



Supporting Luton's Black and Minority Ethnic  
Lesbian Gay Bisexual & Transgender Community

# SAFEGUARDING CHILDREN POLICY



LOTTERY FUNDED

# BME PROUD

## SAFEGUARDING CHILDREN POLICY

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### **Statement of Purpose**

Everybody shares some responsibility for promoting the welfare of children as a parent or family member, a concerned friend or neighbour, an employer, staff member or volunteer. The organisation is committed to ensuring that the safety and well being of all children who attend is our paramount concern.

Parents should be encouraged to take an active interest in their child's progress and both children and parents should know who to approach in the organisation in the first instance if they have any concerns about how they are being treated.

The organisation is committed to the safe recruitment and supervision of staff. All those who will be working with children will be appointed according to clear standards. They will have used a formal application form, they will have been a clear person specification, formal interviews, references will have been taken up, identity and qualifications will have been checked, there will have been Criminal Record Bureau checks and following appointment, there will be an appropriate induction.

### **Aim**

To set out for all staff how to keep those children we work with safe from harm.

### **Scope**

For all paid and voluntary staff

### **Responsibilities**

All staff are responsible for ensuring that any concern for the welfare of a child is dealt with promptly. An officer of the organisation should be identified to have lead responsibility for such issues within the organisation and in any liaison with other agencies. This link person will be able to offer advice as well as to liaise with statutory agencies where there are concerns about a child's welfare.

### **Training**

Those working with children should periodically undertake recognised training in child protection. All staff will need to be familiar with the key principles underpinning the legislation and guidance, the signs and symptoms of abuse, how to access guidance and supervision within the organisation and how to refer concerns onto other agencies. Some staff, including the link person, will

need more detailed additional training that will be provided by the Luton Safeguarding Children Board.

### **Confidentiality**

It is right that children and others using the service expect that private and sensitive information is kept confidential. Nonetheless confidentiality can never be guaranteed. While it will always be preferable to explain when a confidence is to be breached, the likelihood that a child is at risk of serious harm will require a referral to either Children and Families Social Care or the Police.

### **Disclosure, Action and Referral**

Should a child choose to disclose details of abuse to a member of staff it is almost always best practice to listen rather than to ask questions. Make written notes as soon as possible, using the child's words. As this may be used as evidence this should be signed, timed and dated. Explain to the child what will happen with this information.

A referral should be made by telephone to Children and Families Social Care. To assist in the early assessment of the situation you should have appropriate background information about the child available to share. There may be instances where a child is not at risk of abuse but may benefit from services that the local authority can provide. With the informed consent of parents and children such instances may lead to a referral to Children and Families Social Care for a child in need assessment.

### **Signature of accountable person in organisation for safeguarding**

**Print name in capitals**

**Date**

**Signature of Chief Executive / Director / Chair**

**Print name in capitals**

**Date**