

## Safeguarding Policy Statement

All our staff have a responsibility to ensure that children, young people, and young adults in their care can develop to their full potential within BPA Peppermint Heights Centre.

This can sometimes involve protecting them from abuse from those against whom they have little power to protect themselves. Everyone working or volunteering for BPA has a responsibility to prevent the physical, emotional, or sexual abuse of clients and report any abuse discovered or suspected.

**Procedural guidelines:** (Developed from the Home Office 'Safe From Harm' code of conduct)

Wherever possible staff should never be entirely alone with a client.

- There should always be at least two adults on site at any time.
- Registers should always be kept.
- Clients may only leave with the adults identified on the registration form, unless a special arrangement is made.
- When in a car or minibus there should always be at least two members of staff.
- A nominated person is responsible for overseeing the implementation of the policy and be an independent person for clients to talk to.
- Our employment procedures are designed to fulfil the Home Office recommendations;
  1. All persons whether applying for paid or voluntary work are treated as job applicants for any position involving children, young people, and young adults with special needs.
  2. Applicant's experience of working or contact with clients is explored in an interview prior to their appointment.
  3. All applicants must give two referees.
  4. All workers and volunteers are subject to DBS checks

5. All appointments are conditional upon the successful completion of a probationary period.
- We believe that our workers will be best placed to safeguard clients if they receive quality training. We aim to identify training in safeguarding issues for our workforce.
  - Guidelines to follow if you suspect abuse, or a client discloses abuse.
  - If you suspect a client has been abused at home or elsewhere, you should follow the guidelines below:
    - Do not delay.
    - Record all observations, which led to your concern.
    - Include dates, times and observations of indications.
    - Only record facts not opinions.
    - Records should be kept in strict confidence – they may need to be produced if there is an investigation.
    - Do not confront anyone suspected.
    - Do not try to investigate. This is a job for the Local Area Designated Officer and the police.
    - Do not discuss the matter with anyone except the appropriate person who will usually be the Supervisor. (But see below).
    - If a client wants to talk to you about abuse you should follow the ten points in the attached guidelines. Then you should refer your concerns to the Supervisor.
    - The Supervisor may discuss the concerns with the parent; but not if the parent is implicated or the Supervisor believes it might put the child at risk.
    - The Supervisor is responsible for making referrals. They should contact the Local Area Designated Officer to make a referral or for advice.
    - They may also seek advice from the NSPCC.

- The Supervisor must keep all written records in a locked cabinet.
- Information should only be shared with other adults on a need-to-know basis.
- If you suspect that a colleague is implicated in some way you should bypass the procedures and go straight to the Senior Manager or the NSPCC or Social Services directly.

Numbers:

Social Services: (Brent: 0208 937 1234)

NSPCC: 0800 800 500 Senior Manager:

**List of appendices attached to this policy:**

Appendix A: The four categories of abuse.

Appendix B: The indicators of abuse.

Appendix C: Ten key Points: additional guidelines to follow if you suspect abuse or a child discloses abuse.

Appendix D: A flow-chart summary of child protection procedures.