

## SAFEGUARDING, E-SAFETY AND CHILD PROTECTION POLICY AND PROCEDURE



All reference to personnel includes both paid employees and volunteers.

Anglia Care Trust recognises that the welfare of children is paramount and that we have a duty of care when they are in our charge or when we are in contact with them. We will do everything we can to provide a safe, caring environment whilst they and their families attend our activities or services.

All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. This policy covers physical, sexual and emotional abuse as well as acts of neglect or omission.

Anglia Care Trust will appoint a Designated Safeguarding Officer and an Alternative Safeguarding Officer, details of which will be held by Business Support. This role encompasses all aspects of safeguarding including e-safety.

In addition, we will always nominate a Board Member responsible for Child Protection.

***Note – in all cases where there is a serious and immediate threat to a child or young person the police must be contacted without delay by dialing 999.***

### Definition of Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons, adult or child. There are various different forms of abuse; Sexual, Neglect, Physical, Emotional, Online, Child Trafficking, Sexual Exploitation or Female Genital Mutilation. Abuse may consist of a single act or repeated acts and can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Definitions and signs and symptoms to look out for can be found in details at [www.nspcc.org.uk](http://www.nspcc.org.uk) and are covered in ACT Safeguarding training and monthly supervision.

***If you are ever unsure whether there is a safeguarding issue, always ask your line manager for advice immediately.***

### Responsibilities of Anglia Care Trust

- Observe relevant legislation including the Children Act 1989, The Children Act 2004, The United Nations Convention on the Rights of the Child 1989, the Human Rights Act 1998, Working Together to Safeguard Children 2015 Guidelines and supplementary guidelines on Safeguarding children and Young People from Sexual Exploitation.

- Treat all children with respect and celebrate their achievements, observing our Code of Practice when Working with Young People
- Carefully recruit and select all personnel in line with our Recruitment Policy and Procedures
- Offer training to all personnel to ensure that they are able to respond to all concerns and allegations
- Respond to all concerns and allegations appropriately.

Where there are concerns about the welfare and or safety of any child/young person, all personnel are expected to share those concerns with the Designated Safeguarding Officer.

### **Responsibilities of the Designated Safeguarding Officer**

- Act as the first point of contact for personnel
- Advise and provide guidance to personnel
- Ensure the effective monitoring of personnel working with children by line management, through supervision, progress and performance reviews and Volunteers' personal development
- Monitor and record concerns about children and actions taken
- Liaise with appropriate local agencies for support and advice where necessary
- Promote the importance of safeguarding and e-safety across the organisation
- Train staff about how to respond to child protection concerns.

### **Responsibilities of Personnel**

Anyone whose work brings them into contact with children and/or families, and who expresses concerns for the safety or welfare of a child, has a personal responsibility to ensure that their concerns have been heard, understood and acted on.

All personnel should during initial meetings with Service Users explain the content of the Safeguarding and E-Safety Policy and what they can expect if at any point personnel are concerned for their, or anyone else's safety and welfare.

This means taking personal responsibility and acting sensibly to ensure that information reaches the intended recipient and not simply relying on someone else to do this; doing this with the minimum possible delay, subject to appropriate consultation with a Manager and/or the Designated Safeguarding Officer as required by organisational Policy and Procedures. It is also the responsibility of personnel to ensure an update is received as to any concerns raised. The personnel must forward to the Designated Safeguarding Officer the completed record sheet detailing concerns and actions taken.

All personnel should follow the Safeguarding Procedure Flowchart attached to this Policy.

It is the responsibility of personnel to attend training organised by Anglia Care Trust and to learn about safeguarding, child protection and e-safety in accordance with and as appropriate to their roles and responsibilities as well as ensuring that children and young people, parents, carers, family members or other concerned people are aware of the organisations safeguarding and e-safety policy and procedures.

## **Confidentiality**

In cases of disclosure of abuse, by either children, parents, family members or other concerned people, personnel are obliged to share this information with the Designated Child Protection Officer who may have to refer these concerns to either Social Care or where necessary the police.

## **Procedure**

In the event that you are told of, involved in or witness an incident of abuse the following procedure should be followed:

- Do not promise confidentiality. Make this clear to all involved parties
- Listen to what you are being told and do not make any judgements
- Support and protect the service user. Believe, listen, comfort and reassure
- Assess the situation as much as you are able
- Ensure medical treatment if required
- Preserve any forensic evidence
- Be aware that you will have to provide a clear factual record, including date, time and your signature.

Inform your Line Manager and/or the Designated Safeguarding Officer and then make a referral yourself to the appropriate agencies e.g. Social Services, Police etc. In the absence of your line manager or Designated Safeguarding Officer, if the situation is an emergency, please contact the Police direct on 999.

If at any stage of the process you are unhappy with the manner in which the incident has or is being handled please follow the Grievance and/or Complaints procedure as outlined in the organisation's policies and procedures.

## **Concerns with regards to the actions or behaviours of the Designated Safeguarding Officer**

If at any time you are concerned about the actions or behaviours of the Designated Safeguarding Officer, either because of something they have or have not said or done, you should raise this immediately with either the Director of Business Support or the Director of Operations. In this safeguarding capacity, this role is directly line managed by the Directors. You should raise your concerns either in writing by email or in person by telephone or meeting. You should be able to produce a written account of your concerns in any case to enable them to act. This action should be taken immediately you are

aware of your concerns.

### **Allegations against staff or adults in a position of trust**

Concerns about the behaviour of adult(s) in the organisation will be referred without delay to the Designated Safeguarding Officer who will implement the Allegations Management Policy accordingly. All allegations made against a member of staff or an adult in a position of trust will be reported to the Local Authority Designated Officer (LADO). [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk) or 0300123 2044.

Anglia Care Trust has adopted the Local Safeguarding Children Board's (LSCB) Policies

Suffolk Local Safeguarding Children Board's policies and procedures can be viewed online at **[www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)**

With regards to E-Safety Anglia Care Trust have adopted guidance and policy from Suffolk County Council. For more information please view [www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk](http://www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk)

### Serious Case Reviews

Where a Serious Case Review is instigated by the LSCB, whether triggered by Regulation 5 (1) (e) and (2) of the Local Safeguarding Board Regulations 2006 or not, Anglia Care Trust will co-operate fully with the LSCB. To ensure this happens, we undertake to do the following:

- Ensure the appropriate person is appointed internally to manage our responsibilities of the review – this will be the most appropriate senior manager who is available
- Work within the timescales set down by the LSCB and adhere to the Suffolk Partnership Review Process Pack
- Agree any actions recommended by the LSCB
- Comply with all processes and requirements of the LSCB including compliance with the Data Protection Act 2006.

Date of next review – October 2019