

# Safeguarding Policy

PRO-ACTION

## WHAT YOUR POLICY SHOULD INCLUDE:

- The aim of your organisation with regard to Safeguarding " X believes that a child/YP should never experience abuse of any kind....."
- A named Designated Safeguarding Person (DSP)
- A contingency for when your DSP is not available
- Definitions of the different types of abuse and signs of these
- Useful contact numbers; DSP, Children's Services, Police, NSPCC, ChildLine
- References to Government guidance "Working together to Safeguard Children 2018", "Keeping Children Safe in Education (KCSIE)" and other interagency procedures such as HSCB.
- Who it applies too- trustees/ staff/ parents/ volunteers
- Reference to; Anti bullying, FGM, Peer or Peer abuse, Honor Based Violence (HBV), Child Sexual Exploitation (CSE), Extremism/Radicalisation, Mobile phones, Social media, British Values, The Prevent Duty and reference to the Anti Terrosim and Security Act 2015
- A clear and concise referral process in place, with appropriate forms that are easily accessible
- How to complete a logging a concern form, ie date/time of the disclosure, date/time of when record was made, full name and DOB of Child, a factual report of what happened and name/signature/job title of person logging the concern
- A clear written procedure in place for allegations made against staff- what you do, who to contact
- Explanation of how you implement your Safeguarding Policy, ensure staff are trained, etc
- References to other policies that relate to Safeguarding such as; Behaviour, Safer Recruitment, Staff Policy, Whistlerblowing, Mobile Phones, Health and Safety
- Explanation of how parents/carers are made aware of the policy
- Annual review date, when it was last reviewed and when it will next be reviewed, but review when needed
- A signature by DSP/Manager/ Senior person/trustees

*" Each of us has a responsibility to keep childhood free from abuse, and we must do everything possible to protect children and prevent it from happening" NSPCC*

