

Title of Document	Safeguarding Children Policy		
Name of Department	Quality Assurance		

What type of document is this?	Policy	This sets out instructions for how a particular procedure in Helping Hands is to be routinely carried out	
Which Helping Hands POL/SOP/W.I does this document relate to?		Reference number of POL/SOP/W.I	

Which Operational Priority/Priorities does this document link to?	Governance Framework	Superior Client Care	People, Performance & Culture	Internal & External Communications

Custodian of document	Quality Director	Committee/Group responsible for this document	Quality & Governance Committee	
Approval date and committee chairperson signature	27.02.24	When is its next scheduled review?	27.02.27	

Who does it apply to?	All Helping Hands staff at the facility / All staff working with Clients				
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	Yes	Does it apply to third party contractors?

Purpose of the Policy	This policy aims to guide clarity and guidance to all staff with regards to Safeguarding Children				



Summary of Key Safeguarding Children Policy Requirements

ROLES AND RESPONSIBILITIES

Role	Responsibility
All Directors	The Chief Executive and the Directors have key roles and responsibilities to ensure the Organisation meets requirements set out by statutory and regulatory authorities such as the Department of Health and the Care Quality Commission. They are responsible for ensuring that all operational managers are aware of this policy, understand its requirements and support its implementation with relevant staff.
All Managers	The Registered Managers and Senior Managers are responsible for implementing the policy with their immediate staff and ensuring that they carry out the duties outlined in this policy.
All Staff	Safeguarding children is everyone's responsibility and all staff are responsible for ensuring that their mandatory training requirements are met and current and they are able to apply their training to be able to take appropriate action whenever there is a concern that abuse may have taken place or may occur unless someone does something to stop it.
Safeguarding Lead	To ensure that staff understand their responsibilities with robust policy and processes in place and to offer guidance under safeguarding of children

1.0 Introduction

Safeguarding children from abuse and harm is everyone's responsibility and is an important part of everyday Helping Hands practice and an integral part of customer care.

This Policy sets out the statutory duties of Helping Hands staff to safeguard children and assists in preventing and responding to neglect, harm and abuse. Safeguarding children and child protection applies to all children up to the age of 18.

The fundamental standard on safeguarding states that children and adults using services regulated by CQC must be protected from abuse and improper treatment. Whilst we do not provide services to children, there will be instances when children live with our customers or will be visiting their home. We have a duty to ensure these children are safe from neglect, harm and abuse.

All children and young people regardless of age, disability, gender, racial heritage, sexual orientation or identity will have the same protection.

When abuse does take place it needs to be dealt with swiftly, effectively and in ways which are proportionate to the issues that have been identified.

To provide employees and volunteers with the overarching principles that guide our approach to safeguarding.

2.0 Reference and Definitions

Legal Frameworks

- 2.1 The Care Act 2015 - The Care Act sets out a clear legal framework for how we should protect Children at risk of abuse or neglect



2.2 Fundamental Standards - The fundamental standard on safeguarding states that children and adults using services regulated by CQC must be protected from abuse and improper treatment. Providers should establish and operate systems and processes effectively to ensure this protection and to investigate allegations of abuse as soon as they become aware of them.

2.3 'No Secrets' (2000) Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 20- Duty of Candour - The intention of this regulation is to ensure that providers are open and transparent with people who use services and other 'relevant persons' (people acting lawfully on their behalf) in general in relation to care and treatment. It also sets out some specific requirements that providers must follow when things go wrong with care and treatment, including informing people about the incident, providing reasonable support, providing truthful information and an apology when things go wrong.

- The regulation applies to registered persons when they are carrying on a regulated activity
- Children Act 1989
- National Guidance for Child Protection in Scotland 2014
- United Convention of the Rights of a Child 1991
- Data Protection Act 1998 – Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant Government Guidance on Safeguarding Children

3.0 Child Protection

The Childrens Act (CA) 1989 provides the legislative framework to take action to protect children from abuse and neglect.

Helping Hands are aware that in situations where there is a concern that an adult with care and support needs is or could be being abused or neglected and there are children in the same household, they too could be at risk.

In the instance Helping Hands will make contact with the local children and families department to make a referral.

Helping Hands are aware of the possibility of child sexual exploitation and must report any such concerns to the local authority childrens services and/ or the police. Child sexual exploitation (CSE) is a crime that can affect any child, anytime, regardless of their social or ethnic background. It is child abuse and involves perpetrators grooming their victims in various ways, such as in person, via mobile or online, to gain their trust before emotionally and sexually abusing them. It can take place in many forms, whether through a seemingly consensual relationship, or a young person being forced to have sex in return for some kind of payment, such as drugs, money, gifts or even protection and affection.

4.0 Safeguarding Principles



- Give clear direction to staff through policies and procedures. Every member of staff to know their roles and responsibilities.
- Ensure all staff know how to recognise potential indicators of abuse.
- Ensure staff know how to report their concerns
- To work with Multi - Agency Teams to protect children and young people of adults who use our service. Sharing appropriate information in a timely manner.
- To Contribute to actions in order to safeguard and promote a child's welfare.

The main principles of safeguarding that underpin best care for our customers and their children:

- Partnership – with customers, other involved in their care and partner agencies
- Workforce – safeguarding is crucial for the workforce who will be receiving training, support and supervision
- Systems – procedures to support the process, systems to give assurance and determine accountability

5.0 Types of Child Abuse

Child abuse is any action by another person, adult or child, that causes significant harm to a child, it can be physical, sexual, emotional and neglect.

- Domestic Abuse
- Sexual Abuse
- Neglect
- Online Abuse
- Physical Abuse
- Emotional Abuse
- Child Sexual Exploitation
- Female Genital Mutilation
- Bully and Cyberbullying
- Child Trafficking
- Grooming
- Harmful Sexual Behaviour

6.0 Reporting Concerns when Allegations are made

- The safety of the child/children and other children who may be effected is paramount
- If you think a child or young person is at risk of being abused or neglected, contact the Local Authority Children's social care team immediately to raise a safeguarding. If you don't know where they live, contact your local authority team, the NSPCC or the Police for advice.



- All incidents / allegations are to be taken seriously
- All allegations are given immediate priority and dealt with sensitively and objectively
- All information must be factual – What is the allegation? who has made the allegation? including time and place and all details of the incident.
- Confidentiality will be respected throughout the process.

7.0 Additional Information

This section covers a number of issues which may need to be considered when working to safeguard adults and children if the person affected had care and support needs.

Hate Crime - A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's:

- Disability
- Race
- Religion or belief
- Sexual orientation
- Transgender identity

Hate crime can take many forms including:

- Physical attack such a physical assault, damage to property, offensive graffiti and arson;
- Threat of attack including offensive letters, abusive or obscene telephone calls. Groups hanging around to intimidate and unfounded, malicious complaints;
- Verbal abuse, insults or harassment taunting, offensive leaflets and posters, abusive gestures, dumping rubbish outside homes or through letterboxes, and bullying at school or in the workplace.

Exploitation by Radicalisers who Promote Violence

Individuals may be susceptible to recruitment into violent extremism by radicalisers. Violent extremists often use persuasive rationale and charismatic individuals to attract people to their cause. The aim is to attract people to their reasoning, inspire new recruits, embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause.

TRAINING

Is training required?	Yes
Details of training	The Quality team offer guidance in relation to safeguarding which supports the Academy modules. All applicable staff are required to complete the Academy modules.

COMPLIANCE



How is compliance with the POL going to be monitored

Quality will monitor adherence and changes in legislation or regulation, which impacts policy and process will be actioned. The Quality team also monitor notification trends which may impact on review of policy

EQUALITY IMPACT ASSESSMENT AND PROCEDURAL INFORMATION

	Yes / No	Comments
Does the document have a positive or negative impact on one group of people over another on the basis of their:		
• age?	NA	
• disability?	NA	
• gender reassignment?	NA	
• pregnancy and maternity (which includes breastfeeding)?	NA	
• race (including nationality, ethnic or national origins or colour)?	NA	
• marriage or civil partnership?	NA	
• religion or belief?	NA	
• sex?	NA	
• sexual orientation?	NA	
If you have identified any potential impact (including any positive impact which may result in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?	/	This policy reflects a positive impact on all groups to ensure the safety of all groups noted.
If the impact on one of the above groups is likely to be negative:		
• Can the impact be avoided?	Y	Policy and understanding positively support a reduced impact through speedy action
• What alternatives are there to achieving the document's aim without the impact?	NA	
• Can the impact be reduced by taking different action?	NA	
• Is there an impact on staff, client or someone else's privacy?	NA	

What was the previous version number of this document?	Version 01	
Changes since previous version	Updated 6.0 related to who to contact in the event of raising a safeguarding	
Author of the document	Quality Director	
Who was involved in developing/reviewing /amending the POL?	Quality Director Quality Assurance Business Partners Quality Development Lead	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands

References	As noted in section 2
Associated Documents	Safeguarding Notification on Access Care Planning

