

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Safeguarding Children Policy

Policy Statement

Hinckley Homeless Group is committed to the principle that the welfare of children is paramount and as such, is committed to safeguarding the welfare of all children entrusted to their care and to protect them where necessary.

We recognise that our agreed client age range of 16 – 25 falls within the legal and statutory definitions of 'Child' and 'Children' and that also residents, staff and volunteers may from time to time bring children onto premises operated by the group. For clarification purposes, the term 'child' refers to children up to and including age 18.

We aim to provide comprehensive procedures and services to assist children who may have been physically / emotionally / sexually abused or neglected. We are committed to developing and renewing procedures in partnership with parents / carers and professional agencies as required by the Local Authority.

In order to ensure "safe and appropriate activities" Hinckley Homeless Group has the safety of young people at the heart of all its policies and practices. Throughout all its activities, wherever they take place, Hinckley Homeless Group aims to maintain the safety and promote the welfare of young people.

It is aimed to achieve this in the three following procedural areas:

- Awareness and Training.
- Recruitment procedures for staff and volunteers.
- Action to be taken if a child protection issue arises or is suspected.

All staff and volunteers working with the group will undergo checks by the Disclosure and Barring Service (DBS). Any relevant conviction or recorded sanction will disqualify the individual from employment or acting as a volunteer, as appropriate.

This policy believes in the following principles:

- The welfare of children and young people is paramount.
- All children and young people, without exception, have the right to protection from abuse and / or neglect.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and all Hinckley Homeless Group staff and volunteers have a responsibility to report concerns.
- Safeguarding is an Agenda item at every Staff Meeting and included in every staff supervision.

Hinckley Homeless Group also aims to empower parents / carers in protecting their children by encouraging them to report cases of suspected abuse or malpractice.

At all times consideration will be given to a child's age, ability, gender, religion, race, language and culture. Any intervention will be characterised by respect for a parent or carer's dignity, self-worth, religion, culture, language and racial origin and sensitivity to allegations about child care practices.

Arrangements for delivering the Safeguarding Children Policy

Safeguarding Children responsibility.

The responsibility for the development, review, monitoring and approval of the Safeguarding Children Policy rests with the Management Committee.

Specifically, the Management Committee is responsible for:

- Ensuring that the Safeguarding Children Policy is implemented and complied with at any facility under the charge of Hinckley Homeless Group.
- Ensuring that Safeguarding Children issues are resolved as appropriate.
- Ensuring that any learning from any issues is incorporated in the Safeguarding Children Policy and associated procedures.
- Ensuring that all complaints concerning Safeguarding Children against the service are investigated and dealt with appropriately and within time scales specified in the Complaints Procedure.
- Ensuring that the Safeguarding Children Policy is subject to full review on a regular basis, not to exceed a period of 3 years.
- Approving any amendments to the Safeguarding Children Policy.
- Checking that the Project Manager is implementing the Safeguarding Children Policy.
- Advising the Project Manager in relation to Safeguarding Children issues brought to their attention.
- The Management Committee will consider a monitoring report annually, within the first quarter (April to June), that will cover all actions taken by staff (or Management Committee) under the approved Safeguarding Children Procedures, during the previous 12 months.
- Ensuring that procedures and practise meet both current, and changes to, legislation.

The responsibility for implementation of the Safeguarding Children Policy devolves to the Project Manager.

Specifically, the Project Manager is responsible for:

- Reviewing concerns raised by staff via Safeguarding Incident Forms and making Safeguarding Children referrals where appropriate by telephoning the Children's Social Care Office. Including making the follow up report in writing within 24 hours (electronic referral form <http://www.lrlscb.org/index/worriedaboutachild.htm>)
- Ensuring that all employees are trained, understand and where appropriate are supervised and appraised in respect of their responsibilities for Safeguarding Children.
- Ensuring that Safeguarding Children training needs are regularly reviewed, identified and implemented.
- Identifying and correcting any bad practice or situations that may occur concerning Safeguarding Children.
- Ensuring that adequate information is available in the office areas regarding Safeguarding Children.
- Seeking expert advice on Safeguarding Children issues wherever necessary.
- Implementing DBS checks on all staff and volunteers.

The employees and volunteers are responsible for complying with the Safeguarding Children Policy, specifically to:

- Complying with all premises rules, procedures, guidelines and reasonable instructions relating to Safeguarding Children.
- Complying with statutory obligations and with the requirements of all relevant codes of practice.

Project Workers have the following Safeguarding Children responsibilities:

- In the absence of the Project Manager, the Project Worker shall take responsibility for the day to day Safeguarding Children responsibilities of the Project Manager and record and report Safeguarding Children issues at the earliest practical opportunity.
- Maintain accurate and appropriate records and logs in relevant reporting media.

HINCKLEY HOMELESS GROUP

Safeguarding Children Policy related documents

Complaints Procedure

Safeguarding Children Procedures and Guidelines

Personal Development Plan and Guidance Notes

Move On Planning and Guidance Notes

Licence Agreement