

Name	BLGC Children & Young Persons Safeguarding Policy
Document owner	Sarah Randall
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Intended Audience	All employees and volunteers
Version	V4

Scope

The purpose of this policy is to ensure that all staff, volunteers, trustees, and external agencies including partners delivering on behalf of the BLGC are aware of their legal and personal responsibilities to ensure the safeguarding and welfare of children and young people.

This document sets out BLGC's approach to safeguarding and works alongside the following policies:

- BLGC's commitment to safeguarding
- key safeguarding principles
- safeguarding governance and accountabilities
- safeguarding procedures for all employees and volunteers to follow
- working with a local authority on safeguarding
- specific safeguarding circumstances.

Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

In this policy a child is defined as,

"Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection" (Working Together to Safeguard Children, 2023).

1. Commitment

BLGC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This policy works in conjunction with the following policies and procedures.

- Safeguarding vulnerable adults Policy
- Safer Recruitment Policy
- A code of conduct
- Lone Working Policy
- Professional Boundaries Policy
- Supervision Policy
- Managing Allegations and Low-level Concerns against Employees and Volunteers
- Anti-bullying Policy
- Comments, Compliments and Complaints Policy
- Whistleblowing Policy

Safe Recruitment and Safe Practice procedures for staff and volunteers

BLGC has a rigorous and robust recruitment procedure in place to ensure that we appoint staff that are appropriately qualified and have the skills and knowledge to deliver a quality service. **(See Safer Recruitment Policy and Procedures).**

Recruitment is undertaken in line with BLGC's robust safeguarding principles, including references spanning 5 years and gaps in employment are questioned, DBS Enhanced Disclosure checks for all Children's Services posts that meet the eligibility criteria, including barred lists if appropriate and right to work checks.

Existing staff and volunteers are re-checked periodically and/or every three years.

Alternative Provision-Our Time

BLGC'S Alternative Education provision will adhere to Keeping children Safe in Education, the Government's statutory guidance for education establishments "Keeping Children Safe in Education".

Operation Encompass

BLGC's Alternative Education Provision is in the process of registering for Operation Encompass. This means that should any child or young person who resides in a home where there has been a domestic incident, the DSL would be notified within 24 hours so that the appropriate support can be put in place for that young person.

Learning Development & Training

All staff are required to complete a mandatory online learning safeguarding module within the first two weeks of employment. Within their induction period, they are also required to attend BLGC Safeguarding Training. The Board of Trustees are also required to complete the online safeguarding course, along with bespoke Safeguarding training for Trustees, upon appointment.

Staff and managers working directly with children and young people are also required to attend bespoke safeguarding training courses in line with their specific responsibilities and must attend updated programs every three years.

It is the responsibility of the individual and their line manager to ensure mandatory training is completed. Managers who supervise staff and volunteers who do not work in children's services ensure safeguarding training is provided and regularly updated.

Supervision and One-to-one Meetings

There is an expectation that all supervisions and one-to-one meetings will have safeguarding as a standing item for safeguarding as it relates to each role to be discussed and embedded in all the work undertaken.

Managing Risk

BLGC has an effective procedure for assessing and managing risks regarding safeguarding children and vulnerable adults. The charity has a procedure in place for reporting, recording and reviewing allegations and significant incidents. These reports and the learning inform practice, the risk assessment and revisions to management procedures.

Record Keeping

Well-kept records are essential in situations where it is suspected or believed that a child may be at risk of harm. BLGC has a clear policy on the management of records, confidentiality, and sharing of information, which adhere to the requirements of GDPR and the Data Protection Act 2018 (**See Data Protection Policy**).

Trustees, staff, and volunteers are clear about what information can be shared with relevant people within and outside of the organisation and have access to specialist advice if they are unsure. The information to be shared must be relevant and on a need-to-know basis only. Staff should consult with their manager, or the Designated Safeguarding Leads if in doubt about what should be shared.

2. Principles

BLGC takes seriously its responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults entrusted to its care.

As part of the ethos of BLGC the staff, volunteers and trustees are committed to:

- Encouraging and supporting parents/carers/guardians and working together in partnership with them
- Listening to, relating effectively with, and valuing each individual child, young person or vulnerable adult in our care
- Ensuring that all members of staff, full-time, part-time, and voluntary are properly trained and supported
- The safe recruitment of staff and volunteers at BLGC is the first step to safeguarding and promoting the welfare of the children and young people that access BLGC.

This can only be achieved through sound procedures, good interagency cooperation and the recruitment and retention of competent, motivated employees and volunteers who are suited to and fulfilled in the roles they undertake.

We recognise that some children, young people, and vulnerable adults today are the victims of neglect and/or physical, sexual or emotional abuse and that employees, volunteers and trustees, by virtue of their day-to-day contact with and knowledge are well placed to identify such abuse and to offer support to those in need.

3. Roles and Responsibilities

BLGC is committed to the very highest standards in terms of Safeguarding, believing that Safeguarding is everyone's business.

- The United Nations Convention on the Rights of the Child (UNCRC) is an international agreement that protects the rights of children and provides a child centered framework for the development of services to children. The UK Government ratified the UNCRC in 1991 and, by doing so, recognises children's rights including expression and receiving information.
- The Domestic Abuse Act 2021, section 38 recognises that a child is a victim of domestic abuse in their own right if they see, hear or experience the effects of domestic abuse and are related to either victim or perpetrator of the abuse, or either the victim or perpetrator of the abuse has parental responsibility for that child.
- The Children's Social Care National Framework, published in 2023, is statutory guidance that sets out the purpose of children's social care as existing to support children and families, to protect children by intervening decisively when they are at risk of harm and to provide care for those who need it, so they

grow up and thrive with safety, stability, and love “Safeguarding is everybody’s responsibility.

- Everyone who comes into contact with children and their families has a role to play in safeguarding children, child protection should take priority over all other work” (Working Together to Safeguard Children, 2023). We all have a legal responsibility to take all reasonable actions to ensure that the risk of harm to children and vulnerable adults’ welfare is minimised and a duty of care is always exercised towards them.

Board of Trustees

The BLGC Board of Trustees is accountable for ensuring that the organisation has appropriate structure, processes, and resources in place to ensure safeguarding is central to all the organisation does, and for monitoring compliance.

The Trustee responsible for Safeguarding will meet regularly with the DSL to review the Safeguarding plan and ensure the charity is compliant with its safeguarding duties.

The Charity Commission for England and Wales holds Trustees to account if things go wrong and will check that Trustees followed the guidance and the law. As part of fulfilling their duties, Trustees must take reasonable steps to protect from harm, people who come into contact with BLGC. This includes:

- Beneficiaries
- Staff
- Volunteers
- Other people who come into contact with BLGC through its work.

CEO and Leadership Team

The CEO and Leadership team are responsible for safeguarding across the organisation. The CEO and Leadership Team promote safer working practices and have oversight of allegations, serious incidents, case reviews, and appropriate training.

Designated Safeguarding Leads

Designated Safeguarding Leads are competent to advise staff and volunteers and can respond to safeguarding concerns, ensuring that actions are always respectful, professional and based on what we know to be good practice.

Managers

Line managers and staff are responsible for ensuring that all safeguarding and child protection concerns are addressed through respective line management structures in accordance with this Policy and Procedure.

Employees and volunteers

All employees and volunteers have the responsibility to recognise, report, and record safeguarding concerns about children, young people, and adults at risk in line with this policy document and associated guidance. This includes a responsibility to work closely with local authorities in order to share current information and effectively take part in multi-agency discussions.

Volunteers must work with employees directly on the reporting and recording of safeguarding concerns.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- the welfare of children and young people is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children and young people who are additionally vulnerable safe from abuse

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Lead (DSL) for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and

- volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details Designated Safeguarding Lead (DSL)

Name: Julie Haworth

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Review

Our Safeguarding Policy and Procedures will be reviewed annually to ensure safe practice and implement any new legislation and guidance.

Links to Statutory Guidance

Please note this list is not exhaustive:

The Children Acts 1989 <https://www.legislation.gov.uk/ukpga/1989/41/content>

The Children Act 2004

[untitled \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2004/31/content)

Children and social Work Act 2017 <https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

The United Nations Convention on the Rights of The Child (1989)

[The United Nations Convention on the Rights of the Child - UNICEF UK](https://www.unicef.org/uk)

Education Act (2002) <https://www.legislation.gov.uk/ukpga/2002/32/contents>

Prevent Strategy 2015 <https://www.gov.uk/government/publications/prevent-duty-guidance>

The Serious Crimes Act 2015

<https://www.legislation.gov.uk/ukpga/2015/9/contents>

Modern Slavery Act 2015 <https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children' 2023,

[Working together to safeguard children - GOV.UK](https://www.gov.uk/government/publications/working-together-to-safeguard-children)

Keeping Children Safe in Education 2024

Statutory guidance from the Department for Education Schools and colleges in England must have regard to it when performing their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18 years old.

[Keeping children safe in education 2024](https://www.gov.uk/government/publications/keeping-children-safe-in-education)