

CHILD SAFEGUARDING POLICY



Policies & Procedures			
REFERENCE	CHILDREN SAFEGUARDING POLICY		
PROTECTIVE MARKING	Not protectively marked		
PORTFOLIO	Director		
OWNER	Board of Directors		
START DATE	November 2022 Annual Review		
REVIEW DATE	November 2023		
THIS POLICY REPLACES:	Adult and Children Safeguarding Policy		
VERSION	DATE	REASON FOR AMENDMENT	AMENDED BY
1.1	November 2022	Updated Policy	Lianne Simpson

Address
10 All Saints Passage
And
12 St Benedicts Court
Huntingdon

Registered CIC Numbers:
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And
13432730

Company Limited by Guarantee



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1. Policy Introduction

- 1.1 Diamond Hampers CIC (hereinafter referred to as Diamond Hampers) will adopt this policy in all its work with children or around children to safeguard them against abuse and harm.
- 1.2 It is the responsibility of every member of Diamond Hampers CIC's staff, Committee, Trustees and volunteers to safeguard the welfare of all those they contact through Diamond Hampers CIC.
- 1.3 This policy was created following advice and information given by the Cambridgeshire and Peterborough Local Safeguarding Children Board (LSCB) and the NSPCC. And includes references to the [Children's Act 1989](#) and [2004](#) and the [Working Together statutory guidance](#).
- 1.4 This policy has links to further information throughout the document and, therefore, should be viewed on a device so that those links are active.

Purpose of policy

- 1.5 This policy aims to protect children and young people who come in contact with Diamond Hampers CIC staff and volunteers from harm.
- 1.6 To provide staff and volunteers, as well as children and young people and their families, with the overarching principle that guides our approach to children's protection
- 1.7 To support all staff and volunteers in making a referral and understanding their role in safeguarding all children with whom we come into contact.

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2. Definition of 'Child Abuse.'

- 2.1 Child abuse is when an adult or another child intentionally harms a child – it can be over a while but can also be a one-off action. It can be physical, sexual or emotional, and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect.
- 2.2 There are a number of 'types' of child abuse. These tend to fall under these headings;
- Bullying and cyberbullying
 - Child sexual exploitation
 - Child Trafficking
 - Criminal exploitation and gangs
 - Domestic abuse
 - Emotional abuse
 - Female genital mutilation (FGM)
 - Grooming
 - Neglect
 - Non-recent abuse
 - Online abuse
 - Physical abuse
 - Sexual abuse

3. Diamond Hampers CIC Responsibilities to Safeguarding

- 3.1 Diamond Hampers CIC is committed to ensuring that all staff and volunteers are sufficiently vigilant about safeguarding those they encounter. This will include all staff and volunteers;
- knowing about different types of abuse and neglect, and their signs
 - knowing who to tell about suspected abuse or neglect
- 3.2 Ensure that procedures and policies around safeguarding are regularly reviewed and updated by the Governance Committee.
- 3.3 Monitor contact with children to ensure that the frequency and intensity of the contact are consistent with the DBS threshold levels for employees and volunteers.
- 3.4 Ensure that the concerns of children at risk are heard and acted upon
- 3.5 Act responsibly in reporting incidents or concerns to appropriate authorities
- 3.6 Attend appropriate training relevant to the level of engagement with children at risk to ensure all employees/volunteers remain up to date with current practice and legislation
- 3.7 Ensure employees and volunteers have access to further appropriate information

4. Making a referral

4.1 When a disclosure is made to a member of the team (staff or volunteer) and where that staff/volunteers feel a child is at risk, it is the responsibility of the staff member/volunteer to make sure that all information is collected from a non-biased or subjective point of view.

4.2 A process of identifying safeguarding concerns/disclosure;

Volunteer/Staff member actions

- The volunteer/staff member has a concern or see something, of disclosure has been made by the young person
- Is the young person at immediate risk or harm? The Police or ambulance must be called straight away on 999 if they are.
- If they are not at immediate risk then a record of the disclosure/concern must be recorded using the [Record Form](#). Make sure only facts are recorded and that it is completed as soon after the event/concern.

Staff Lead

- The form is then used to discuss the concern, and if the Safeguarding Lead feels it is appropriate or is unsure, then the advice is gained from the assessment tools found on the [Cambridgeshire and Peterborough Safeguarding Partnership Board website](#).
- The Safeguarding Lead or Manager must contact MASH using the online referral form or telephone. If an online referral is made, a copy must be kept as a record with a time and date stamp. The staff member must keep in mind that.

All basic details are completed on the referral form (correct names and spellings, family members, date of birth, addresses, ethnicity, first language, disabilities etc).

Consent should always be sought from the family before passing information about them to Social Care, unless seeking consent would place them at increased risk of immediate and significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing about a disclosure made. If someone is at immediate risk of significant harm, a referral to Social Care should not be delayed whilst consent is sought.

The referral must clearly identify the concerns and the impact on the child at risk as well as what support has been provided previously to help address these concerns and what strengths/resilience is within the family.

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Referrals should set out what the referrer wants to see happen as a result of the referral and should include the views of the family and, where appropriate, the child or young person.

The more information that is provided, the easier it is for the MASH to make a decision about the best course of action to take.

Cambridgeshire Local Safeguarding Children Board

Phone Number: 0345 045 5203

Out of Hours Emergency Duty Team (EDT): 01733 234724

Online children referral form for Cambridgeshire County Council

https://cambridgeshire-self.achieveservice.com/service/Make_a_professional_referral_to_Cambridgeshire_County_Council_Children_Services

Staff Leads

- 4.1 Diamond Hampers CIC's Designated Safeguarding Lead is the Founder/Director. If they cannot be contacted, it is vital to contact the other Director. If they are also not present, then the most senior staff member will be required to call through any concerns or referrals.

Name: Lianne Simpson

Role: Founder/Director

Work Mobile: 07769312711

In the instance of the Safeguarding Lead not being accessible, please get in touch with the individual below

Name: Sandra Webb

Role: Director

Work Mobile:

5. Confidentiality and GDPR

- 5.1 There is a common law, "Duty of Confidence", where a person has a right to expect information given in confidence to be kept confidential by the person receiving the information i.e. doctor and patient, solicitor and client.
- 5.2 It is a requirement for all staff to treat all information confidentially and use it solely for lawful purposes following acts of legislation and national guidance, specifically the Data Protection Act 2018, the General Data



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Protection Regulation (GDPR), the [Care Act 2014](#) and the Caldicott Principles.

6. Allegations of staff or volunteer

- 6.1 Should a member of the public, staff or volunteer makes an allegation about the behaviour of the staff member, it will be dealt with in line with the Harassment policy.¹
- 6.2 Where it is needed, referrals or support with is sort from other parties, including MASH or the Police.
- 6.3 Where appropriate, a Local Authority Designated Officer (LADO) will be sort to support the individual.

Record Form

Confidential when completed

Use this form to take as many details as you can. It should then be passed over to the Staff Lead. This information is confidential and should only be shared with the Staff Lead and used to identify if a case needs to be made to the County Council and aid in the referral process.

Only take facts and never lead the conversation.

Your name:
Your position:
Young person name:
Their address:
Date of birth:
Date and time of any incident:
Your observations:

¹ [Hassesment Policy – Jan 2022](#)

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Exactly what was said/happened, and what you said: (Do not lead the complainant – record actual details.)		
Action taken so far:		
External agencies contacted (date & time):		
Police:	yes/no	If yes: Name and contact number: Details of advice received:
Social Services	yes/no	If yes: Name and contact number: Details of advice received:
Other: (e.g. Age UK, NSPCC 0800 800500)	yes/no	Name and contact number: Details of advice received:

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Signature:

Print name:

Date:

CONFIDENTIAL WHEN COMPLETED

A copy of this form should be kept by the person completing it, and the original given to the Safeguarding Lead of Diamond Hampers CIC.

Remember to maintain confidentiality on a **need to know** basis. Do not discuss this incident with anyone other than those who need to know!