



## H.O.P.E. Safeguarding Policy and Procedure

### INTRODUCTION

This document contains a policy statement (Part One) and procedural guidance (Part Two). The functions of each are set out briefly below.

**Part One – Policy Statement.** The policy statement sets out the broad framework of principles within which the particular area of work will be carried out. It sets out the organisation's broad style and approach to the issue, including any aims and guiding principles.

**Part Two – Procedural Guidance.** The procedural guidance sets out the details that staff will require to carry out their duties in this particular area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

**PURPOSE:** To set out the process by which Hope for Children & their Families manage the process of reporting a Safeguarding concern:

- To inform staff, parents, volunteers and trustees about the H.O.P.E. Centre's responsibilities for safeguarding and who the nominated Safeguarding Lead and Officers are
- To enable everyone to have a clear understanding of how these responsibilities should be carried out (described in the Centre's Safeguarding procedure document) (*see Appendices*)

All H.O.P.E.'s policies and procedures relating to safeguarding are in line with the West Midlands Child Protection Procedures as adopted by the Herefordshire Safeguarding Children Board<sup>1</sup> and Safeguarding Adults Board<sup>2</sup>.

### RELATED POLICIES & PROCEDURES:

- 2018 Procedure for reporting a safeguarding concern (Q:\Policies and Procedures\General\Safeguarding\Procedures)
- Mental Capacity and Deprivation of Liberty Safeguards Policy & Procedure (Q:\Policies and Procedures\General\Safeguarding\Policies)

### Part One – Policy statement

- Establish and maintain an environment where everyone feels secure, is encouraged to talk and is listened to when they have a worry or concern.
- Establish and maintain an environment where H.O.P.E. staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about a person's safety and wellbeing.
- Ensure children and adults know that there are adults in the Centre whom they can approach if they are worried.
- Include in the planning of activities for the Early Years, groups and training courses the opportunities for children, parents and adults to develop the skills they need to keep themselves safe.
- Work in partnership with other agencies to ensure a collective approach is adopted when concerned over the safety of a child/adult.

<sup>1</sup> <https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-board/>

<sup>2</sup> <https://herefordshiresafeguardingboards.org.uk/hsab>



## H.O.P.E. Staff and Volunteers

- All H.O.P.E. staff and volunteers have an active role in safeguarding.
- All staff and volunteers will attend a minimum of Herefordshire Safeguarding Board approved Universal training within 6 months of joining the charity (see chapter 5 for a breakdown in required training).
- Training is refreshed every 3 years or in light of any significant legal changes or in the case of a serious case review within the Children's Centre area.

## 1. Introduction

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect and includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

Safeguarding is everyone's responsibility. Abuse can take many different forms, such as neglect, sexual abuse, physical abuse and even emotional abuse.

Safeguarding children<sup>3</sup> and promoting their welfare includes:  
Protecting them from maltreatment or things that are bad for their health or development.  
Making sure they grow up in circumstances that allow safe and effective care.

People's wellbeing is at the heart of the care and support system under the Care Act 2014, and the prevention of abuse and neglect is one of the elements identified as going to make up a person's wellbeing. In the context of the legislation, specific adult safeguarding duties apply to *any* adult who:

- has care and support needs and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.

The H.O.P.E. Centre will work with children, parents and the community endeavouring to ensure their rights and safety by providing them with a network of support enabling them to thrive free from fear and oppression.

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<sup>3</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

All staff has a responsibility to ensure the safety of children and adults. H.O.P.E acknowledges the difficulty of working in a small community but despite this understands their duty of care and that safety is their number one priority.

### **It is Hope's policy to:**

- Establish and maintain an environment where everyone feels secure, is encouraged to talk and is listened to when they have a worry or concern.
- Establish and maintain an environment where H.O.P.E. staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about a person's safety and well being.
- Ensure children and adults know that there are adults in the Centre whom they can approach if they are worried.
- Include in the planning of activities for the Early Years, groups and training courses the opportunities for children, parents and adults to develop the skills they need to keep themselves safe.
- Work in partnership with other agencies to ensure a collective approach is adopted when concerned over the safety of a child/adult.

## **2. Statutory Framework**

In order to safeguard and promote the welfare of children, H.O.P.E. will act in accordance with the following legislation and guidance:

- The Children's Act 1989
- The Children's Act 2004
- Education Act 2002 (section 175)
- West Mercia Child Protection Procedures as adopted by the Herefordshire Safeguarding Children's Board (HSCB).
- Working Together to Safeguard Children (HM Government 2018)<sup>4</sup>
- Safeguarding Children and Safer Recruitment in Education (Dept for children, schools and families 2010)

Working Together to Safeguard Children (2018) places the following responsibilities on all schools/Children's Centres/ Early Years settings:

- The child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates.
- Children's Centres should be aware of and follow the procedures established by their local safeguarding children's board (HSCB).
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- Children's Centres should have procedures (of which all staff is aware) for handling suspected cases of abuse, including procedures to be followed if a member of staff is accused/ suspected of abuse.
- A designated senior person should have responsibility for coordinating action within the Children's Centre and liaising with other agencies.

<sup>4</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/722305/Working\\_Together\\_to\\_Safeguard\\_Children\\_-\\_Guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722305/Working_Together_to_Safeguard_Children_-_Guide.pdf)

Children's Centres are also expected to ensure they have appropriate procedures in place for responding to situations in which they believe a child has been abused or is at risk of harm – these procedures should cover circumstances in which a member of staff is accused of, or suspected of, abuse.

Safeguarding Children and Safer Recruitment in Education (Dept for children, schools and families 2010)<sup>5</sup> states that "All parents need to understand that Children's Centres and schools/colleges have a duty to safeguard and promote the welfare of children who are their pupils or students, that this responsibility necessitates a child protection policy and procedures, and that a Children's Centre may need to share information and work in partnership with other agencies when there are concerns about a child's welfare."

### When to be concerned

All staff and volunteers should be aware that the main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

All staff and volunteers should be concerned about a child if he/she presents with indicators of possible significant harm (*see appendices*). If you are unsure whether or not to be concerned about a child you should consult the DSO or DSL.

### How to report a concern

If you have a safeguarding concern or are worried about a child or adult the below chain of people should be followed until you reach someone to provide you with advice:

- |                                     |  |
|-------------------------------------|--|
| 1. Designated Safeguarding Officers | Heidi Mulholland (ext 117) Louise Galloway (ext 102)<br>Charlotte Hodges (ext 115)   |
| 2. Designated Safeguarding Lead     | Sarah Eardley (ext 101/ M 07905140220)   |
| 3. Chair of Trustees                | Sarah Kelly <a href="mailto:sarahkelly.trustee@hopefamilycentre.org">sarahkelly.trustee@hopefamilycentre.org</a><br>01885 488495 |
| 4. MASH                             | 01432 260800   |
| 5. Police                           | 030033 3000  |
| 6. OFSTED                           | 0300 123 4666  |

<sup>5</sup> [http://dera.ioe.ac.uk/11296/2/Safeguarding\\_Children\\_Guidance.pdf](http://dera.ioe.ac.uk/11296/2/Safeguarding_Children_Guidance.pdf)



### **3. The Designated Safeguarding Team**

The Designated Safeguarding Lead (DSL) for H.O.P.E.  
The Early Years Designated Safeguarding Officers (DSO)  
Are

Sarah Eardley (ext 101)

Rachel Cross (ext 115)  
Charlotte Hodges (ext 115)

The Family Support Designated Safeguarding Officer (DSO) Heidi Mulholland (ext 117)  
The Contact Centre Designated Safeguarding Officer (DSO) Louise Galloway (ext 102)  
The Nominated Trustee for Safeguarding

Sarah Kelly 01885 488495

sarahkelly.trustee@hopefamilycentre.org

It is the role of the DSL to:

- Ensure he/she receives refresher training at two year intervals
- Ensure all staff undertake appropriate training to equip them to carry out their responsibilities for safeguarding children and adults effectively and that this is kept up to date by refresher training every 3 years or sooner if there is a serious case review in the children's centre area.
- Ensure all new staff receives an introduction to the Safeguarding Policy within 7 working days of commencement of their contract.
- Ensure temporary staff and volunteers are made aware of the Centre's arrangements for safeguarding children and adults within 7 working days of commencement of their work.
- Ensure the Centre operates within the legislative framework and recommended guidance.
- Ensure all staff receives regular supervision and have opportunities to raise concerns about practice and procedures.
- Ensure all staff and volunteers are aware of the HSCB Inter-agency safeguarding websites for children and adults and procedures.
- Ensure the CEO and lead trustee for Safeguarding are kept fully informed of any concerns.
- Develop effective relationships with other agencies and services.
- Regularly check the referrals to social care record log K:\2018 Log of referrals to Social Care and action any active cases.
- Call a safeguarding meeting with the relevant DSO and/or department manager to decide upon the appropriate level of response to specific concerns about a child e.g. discuss with parents, discuss with other professionals, offer a CAF or make a referral to social care.
- Liaise and work with other professionals including Children's Services over suspected cases of child abuse
- Ensure accurate safeguarding records are kept and marked CONFIDENTIAL and that all referrals are recorded in the referral to social care log K:\2018 Log of referrals to Social Care
- Ensure accurate reports are submitted and a relevant member of staff attends child protection conferences.
- Ensure the relevant department and staff effectively monitors children about whom there are concerns including notifying social care if there are any changes or new concerns.
- Provide guidance to parents and staff about obtaining support.

It is the role of the DSOs in Early Years, Family Support and the Contact Centre to:

- Ensure all department specific policies and procedures are in line with H.O.P.E.'s safeguarding policy and procedures.
- Ensure new staff receive a safeguarding children induction within 7 working days of commencement of their contract.
- Ensure temporary staff and volunteers are made aware of the centre's arrangements for safeguarding children within 7 working days of commencement of their work.

- Ensure that the department operates within the legislative framework and recommended guidance.
- Ensure all staff and volunteers are aware of the HSCB Inter-agency safeguarding children website and procedures.
- Ensure all their staff have read and signed to say they are aware this policy and the correct procedures are followed should a member of the staff team suspect a child or adult to be at risk of harm or if a child or adult makes a disclosure.
- Ensure the DSL is kept up to date and informed of any safeguarding concerns using the Safeguarding Record of Concern form held in:  
Q:\Policies and Procedures\General\Safeguarding\ProceduresSFR067.
- Attend multi agency meetings or child protection conferences where a child attending H.O.P.E. Early Years or Family Support is involved.
- Ensure accurate safeguarding records are kept separate to the child/family folders and these records are marked CONFIDENTIAL and all referrals to social care are recorded in the K:\Records of concern via the DSL, Sarah Eardley.
- Ensure staff effectively monitor children about whom there are concerns using the 2018 Record of significant events form located in Q:\Policies and Procedures\General\Safeguarding\Procedures\SFR066
- Inform social care and/or other relevant professionals if there are any changes or new concerns.
- Develop effective working relationships with other agencies and professionals.

The CEO (Chief Executive Officer) will:

- Ensure all recruitment adheres to H.O.P.E.'s safer recruitment policy.
- Ensure there is a nominated DSL for the centre, individual DSOs for the Early Years, Family Support and Contact Centre teams and a nominated Trustee with Safeguarding responsibilities
- Form part of a senior safeguarding team should a significant high risk case arise.
- Allow parents and partners have access to this policy on request/via the website.
- Instigate an internal case review where required in liaison with the safeguarding children/adults board.



#### **4. The Trustee Board**

Has the overall responsibility for ensuring there are sufficient measures in place to safeguard the children at H.O.P.E.

In particular the Trustee Board must ensure:

- There are effective safeguarding policies and procedures in place
- There are effective safer recruitment policies and procedures in place
- A DSL is appointed who is a member of the H.O.P.E. senior leadership team.
- Relevant safeguarding children training is attended by all H.O.P.E. staff and volunteers.
- Allegations against staff are managed safely and effectively.
- Deficiencies or weaknesses in safeguarding arrangements are remedied without delay.
- A trustee (usually the chair) is nominated to be responsible in the event of an allegation of abuse being made against the CEO.
- Safeguarding policies and procedures are reviewed annually unless changes in legislation require an earlier review.

#### **5. Breakdown of Staff Safeguarding Training Levels**

Universal Level (formerly Group 1&2) In house or HCSB	Early Years Workers Centre Workers Reception Staff Admin Staff Cafe staff Tutors Volunteers
Targeted Level (formerly Group 3) HCSB	Department Managers Family Support Workers Deputy Early Years Manager Early Years Room Leaders Early Years Professional/ SENCO
Specialist Level (formerly groups 4-8) HCSB	Designated Safeguarding Lead for HOPE Designated Safeguarding Officer Early Years Designated Safeguarding Officer Family Support

## **6. Recently reported areas of abuse to be aware of are:**

- a) FGM (Female Genital Mutilation)
- b) Trafficking
- c) Disqualification by Association
- d) Prevent

### a) **FGM** <sup>6</sup>

A girl or woman who has experienced FGM may:

- have difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear

### b) **Child Trafficking**

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- Criminal activity such as pick pocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs, bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

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<sup>6</sup> For further guidance on FGM

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573782/FGM\\_Mandatory\\_Reporting\\_-\\_procedural\\_information\\_nov16\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf)



### c) Disqualification by Association <sup>7</sup>

The Department for Education (DfE) has revised statutory guidance for local authorities, maintained schools, academies and free schools relating to disqualification under the Childcare Act 2006.

The new guidance removes disqualification by association for individuals working in childcare in non-domestic settings (e.g. schools and nurseries): disqualification by association will continue to apply for individuals providing and working in childcare in domestic settings (e.g. where childcare is provided in a childminder's home). The revised version will come into force on 31 August 2018. The DfE has also published the outcome following the consultation on amending the childcare disqualification arrangements.

### d) Prevent

The Prevent Strategy is part of the Government's counter Terrorism Strategy called CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Prevent is one of the four elements of 'CONTEST', the government's counter-terrorism strategy. These elements are:

Pursue is about detecting and disrupting threats of terrorism. It is targeted at those who have committed or who are planning to commit a crime.

Protect is concerned with strengthening the country's infrastructure from an attack

Prepare focuses on areas of the infrastructure where an attack cannot be stopped and the aim is to reduce the impact of an attack by preparing to respond effectively

Prevent is an early intervention process and operates in the "pre-criminal space" It aims to stop people becoming terrorists or supporting terrorism.

The Prevent strategy has three specific strategic objectives:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

The basis of Prevent is concerned with keeping our communities safe from the extremists. It does not carry a pre-conceived idea of who the extremist are, or the message their divisive single narrative expels. However it has to be zeitgeist driven.

All Local authorities have to ensure frontline staff, including those of its contractors, have a good awareness of the PREVENT agenda and they are trained to recognise a person's vulnerability to being drawn into terrorism and are aware of the most appropriate person to contact if they have a concern.

<sup>7</sup> <http://email.nspcc.org.uk/c/1i26tEGJPhZzmnstSFctzxhX>> Date: 02 July 2018 Further information: Disqualification under the Childcare Act 2006: draft statutory guidance for local authorities, maintained schools, academies and free schools (PDF)<<http://email.nspcc.org.uk/c/1i26xE25g3Duxl7Els3vcy9ny>> Amending the childcare disqualification arrangements in schools and non-domestic registered settings government consultation response (PDF) <<http://email.nspcc.org.uk/c/1i26BDngGMYZvjRQd1rTVwLt9>>



## Herefordshire Channel Panel

### The role

The role of the panel is to develop effective and appropriate support which helps to safeguard those at risk of being drawn into violent extremism. It must be emphasised, the risk assessment process for those vulnerable to extremism isn't about a person's social identity, ethnic profiling or stereotyping.

### Reporting a concern

Contact Neville Meredith the council's lead. The responsibility for taking this forward is then taken out of your hands.

How to contact Neville Meredith 01432 383628 [nmeredith@herefordshire.gov.uk](mailto:nmeredith@herefordshire.gov.uk)

### Purpose of the Channel Panel

- for professionals to share relevant information and undertake a risk assessment before making an intervention
- Identify the vulnerability indicators and potential/likelihood of that person being drawn under the influence of a radicaliser from an extremist organisation.
- To deliver an effective risk management plan, to addresses all of the risks identified in the risk assessment as support for the person and their family.
- To ensure there is an effective long-term safeguarding plan in place to support the individual and their family

## 7. Confidentiality

Information Sharing Officer - Sarah Eardley, CEO

Safeguarding children/adults raises issues of confidentiality that must be clearly understood by all staff/volunteers.

- All staff and volunteers at H.O.P.E. have a responsibility to share relevant information about the protection of children/adults with other relevant professionals, particularly social care and the police.
- If a child/adult confides in a member of staff/volunteer and requests the information be kept secret, it is important the member of staff/volunteer tells the child/adult in a manner appropriate to their age/ development that they cannot promise confidentiality- instead they must explain they may need to pass this information on to other professionals in order to help keep the child safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.
- Information regarding the safety of a child/adult should only be discussed by staff with the DSO, DSL and these key staff will then decide which other professionals to involve.
- H.O.P.E. follows the Herefordshire Information Sharing principals. Should a member of staff be unsure about what to discuss with other professionals they should contact the Information Sharing Officer.



## **8. Early Help**

As outlined in *Working Together to Safeguard Children (2018)* Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. It also states that professionals working within Universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share the information and work together to provide children with the help they need.

Early Help: where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) an Early Help form (formerly known as a CAF) should be offered to the family.

If parents and/or the child do not consent the lead professional should discuss with a DSO whether without help the needs of the child will escalate and if so whether a referral to other professionals may be necessary.

## **9. Communication and relationships with parents**

Good working relationships with parents are paramount. Staff at HOPE should however be aware that this relationship should maintain professional at all times. As HOPE is a small community it is likely that staff may be friends with or know parents outside of their working life. HOPE recognises this fact and as such staff should be aware of any inappropriate relationships or interactions between staff and parents whilst at work. If a member of staff has a concern about the professionalism of another member of staff they should contact their line manager except where this behaviour could be affecting the safeguarding procedures at the centre, in which case they should contact a DSO.

Where there are safeguarding concerns in relation to a child the DSO/ DSL will:

- Undertake appropriate discussion with parents prior to the involvement of another agency unless to do so would place the child at further risk of harm or if it relates to possible sexual abuse.
- Ensure parents/carers have an understanding of the responsibilities placed on the children's centre and staff for safeguarding children.
- Ensure parents are informed of concerns as soon as possible with advice from the relevant agency.
- Be available should a parent or carer wish to discuss a safeguarding issue or concern.

## **10. Allegations regarding a staff member or volunteer**

HOPE will follow the procedure (*see Appendices*) in the event a safeguarding allegation is made about a member of staff or a volunteer. HOPE's policy is to take all such matters seriously. Procedure regarding allegations involving H.O.P.E. Staff/volunteers must be followed (located in Q:\hope centre policies and procedures\safeguarding\procedures)

## **11. H.O.P.E.'s Commitments to Safeguarding**

### **Key commitment 1**

The centre is committed to a 'child centred' approach to safeguarding. All services are based on a clear understanding of the needs of the children.



### Key commitment 2

The Centre is committed to building a 'culture of safety' in which children and adults are protected from abuse and harm in all areas of its service delivery.

### Key commitment 3

The Centre is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'<sup>8</sup>

### Key commitment 4

The Centre is committed to promoting awareness of abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Training**

- We seek out training opportunities for all staff/volunteers involved in the centre to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff knows the procedures for reporting and recording their concerns in the setting.

### **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### **Curriculum/Content of sessions**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

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<sup>8</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)



## Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the centre's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## PART TWO: PROCEDURAL GUIDANCE

For full detail of the correct procedure and relevant documentation please see the separate guidance at the end of this document.

### **Implementation, monitoring and review of this policy**

This policy applies to all employees.

The Trustees and CEO have overall responsibility for monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to CEO.

### **Responsibilities:**

**Trustee: monitors implementation of policies; reviews and approves Charity policies**

**CEO: Manage the implementation and review of all Charity policies**

***Date last reviewed: July 2018***

***Adopted by Board: July 2018***

***Next review: July 2019***



## APPENDICES

### APPENDIX 1: HEREFORDSHIRE LEVELS OF NEED – A GUIDE TO SUPPORT PROFESSIONAL JUDGEMENT



HSCB New Levels of  
Need v1 Dec 2017.doc

### APPENDIX 2: SAFEGUARDING RECORD OF CONCERN FORM



Hope Safeguarding  
Record of Concern form

### APPENDIX 3: PROCEDURE FOR REPORTING A SAFEGUARDING CONCERN



Procedure for  
reporting a safeguarding concern

### APPENDIX 4: PROCEDURE FOR REPORTING AN ALLEGATION AGAINST STAFF OR VOL



2018 Making a  
complaint or allegation

### APPENDIX 5: SIGNIFICANT EVENTS RECORD



Hope Record of  
significant events form

### APPENDIX 6: BODY MAPS



BodyMaps.pdf

### APPENDIX 7: LOG OF REFERRALS MADE TO SOCIAL CARE



2018 Log of  
referrals to Social Care