

# Safeguarding Policy

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Signed ..... Name...Jasbir Chahal...(Chairperson)...  
(on behalf of the Management Committee)

Date...19<sup>th</sup> April 2018 .....

To be reviewed January 2019

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# SAFEGUARDING POLICY

**Attention Deficit Disorders Uniting Parents (ADDUP)** was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users

**Attention Deficit Disorders Uniting Parents (ADDUP)** values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

## 1.0 SCOPE

1.1 This policy outlines Addup's approach to safeguarding young people aged 17 and under.

1.2 The intended outcome of this document is to safeguard vulnerable children and young people in receipt of services from Addup against abuse and harm and to promote their welfare.

In particular, this relates to:

- children and young people who have a disability
- family circumstances that present challenges for the child or young person, such as substance abuse, adult mental health, domestic violence
- any child or young person who is showing early signs of abuse and /or neglect.

1.3 This policy will be read in conjunction with the following policy documents:

- confidentiality and disclosure
- child protection

1.4 Where reference is made to 'staff' within this policy, the term will include volunteers as appropriate to the context and their involvement within the organisation.

## 2.0 LEGISLATION

2.1 Addup seeks to comply with:

- Children Act 1989
- Human Rights Act 1998
- Protection of Children Act 1999
- Children Act 2004
- Health and Social Care Act 2008
- Equality Act 2010
- Protection of Freedoms Act 2012
- Care Act 2014

- Counter-Terrorism and Security Act 2015 (in relation to the Prevent Agenda).

2.2 This policy is written in accordance with:

- Working Together to Safeguard Children (DFE 2015)
- Information Sharing: Guidance for Practitioners and Managers (HM Govt.2008)
- London Safeguarding Children procedures (LSCB 2016)

2.3 Under Working Together to Safeguard Children, safeguarding and promoting the welfare of children is defined as:

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

Detailed procedures and guidance to be followed by staff will take place through our induction process, regular supervisions, annual appraisals, team meetings and relevant policy documents.

### **3.0 POLICY STATEMENT**

3.1 The organisation recognises that:

- children and young people have the right to live a life that is free from abuse and neglect
- children and young people in receipt of its services are at risk from various forms of abuse
- abuse may be committed by anyone, including those who are in a trusting relationship with the child or young person
- there is a duty to do everything possible to prevent, report and tackle abuse wherever it is found
- all staff within the organisation have a role to play in protecting and promoting the welfare of children and young people.

3.2 The organisation recognises that the welfare of the child or young person is paramount and aims to improve their outcomes (Children Act 1989). It requires its staff to operate services that effectively protect children and young people, prevent their abuse or harm and act immediately upon becoming aware of any allegation or evidence of it.

### **4.0 RESPONSIBILITIES OF THE COMMITTEE**

4.1 Committee members have a personal responsibility to:

- oversee performance and risk in relation to safeguarding and protecting children and young people
- ensure senior managers are committed to safeguarding vulnerable children and young people

- provide an adequate level of scrutiny of the operational practice within their organisation
- ensure their organisation operates a zero tolerance to abuse, unlawful discrimination and unnecessary or inappropriate use of restraint
- promote a culture that fosters autonomy and respect
- ensure their organisation is open, honest and transparent with those who use its services (and their representatives), including when things go wrong

4.2 Committee members are required to familiarise themselves with the safeguarding and child protection policy, procedure, guidance for staff and guidance for volunteers. This task may be carried out by a nominated member of the Committee or may be delegated by the Committee to an appropriate member of the management team.

4.3 Committee members are responsible for ensuring managers have safe and effective systems in place whereby staff at all levels of the organisation:

- work according to the safeguarding and child protection policy, procedure, guidance for staff and guidance for volunteers at all times
- receive all necessary supervision, support and training that is relevant to and at a suitable level for their role, including following a safeguarding or child protection incident
- are clear about their responsibilities and accountability in relation to preventing, identifying and reporting the abuse of children and young people.
- have a culture of listening to children and young people.

4.4 In addition, Committee members will ensure that managers have established and operate robust systems to:

- liaise with and report to all relevant local authorities within the geographical area in which they provide services concerning safeguarding issues
- work in accordance with local safeguarding and child protection arrangements / systems as set out by the relevant local Safeguarding Children Board/s (SCB)
- implement local authority inter-agency procedures and guidance, including protocols on information sharing
- work with other agencies in the statutory, voluntary and independent sectors
- select, recruit and vet staff in compliance with current legal requirements and make checks against and referrals to the Disclosure and Barring Service (DBS)
- deal with allegations against and concerns about staff
- work in accordance with the London Child Protection procedures

4.5 Committee members are responsible for ensuring that a senior staff member (suitably trained and competent to handle safeguarding and child protection issues) is appointed as designated safeguarding and child protection officer.

4.6 It is also recommended good practice to appoint a suitably trained / experienced member of the committee to act as safeguarding and child protection lead. Their role is to:

- work with the organisation's designated safeguarding and child protection officer to ensure all necessary safeguarding protocols are in place
- bring to the board's attention where the safeguarding protocols need revising following any issue / incident that identifies weaknesses or policy implications.

In the absence of such an appointment, these duties fall by default to the chair of the committee who will require appropriate training to carry out this role.

## **5.0 RECOGNISING ABUSE AND RAISING AN ALERT**

5.1 Early Intervention is paramount to reducing the risk of significant harm. Local Safeguarding Children Boards are required to have pathways in place documenting the process for early help and assessment. Staff are required to be familiar with and follow these local systems and arrangements.

5.2 Staff will be trained to be vigilant regarding the welfare of all children and young people with whom their work brings them in to contact. Staff involved in any way with service provision, will be trained to recognise the early signs of abuse in relation to children and young people in regards to neglect, physical, sexual and emotional abuse. Staff will also be trained to recognise radicalisation and child sexual exploitation which are safeguarding themes within the area the organisation operates and the importance of taking speedy action to prevent problems escalating.

**5.3 Any staff member who discovers, has evidence, suspects or receives information from a third party that abuse has occurred or is likely to occur MUST report the matter to their line manager / the designated safeguarding officer.** The manager will then immediately refer the matter to the relevant local children's safeguarding authority through completion of a Multi-Agency Referral Form (MARF)

5.4 Staff will be made aware that if they have safeguarding concerns about a child or young person and are unable to locate a senior manager within their organisation, they must themselves immediately report the matter to the local authorities Multi-Agency Safeguarding Hub (MASH) team using the referral protocols in their area.

## **6.0 ALLEGATIONS OF ABUSE AGAINST STAFF**

6.1 In accordance with Working Together (2015) managers will ensure that allegations of abuse or neglect are listened to and taken seriously and are reported, as necessary, to the following:

- the Local Authority Designated Officer (LADO) within Children's Services
- the Care Quality Commission
- the police if a crime has or is suspected of having been committed
- the organisation's committee members (details anonymised)

## **7.0 LEARNING AND DEVELOPMENT**

7.1 All training in safeguarding children will comply with London, Local Safeguarding Children Board (LSCB) will be delivered by trainers who hold a recognised qualified in safeguarding children and updated every two years.

7.2 Managers will make sure that all staff involved in the planning and provision of care have mandatory induction and ongoing training in safeguarding and child protection.

7.3 Managers are responsible for assessing the roles undertaken by staff within their organisation and the level of briefing / induction they require in relation to the safeguarding.

7.4 All guidance issues and training given will be recorded on individual staff member's learning and development file.

7.5 On completion of training, responsibility for following the safeguarding children policy, procedure and guidance rests with the individual staff members or volunteer. Failure to comply may lead to disciplinary proceedings.

## **8.0 REVIEW AND ADOPTION**

8.1 The organisation's board of trustees is required to formally adopt this policy and to ensure that a documented record is kept of their decision to do so.

8.2 Full details of the policy (namely its title and reference number) and the date it was adopted will be documented in the minutes of a committee meeting as evidence of the decision taken. The minutes will be signed by the chair of the trustees and seconded by a committee member.