

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. Anglia Care Trust is committed to promoting the wellbeing, security and safety of children and our strategic plan outlines our values which include the emphasis we place on this.

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 team of Designated Safeguarding Officers, details of which will be held by Business Support. They will have specialisms in Prevent, E-safety, Child and Adult safeguarding.

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 and are covered in ACT Safeguarding training and monthly supervision.

Types of abuse

There are four main types of child abuse:

- Physical abuse - when someone hurts a child on purpose and with the intent to cause harm.

- Emotional abuse - when a child's feelings and emotions are manipulated or shamed on purpose.
- Sexual abuse and exploitation - any sexual activity with a child, or inducing a child to act in sexually inappropriate ways. Includes child sexual exploitation.
- Neglect - persistent failure to meet a child's basic and essential needs.

There are various warning signs of each type of abuse which are important to be aware of. These are detailed on the following NSSCP website - <https://www.nsscp.co.uk/types-child-abuse>

Additionally there are vulnerable groups, who may be at higher risk of abuse to be mindful of. These include:

- Young people from low income families
- Children with experience of the care system
- Children with experience of the justice system
- Young carers
- Young people who have been sexually abused and/or exploited
- Substance misusing young people
- LGBTQ
- Young people who have experienced abuse/neglect in any form
- Children with special educational needs
- Children with neurodiverse conditions like ASD and ADD
- Children with refugee and asylum seeker status
- Children and young people who have experienced domestic violence in the home.

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 2018 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 Board Member

It will be the role of the Board member designated to Safeguarding to ensure Anglia Care Trust complies with the Charity Commissions best practice in this area. They will also act as a liaison between the Designated Safeguarding Team and Governance Committee, where Safeguarding is a standing agenda item at their quarterly meetings.

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 appropriately 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 Referral 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 whom is on duty according to the daily rota on your Outlook calendar under 'Designated Safeguarding Officer'. 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 Head of Business Support or the Head of Operations. In this safeguarding capacity, this role is directly line managed by the Heads. 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).

LADO@suffolk.gcsx.gov.uk or 0300123 2044 - Suffolk
norfolkLADOsecure@norfolk.gcsx.gov.uk or 01603 223473 – Norfolk

Cambridge LADO – referral made through calling

Telephone: 01223 727 967 (Monday to Friday during office opening hours)
Telephone: 01733 234 724 (Emergency Duty Team - out of hours queries)

Email: LADO@cambridgeshire.gov.uk

Essex LADO

03330 139 797 or by e-mail: lado@essex.gov.uk

If referring an allegation, a written referral is required. The referral form can be accessed via the **[Essex Safeguarding Children Board website](#)**.

Anglia Care Trust has adopted the Policies and Procedures of the Suffolk Safeguarding Partnership and Norfolk Safeguarding Children Partnership. Their policies and procedures can be viewed online at <https://suffolksp.org.uk/> for Suffolk and <https://www.norfolkscb.org> for Norfolk.

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

Child Safeguarding Practice Reviews

Where a Child Safeguarding Practice Review is instigated by the Local Safeguarding Partnership, 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 Local Safeguarding Partnership. 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 Local Safeguarding Partnership and adhere to the Suffolk Partnership Review Process Pack
- Agree any actions recommended by the Local Safeguarding Partnership
- Comply with all processes and requirements of the Local Safeguarding Partnership including compliance with the Data Protection Act 2006.

Training and Information Sharing

All personnel receive training in safeguarding both children and vulnerable adults as part of their induction. Refresher training is completed at regular intervals thereafter and forms part of the agenda for all monthly team meetings. A quarterly newsletter is shared with personnel to update them on any changes to ensure knowledge is kept up to date.

Retention and Storage of records

ACT adheres to the guidance set down by the Suffolk and Norfolk Safeguarding Partnerships with regards to the retention and storage of this data.

For Child Protection Records, ACT follows the guidelines outlined by the NSPCC <https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention-storage-guidance>

Other relevant policies

The Allegations Management Policy should be followed should anyone have any reason to make an allegation against a member of personnel regarding abuse of a young person or vulnerable adult.

The Whistleblowing Policy should be followed for any malpractice within the organisation which could affect Service Users, members of the public or other members of personnel.

The Complaints Policy should be followed for complaints made by external parties relating to Anglia Care Trust's services and personnel. All complaints received will be recorded and investigated, in accordance with the policy.

Date of next review – June 2024

