorset, Multi - Agency safeguarding Procedures
- b) Good Practice in Intimate Care
- c) Complaints Procedures
- d) Behaviour Management Policy
- e) Sanctions Policy
- f) Physical Intervention Policy
- g) Anti-bullying Policy
- h) Recruitment Policy
- i) Smart Devices Policy
- j) Disciplinary Policy
- k) Confidentiality Policy
- l) GDPR Policy
- m) Record Keeping
- n) Whistle blowing Policy
- o) Access to Communication Policy
- p) Lone Working Policy

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Short Breaks
SAFEGUARDING CHILDREN'S REPORT

CHILDS NAME:		
DOB:		
AGE:		
ADRESS:		
CHILDS MEANS OF COMMUNICATION:		
DATE & TIME OF CONCERNS RAISED:		
CONCERNS / INCIDENT / SIGNS (this should include clear and factual report of identified concerns including any injuries observed)		
Report completed by:		Date:
Position:		
Reported to:		Date:
Position:		

ACTION TAKE:

OUTCOME:

Social worker / Health Professional notified: YES / NO

Placing Authority:

Name:

Date:

Ofsted Notified: YES / NO

Date:

Any Further Action: