

Lower Earley *Family Contact Centre*

Safeguarding and Child Protection Policy

Introduction

Lower Earley Family Contact Centre is committed to working in accordance with NACCC's Policy for Safeguarding Children and Vulnerable Adults.

Accountability

A copy is available in the Folder in the Centre. Having read the policy, each volunteer is required to sign the Centre's Statement of Commitment to Safeguarding and Child Protection.

Basic Principles

Lower Earley Family Contact Centre (LEFCC):

1. Believes that children and young people need safe environments in which they can grow and develop in confidence.
2. Recognises that organisations working with and supporting children and young people have a duty to keep them safe.
3. Places Safeguarding children and young people and Child Protection at the centre of its activities
4. Works in accordance with the guidance set out in "Working together to safeguard children" (2023). <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
The Guidance at p3 refers to section 11 of the Children Act (2004), which places a duty on us to make arrangements for ensuring that our functions are discharged with regard to the need to safeguard and promote the welfare of children.
5. Believes that children and young people should not be exposed to negligence or avoidable risks.
6. Recognises that safeguarding and promoting the welfare of children are emotive issues that need to be handled both sensitively and carefully.
7. Is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people, they are both calculated and carefully managed.
8. Recognises that:
 - Safeguarding is everyone's responsibility: for services to be effective, each professional and organisation should play their full part; and
 - A child-centred approach: for services to be effective, they should be based on a clear understanding of the needs and views of children.
9. Recognises that everyone who works with children has a responsibility for keeping them safe. No single professional or volunteer can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
10. Is committed to ensuring that all its volunteers and members of the Management Committee are aware of, kept up to date with, and operate in accordance with the following procedure when a Safeguarding or Child Protection issue arises:
 - Recognise
 - Respond
 - Report
 - Record
 - Refer

Intentions

Managing safeguarding and promoting the welfare of children within the Centre

The Centre's Coordinator is responsible for ensuring that the Policy and its processes are implemented and adhered to.

The Chair of the Management Committee also has responsibility for all matters referring to Safeguarding and Child Protection.

The Coordinator is responsible for:

- Ensuring the Centre is aware of, and operating in accordance with, Wokingham Safeguarding Children Board's policies and procedures in relation to Safeguarding and Child Protection, <https://www.proceduresonline.com/berks/wokingham/index.html>
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- Ensuring that volunteers have access to phone numbers they need to report allegations or concerns relating to Safeguarding or Child Protection to Children's services and / or the police. See Appendix 1.
- Ensuring that either themselves or other named volunteers pass accurate information relating to Safeguarding or Child Protection to the statutory agency responsible for investigating, both directly and quickly. See form at Appendix 2.
- Establishing timely contact with, and seeking advice from, NACCC if they have any concerns about Safeguarding, Child Protection or inappropriate referrals to their Centre.
- Informing the Chair of the Management Committee of any issue relating to Safeguarding and Child Protection that arises within the Centre.

Recruitment

When recruiting volunteers and members of the Management Committee, the Centre will adhere to a thorough and standardised procedure that will include application forms, ID checks, interviews, references, induction and probationary periods. The Centre will make appropriate checks with the Disclosure and Barring Service (DBS) which helps to prevent unsuitable people from working with vulnerable groups, including children. All volunteers and members of the Management Committee will be checked to an enhanced level when they first join the Centre and every three years thereafter. When they receive their DBS certificate, they should present this to the Coordinator who will make a note of the certificate number and date issued.

Education and Training

The Centre's induction process will include "Safeguarding and promoting the welfare of children" training. Existing volunteers and members of the Management Committee will receive refresher training on a regular basis. A record will be kept of training undertaken.

Support and Supervision

- All volunteers with direct access to information about, or relating to, children will be given ongoing support and supervision as required.

Sharing Information

- The Centre has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
- When a Safeguarding or Child Protection issue has arisen within the centre or elsewhere, volunteers will report to the Co-ordinator.
- We will make families using the centre and referrers aware of their statutory obligation to report any incidents relating to Safeguarding and Child Protection.

Failure to follow recognised procedures and good practice in relation to Safeguarding and Child Protection

When it involves volunteers the organisation will take necessary action.

We also understand that if the National Association of Child Contact Centres (NACCC) becomes aware of any failings or non-compliance with recognised procedures and good practice concerning our procedures or practice in relation to Safeguarding and Child Protection it will act in one or a combination of the following ways, as appropriate and reasonable:

- Enhanced support and training for the Centre
- Agreement for further action by the Centre
- Temporary suspension from membership of NACCC
- Removal of NACCC accreditation status
- Notification of partner organisations that are making referrals to and or funding the centre.

Distribution of the Centre's Policy for Safeguarding and Child Protection

A copy of this policy will be included in the guidance notes given to volunteers and members of the Management Committee and lodged in the Folder in the Centre. This copy will be available to families using the Centre. Copies of the policy will be sent to referrers.

Review of the Centre's Policy for Safeguarding and Child Protection

This will take place bi-annually and an updated copy, with the revision date on the document, will be kept in the Centre's records. A further copy will be placed in the Folder in the Centre.

Additional changes to take account of new legislation and practice guidance will also be made as advised by NACCC.

Appendix 1 Reporting allegations or suspicions of abuse - Information Form

Everyone involved with the Centre should be aware of the identity of the person within the organisation who should always be informed of any concerns about a child being abused:

Debbie Casey, Co-ordinator: 07932 014766

who may then report to

Wokingham Local Safeguarding Children Board Civic Offices, Shute End, Wokingham, RG40 1BN

Reporting a Concern telephone number: 0118 908 8002

Emergency out of hours telephone number: 01344 351 999

APPENDIX 2

Safeguarding Recording/Reporting Form		
<ul style="list-style-type: none"> This form must be used to record information about a safeguarding concern. It can also be used to send information about the concern to Children’s Services or your local Safeguarding Board within 24 hours of the concern arising. When completing the form please use facts wherever possible and distinguish between fact, observation, opinion and information from others. 		
Name of Person completing the form:		
Position:		
Name of centre/service:		
Address:		
Telephone Number:		
Email:		
Name of family causing concern:		
Address:		
Telephone number:		
Referral status (please indicate)	Mediation Y/N	Private Law referral Y/N
Statutory Court Order Y/N	Self-referral Y/N	SRS (Safe Referral System) Y/N
Names, date of birth and gender of child/ren causing concern and any siblings:		
Name	Date of birth	Gender M/F
What is the child/ren’s first language?		
Do any of the children have special needs? (please indicate)		Yes/No
If ‘Yes’, please give details		
Names of any other household members or significant others involved with the children.		
Name	Relationship to child	

Names of other agencies and workers involved with the family/children	
Contact name of worker	Agency of worker
Nature/reason for your concern	
Please give an opinion as to whether the children may need urgent action to make them safe	
Has a parent with parental responsibility given consent for a referral to Children's Services or a Safeguarding Board to be made? (please indicate)	Yes/No
Please record the action agreed or that no further action is to be taken and the reasons for this decision.	
Name:	Date:
Time:	

People contacted:			
Name	Organisation	Telephone number	Date
Copy of this form has been sent within 24 hours to: (please complete and indicate method of sending form). In any event the form must be sent to the NACCC office.			
Organisation	Email	Post	Fax
Police			
Out of hours Services			
Cafcass			
NACCC head office			
Other (please specify)			