



Safeguarding Children Policy

Safeguarding is everyone's responsibility:

Ten Little Toes has a statutory duty under Section 11 of the Children Act 2004 to protect children from harm as part of a wider work of safeguarding and promoting the welfare of children.

Safeguarding children is the action we take to promote the welfare of children and to protect them from harm – this is Everyone's Responsibility. Everyone who encounters children and families has a role to play.

In this policy a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. For the purpose of this policy the unborn child must also be considered.

Working Together to Safeguard Children 2018 sets out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with Section 11 of the Children Act 2004.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or another child or children.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- ✓ be alert to potential indicators of abuse or neglect.
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to children;
- ✓ share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- ✓ contribute to whatever actions are needed to safeguard and promote the child's welfare.

Definitions of Abuse:



Neglect persistently failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision, or shelter. It is likely to result in impairment of a child's health or development.

Physical deliberately physically hurting a child.

Emotional (including Domestic Abuse) - Persistent emotional maltreatment of a child such as to cause effects on the child's emotional development. Sometimes called psychological abuse. It may involve serious bullying, including online bullying through social networks, online games or mobile phone by other children or peers.

Sexual / (Child Sexual Exploitation) any sexual activity with a child. Sexual exploitation involves an exchange of some sort. Many children and young people who are victims do not recognise themselves as such.

Contextual Safeguarding: As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

Staff awareness

Ten Little Toes does not run activities for children but does sometimes encounter children when dealing with referrals from their parents, or when delivering support bundles to their homes.

All staff and trustees will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all staff.

Where necessary or possible, staff will be encouraged to attend appropriate training courses.

DBS Policy:

It is not currently the policy of Ten Little Toes to DBS check staff and volunteers routinely, this is because contact with children is very limited and would never happen in absence of parents or carers.

Several of the Board of Trustees hold current DBS certificates, as do the Operations team.

We will continue to review our approach to DBS checks as our activities develop and take advice from colleagues in the sector and in children's services.

Reviewing the Policy and Procedure



This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

Procedure

What to do if you have concerns about a child:

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should:

- ✓ **Not** promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- ✓ Listen to what is being said, and record this in the language that the child uses.
- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g.: 'Everything will be alright now', 'You'll never have to see that person again'.
- ✓ Reassure the young person that they have done the right thing.
- ✓ **Not** interrogate the child; it is not your responsibility to investigate.
- ✓ **Not** ask leading questions (e.g.: Did he touch your private parts?). Ask open questions such as 'Anything else you would like to share with me?'
- ✓ **Not** ask the child to repeat the information for another member of staff.
- ✓ Explain what you have to do next and who you have to talk to. Adjust your communication to the level of the child or young person, using simple language.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

In the case of any concerns about the welfare of a child, we will make contact with the appropriate child protection organisation in our area.



West Sussex Safeguarding Children's Board

Requests for service, and concerns about children's safety should now be reported using the West Sussex Integrated Front Door (IFD) Portal, which can be accessed via the WSCC Web Site Request support or raise a concern about a child. The link to the new portal can be found below.

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>

Call the Integrated Front Door (IFD) on 01403 229900 (weekdays 9am – 5pm)

The out of office hours (5pm – 8am weekdays) and 24-hour emergency number on weekends and bank holidays is 0330 222 6664.

If you have trouble, having tried the 0330 number, please ring 07711 769657, this will connect you to the duty Social Worker. Please note that this mobile number cannot accept text messages.

Safeguarding lead for Ten Little Toes: Joanna Petty (Operations Director)

Joanna Petty - thehub@tenlittletoesbabybank.org, 07387 870935 (Out of Hours Emergencies Only - 07545 324203)

Change Record

Date of Change:	Changed By:	Comments:
01.11.20	SB	Policy approved by the Trustees.
17.07.21	SB	Added safeguarding lead, review date and
01.05.24	RF	Policy Updated

Next Review Due 01.05.2025