

# FACES

## Safeguarding and Promoting the Welfare of Children Policy

**Statement of Intent** FACES (Family and Children's Early-help Services) are committed to safeguarding and promoting the welfare of children. This is defined as protecting children from maltreatment, preventing the impairment of their health or development and ensuring that they are growing up receiving safe and effective care.

This policy for safeguarding and promoting the welfare of children has been adopted by FACES Bedford to signify its commitment to safeguarding and promoting the welfare of children. It applies to all trustees, staff and volunteers.

**Rationale** FACES recognise it has a responsibility, along with others, to promote the safety and welfare of children through its support for families, and as part of that responsibility, to ensure that children are protected from harm.

**Definition of A child** The United Nations Convention on the Rights of the Child (UNCRC) defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier".

**Aims** Where there are concerns about the safety or welfare of a child, FACES' Safeguarding and Promoting the Welfare of Children policy and procedures will be followed, and information will be shared with the relevant agencies in order to protect the child(ren).

**Understanding and Recognising Abuse** The categories of abuse for children are as follows:

### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and

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limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

## **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy e.g. as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
2. protect a child from physical and emotional harm or danger
3. ensure adequate supervision (including the use of inadequate care-givers)
4. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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## **Practical Arrangements**

FACES recognise that ill-treatment to children can occur in all cultures, religions and all social classes. All children have the right to be protected. Children who have been abused deserve care, respect and sensitivity.

FACES is committed to working in partnership with children, young people, parents and carers in all circumstances, including where there are concerns or suspicions that a child is suffering, or is likely to suffer significant harm.

### Procedures

Recruitment, selection, induction and training procedures for trustees staff and volunteers:

FACES takes all possible steps to ensure that children are kept safe through:

- Safer recruitment processes for all trustees, staff and volunteers.
- Planned induction of all trustees, staff and volunteers, to include signed and dated confirmation of their understanding and acceptance of the safeguarding policy, code of conduct and procedures.
- Clear safeguarding procedures to inform trustees, staff and volunteers about the appropriate action to take in the event of concerns about a child.
- Volunteers' attendance at FACES Volunteer Training Course in full; all volunteers accessing safeguarding refresher training.
- Trustees accessing effective guidance, training and support to ensure that they are able to work within these procedures.

On-going support and supervision for staff and volunteers:

FACES ensures that all volunteers and staff, including the Senior Management Team, access regular, recorded support and supervision in line with the HR procedures, and are clear about their role and responsibilities, through:

- The implementation of FACES safeguarding code of conduct for trustees, staff and volunteers.
- Identifying personnel to hold the Strategic Lead and designated safeguarding responsibilities within FACES. (See appendix 1 below).
- Procedures to structure the management of any allegations of abuse against trustees, staff or volunteers.

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## **Information Sharing:**

FACES has clear expectations of all trustees, staff and volunteers for sharing information about families, parents, children and young people:

- All families supported are made aware of FACES' safeguarding and confidentiality policies.
- A factual dated record of concern and action about a child(ren) within a family being supported by FACES will be kept in line with our record keeping procedures.
- FACES recognises the importance of sharing information to protect children and normally the disclosure of confidential information to any other person may only be undertaken with the expressed permission of the parents for the purpose of assisting the family (see confidentiality and sharing information); however
- Where it is considered necessary for the welfare and protection of a child, information will be shared with the appropriate authority and families will be kept informed of FACES' actions unless to do so would put the child at greater risk of harm

## **Local Partnerships and Procedures:**

Protecting children is a shared responsibility. In order to fulfil its responsibilities in promoting the welfare and safety of children, FACES will:

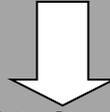
- Maintain effective links with organisations working with children and their families within the community.
- Participate in local partnership arrangements designed to protect children and promote their wellbeing.
- Take part in local multi-disciplinary training and integrated working in order to maintain an up to date understanding of local processes and to take up appropriate opportunities for professional development.
- Be aware of, hold current information on and work within the requirements of the local procedures followed by statutory and voluntary agencies.
- Identify a local child protection/safeguarding adviser to support and advise the scheme with regard to local issues and procedures for safeguarding children. In some schemes this adviser is a nominated trustee who undertakes local and HSUK training in order to fulfil that role.

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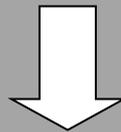
## Reporting a Disclosure or Allegation

If you have a safeguarding concern about a child, or a child makes a disclosure of possible abuse to you please take the following steps:

Volunteer, Staff member or Trustee has a safeguarding concern about a child, or a child makes a disclosure of possible abuse



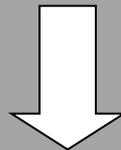
Inform the Designated Safeguarding Lead, or in their absence the Strategic Safeguarding lead. In the case of a disclosure, make it clear you cannot keep the information confidential



If necessary, the Designated Safeguarding Lead makes contact with local children's social care for advice

For Concerns/allegations about a volunteer, trustee or member of staff or someone working on FACES behalf abusing a child, please take the following steps:

Inform the Designated Safeguarding person, or in their absence the Strategic Safeguarding lead unless the allegation is about this person, in which case inform most senior member of staff/trustee not implicated



The person to whom this information has been given makes contact with the Local Authority Designated Officer (LADO) for advice and guidance

Contact details for the Local Authority Designated Officer (LADO) can be found in appendix one.

### Escalating Concerns

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a responsibility to ensure your concern is addressed to your satisfaction.

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Therefore, if you feel that your concern has not been addressed (and that the child has not been protected) you should escalate the matter to the Strategic Lead for safeguarding with responsibility for safeguarding and then, if necessary, to the trustee with responsibility for safeguarding.

Ensuring the Quality of FACES:

FACES undertake regular self-assessments in order to check and improve its practice.

FACES safeguarding policy and procedures are informed by the Bedfordshire Local Safeguarding Children Board and protocols and are regularly updated.

The following FACES, policies and procedures are adopted and implemented, and are fundamental to effective practice within FACES for carrying out responsibilities for safeguarding and promoting the welfare of children:

- FACES' Governing Documents
- Equality, Fairness & Diversity Policy
- Confidentiality Policy
- Safer Recruitment Policy
- Criminal Record Checks Policy
- Supervision of Volunteers
- Supervision of Staff Policy
- Information Sharing Protocol
- Record Keeping and Retention Policy
- Managing Referrals and Waiting Times Policy and Procedures
- Responsible Reporting (Whistleblowing) Policy
- Disciplinary Procedures
- Grievance Procedures

FACES access and follows good practice guidance via the Bedfordshire Local Safeguarding Children Board in relation to Promoting the Welfare of Children and

- Support for Families
- Recruiting and Managing Staff and Recruiting and Managing Volunteers
- Record Keeping
- Monitoring and Evaluation
- Managing Allegations
- Reporting Serious Incidents

FACES will work to this policy and will monitor, review and evaluate its effectiveness.

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Signed:

Date: 18/07/2022



**Eve Burt**  
Chairperson: FACES Bedford

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## **Safeguarding Policy: Appendix One Safeguarding Roles and Responsibilities within FACES**

The trustees retain ultimate responsibility for safeguarding and promoting the welfare of children supported by FACES.

They should agree:

- The member of staff with responsibility for undertaking the ***Strategic Lead on Safeguarding***. This should be a member of the Senior Management Team. The trustees must ensure that the Strategic Lead receives adequate supervision for their role, in line with Bedfordshire LSCB guidance.
- The people within FACES who carry out the designated role of taking responsibility for safeguarding issues raised by staff or volunteers and for referring on concerns for the safety of children. It is recommended that each practitioner responsible for managing staff or volunteers supporting families should be a ***Designated Safeguarding Person***.

### **FACES' Strategic Lead for Safeguarding:**

Name                      **Michaela Martindale**

Contact details        01234 270601 or 07423 155143

### **The role of FACES' Strategic Lead for Safeguarding is to:**

- (a) Model and promote FACES' commitment to safeguarding children in all aspects of their work and conduct
- (b) Ensure that the safeguarding policy and procedures and code of conduct are available and understood by all trustees, staff and volunteers, and that these are integrated into practice.
- (c) Ensure the FACES' Policy and Procedures for Safeguarding and Promoting the Welfare of Children are updated and reviewed annually in line with national and local guidance.
- (d) Ensure appropriate training provision and dissemination of information for trustees, staff and volunteers on safeguarding issues.
- (e) Take a lead responsibility for dealing with safeguarding issues and providing information, advice and support to trustees, staff and volunteers.
- (f) Support the Designated Safeguarding People with their responsibilities in keeping children and young people safe, by:
  - ensuring the provision of regular, recorded supervision
  - maintaining an overview of records of concern and action and referrals to children's social care
  - ensuring that a nominated trustee contribute to this overview
  - ensuring records are kept appropriately, in line with policy and practice

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(g) Maintain up to date knowledge of national and local safeguarding procedures and liaise appropriately with local agencies with regard to safeguarding issues

(h) Collate safeguarding concerns raised by FACES to identify patterns and inform the development of practice and liaison with other agencies.

(i) Notify and liaise with trustees and the Local Authority Designated Officer (LADO) around any allegations of harm or inappropriate behaviour made against staff, volunteers and trustees in accordance with guidance

(j) Immediately inform the Chair of Trustees in the event of the serious harm or death of a child and liaise with other agencies as appropriate.

### **Designated Safeguarding People**

These are the practitioners with responsibility for managing staff or volunteers supporting families.

Name: Michaela Martindale

Contact details: 01234 270601 or 07423 155143

Name: Amy Archer

Contact details: 01234 270601 or 07585 860950

### **A Designated Safeguarding Person's role is to:**

(a) Model and promote FACES' commitment to safeguarding children in all aspects of their work and conduct

(b) Take responsibility for dealing with concerns about the safety of children raised by staff or volunteers who they supervise, following FACES' policies and procedures

(c) Maintain a clear, factual, dated record of contact with each supported family, in accordance with FACES' on record keeping guidelines

(d) Inform the scheme's Strategic Lead for Safeguarding of concerns raised and processes followed; ensuring records of concern and action (ROCA) are discussed, signed off and actioned appropriately

(e) Follow up concerns and safeguarding issues referred to the relevant agencies.

(f) Liaise with relevant agencies and the Local Safeguarding Children Board where appropriate about concerns, in accordance with FACES' confidentiality policy.

(g) Ensure the safeguarding policy is available to families, including parents/carers and children and young people in FACES.

(h) Liaise with FACES' Strategic Lead for Safeguarding about safeguarding concerns, including where there are allegations against trustees, staff and volunteers; in accordance with FACES' and local child protection policies and procedures.

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(i) Immediately inform the Chair of Trustees in the event of the serious harm or death of a child and liaise with other agencies as appropriate.

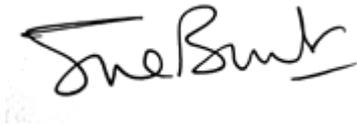
## **Local Authority Designated Officer (LADO)**

Name: Sandeep Mohan

Contact details: 01234 276 693 or via secure email: Lado@bedford.gov.uk

Signed:

Date 18/07/22

A handwritten signature in black ink, appearing to read 'Eve Burt', with a horizontal line underneath the name.

Eve Burt  
Chairperson: FACES Bedford