



Safeguarding and Child Protection Policy Voluntary and Community Sector by OSCB



September 2020

Contents Page

1. Introduction and Statement
2. Legal Framework
3. Organisational policies and procedures
4. Purpose of Policy
5. Roles and Responsibilities
6. Safer Recruitment
7. Monitoring and Review
8. Version History

1. Introduction and Statement

First Steps Family Hub recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2015.

First Steps Family Hub is fully committed to safeguarding and protecting the welfare of all children, and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect.

First Steps Family Hub acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse.

First Steps Family Hub believes that:

- The welfare of all children and young people is paramount
- All children, regardless of age, ability, gender, racial heritage, religious or spiritual beliefs, sexual orientation and /or identity, have the right to equal protection from harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare

2. Legal Framework

This policy has been developed in accordance with the principles established by the following legislation and guidance:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years
- Working Together to Safeguard Children 2015
- What to do if you are worried a Child is being Abused 2015
- Keeping Children Safe in Education 2016
- Oxfordshire Safeguarding Children Board guidelines

This policy applies to all staff, including senior managers, committee members/board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone in a position of trust.

A child is defined as a person under the age of 18 (The Children's Act 1989).

3. Organisational Policies and Procedures

This policy should be read alongside the following organisational policies and guidance:

- Recruitment, induction and training
- Safer recruitment
- Recording, storing and sharing information

- Confidentiality
- Code of conduct for staff and volunteers
- ICT, Social Media and E-safety
- Photography and use of images of children
- Health and safety
- Anti-bullying
- Whistleblowing
- Training, supervision and support

4. Purpose of Policy

The purpose of this policy is to:

- Protect children and young people who receive First Steps Family Hub services. This includes children of adults who use our services;
- Provide all those in a position of trust with the overarching principles that guide our approach to safeguarding and child protection

To keep children safe First Steps Family Hub will:

- Provide a setting where children feel listened to, safe, secure, valued and respected
- Appoint a Designated Safeguarding Lead for children and ensure a clear line of accountability with regards to safeguarding concerns
- Ensure all those in a position of trust have been provided with up to date and relevant information, training, support and supervision to enable them to fulfil their role and responsibilities in relation to safeguarding and child protection
- Provide a clear procedure to follow when safeguarding and child protection concerns arise
- Ensure effective and appropriate communication between all individuals in a position of trust
- Build strong partnerships with other agencies to promote effective and appropriate multi-agency working, information sharing and good practice.

5. Roles and Responsibilities

All individuals in a position of trust must:

- Understand the different types of abuse and recognise the possible risks and indicators.
- Understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concern they may have regarding another person's behaviour towards a child or children.
- If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences.
- Record and store information legally, professionally and securely in line with organisational policies and procedures
- Undertake the required level of training for their role in line with Oxfordshire Safeguarding Children Board standards, every 3 years for Generalist and Advanced Safeguarding and every 2 years for Designated Leads.

- Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the organisation's safeguarding lead and their role within the organisation.

Name of Safeguarding Lead: Anna Harries and Maria Berrell

Telephone Number: 01865 400234

All individuals working in a position of trust at First Steps Family Hub will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk).

The Management Committee is ultimately accountable for ensuring settings provided by First Steps Family Hub are safe, including the implementation of effective safeguarding procedures.

6. Safer Recruitment

Safe recruitment is central to the safeguarding of children and young people. All organisations which employ people to work with children in a position of trust have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children.

7. Monitoring and Review

The policy will be reviewed annually. All individuals in a position of trust should have access to this policy and sign to the effect that they have read and understood its contents.

First Steps Family Hub will complete an annual self-assessment to appraise their safeguarding practice against OSCB standards.

- **This policy was adopted by**

Anna Harries and Maria Berrell

Family Hub Co-Coordinator for Chalgrove and Watlington First Steps

on (date)

21/6/2018 2/09/2020

Signed by

Review date: September 2021

