
Children's Safeguarding Policy

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Ver 2.0	18/04/2023	Section 3.3	Addition of sentence regarding admission of people subject to multi agency public protection



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1 Introduction

Brainkind recognise the welfare of children is paramount in all the work we do and in all the decisions we take.

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 are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies are essential in promoting young people's welfare.

Brainkind has a responsibility to safeguard the children who use, have contact with or come into our services.

Brainkind has a robust safeguarding structure that supports safeguarding adults, children and young people.

[Safeguarding structure.](#)

Each service has a Safeguarding champion, the details of who this is for each service can be found [here](#).

2 Purpose

Brainkind will:

- Protect children and young people from harm. This includes the children of adults who visit or use our services.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

3 Scope

This policy applies to anyone working for or on behalf of Brainkind, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.



Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Brainkind is committed to safeguarding the welfare of children and young people who visit our services.

Although Brainkind does not directly support children in our registered services, we recognise that at times we support young people between the ages of 16-and 19 and also come into contact with children of all ages who are families and friends of the adults we support.

This policy sets out Brainkind statutory requirements to ensure the safeguarding needs of young people and children at risk of harm or abuse are met.

It should be noted that Brainkind's School has a local policy that is written by OFSTED regulations.

Brainkind are committed to working jointly with external agencies and delivering integrated care across Brainkind services and all its staff should be aware of the importance of protecting vulnerable children and young people.

Parents and carers have primary care responsibility for their children, but local authorities, working with partner organisations and agencies, have specific duties to safeguard and promote the welfare of all children in their area.

This policy sets out the collective and individual expectations for all Trust's staff to comply with legislation, codes of conduct and behaviours required of its employee. The policy describes the definitions of abuse for children; it sets out how employees should report such abuse and the inter-related Trust policies that should be read in conjunction with this policy.

This policy sets out the key principles that all Trust's staff and workers should be complying within safeguarding children and young people.

3.1 Scope and purpose

This policy applies to all employees and workers of Brainkind, including, volunteers, students, contractors, and temporary workers, including those working on a bank or agency contract.

Brainkind recognises that safeguarding children and young people is a shared responsibility, with the need for effective joint working between statutory and non-statutory agencies, and also professionals with different roles and expertise.



To achieve effective joint working, there must be constructive relationships at all levels, with:

- Strong leadership at Trustees level in respect to safeguarding children and young people
- Clear lines of accountability for safeguarding within Brainkind
- Robust communication and escalation processes
- Staff training and continuing professional development.
- Safe working practices, including recruitment, vetting, and barring procedures.
- Effective interagency working, including effective information sharing.
- Provision of support, peer supervision and mentorship.

3.2 Responsibilities

Information about responsibilities can be found in Appendix 1. The named safeguarding champions can be found [here](#).

Brainkind structure for Safeguarding in Brainkind can be found [here](#).

3.3 Procedure

Brainkind has an overall duty to:

- Take all reasonable measures to ensure that they minimise the risk of harm to children who use our services either as a supported person or an as a family member or friend.
- Ensure people who are subject to multi agency public protection arrangements will be fully risk assessed prior to admission, where the a risk still remains to children in relation to the protection arrangement, they may be deemed unsuitable for our services. See admission criteria.
- Take appropriate action when there are child protection concerns by working to agreed local policies and procedures in full partnership with other agencies.

3.4 Supporting Children

We recognise that a child who is abused or is a witness to violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.



Our services will aim to support all children who may be connected to our services by:

- Ensuring staff have the correct level of training in our services
- Ensuring safe recruitment processes are adhered to
- Ensure children's visiting policies are adhered to
- Ensuring staff are aware of the correct processes to raise a concern regarding child welfare
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying local authorities as soon as there is a significant concern.
- Reporting incidents that affect children in our services or while in the company of a person supported by our services

3.5 Children who may be particularly vulnerable

Some children have an increased risk of abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. Children and young people with special educational needs and disabilities (SEND), can face additional safeguarding challenges.

Brainkind acknowledge its responsibility to protect and safeguard the welfare of vulnerable children and young people who, because of their needs are more at risk of abuse than non-disabled children and young people

3.6 Looked after children and previously looked after children

The most common reason for children becoming looked after is because of abuse or neglect.

When supporting a person who has contact with looked after children or previously looked after children, all agencies must work together, and prompt action is taken when necessary to safeguard these children.

3.7 Identifying a safeguarding concern

Safeguarding is the responsibility of all individuals who have contact with children and young people. Staff should be able to recognise signs and symptoms of abuse



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 an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or another child or children. (Keeping Children Safe in Education September 2018)

3.7.1 Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect
- Honour based violence and Female Genital Mutilation

Further information can be found via the links below

Physical abuse

Emotional Abuse

Sexual abuse

Neglect.doc

Honour Based Violence and Female Genital Mutilation

3.7.2 County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity; drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, markets and seaside towns.

[County Line Information](#)

3.7.3 Children missing education

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitative alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage

3.8 Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour

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- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age-inappropriate sexual behaviour
- Child Sexual Exploitation.

3.9 Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with designated/named / lead person, manager (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and/or referral to Children's Services.

The absence of such indicators does not mean that abuse or neglect has not occurred. In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to his/her age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.



3.10 Confidentiality

Brainkind recognises that all matters relating to safeguarding and child protection are confidential.

All staff must be aware that they have a professional responsibility to share information and work with other agencies to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

Child protection information will be stored and handled in line with the Data Protection Act 2018 and GDPR.

If any member of staff receives a request from a child or parent to see information relating to a child protection incident that has been reported, they will refer the request to the Data Protection Officer and Caldicott Guardian.

The Data Protection Act 2018 and GDPR does not prevent, or limit, the sharing of information to keep children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

See Appendix E of the [data protection policy](#).

3.11 Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for work with individual children or parents to be conducted where possible with another adult

[Lone working Policy](#).

We understand that a child may make an allegation against a family member or a member of staff. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation, or is made aware of the information, will immediately inform the Safeguarding champion/ Service Manager who will inform the People Services team.

The People Services team will discuss the content of the allegation with the appropriate Local Authority Designated Officer (LADO).

If a particular issue relates to dealing with safeguarding allegations against staff, please refer to [the Safeguarding Allegations Flowchart](#).



Suspension of the member of staff, against whom an allegation has been made, needs careful consideration, and the Service Manager or Safeguarding Champion will seek the advice of Brainkind's People Service Business Partner and, where necessary, the Operational Director in making this decision.

Out of hours, this should be via the on-call manager who will seek advice from the on-call Regional Manager.

If the allegation made to a member of staff concerns the Service Manager or Safeguarding Champion the person receiving the allegation will immediately inform the Director of Operations who will consult with the People Services Business Partner without notifying the staff member first.

3.12 Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the management of safeguarding & child protection, which may include the attitude or actions of colleagues.

If it becomes necessary to consult outside the service they should speak, in the first instance to Brainkind Whistleblowing Line.

Brainkind Whistleblowing Line: 01444 258599.

[Whistleblowing policy](#)

3.13 Reporting concerns

If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child's or their parent's consent.

If a child is in immediate danger, call the police on 999.

If a child is not in immediate danger, then Staff should discuss their concerns with the safeguarding champion, Trust Safeguarding Lead Service Manager or Operational Director. These people will disclose any information about a child to other members of staff on a need-to-know basis only.

Concerns or incidents involving children will be reported via Datix, however, these incidents will be locked down to relevant staff members as agreed by the Directors of Brainkind



3.14 Recording and Record-Keeping:

A written record must be kept about any concern regarding a child with safeguarding needs. This must be added to Datix as a confidential record. This must include details of the person involved, the nature of the concern and the actions taken, the decision made and why they were made.

Staff should be provided with time following an incident or report to have the space to fully write it up to aid any future investigations.

3.15 Investigations

Any child protection investigation that results from a concern raised through Brainkind will be completed by the local authority.

Staff may be requested to be part of the investigation as a witness or reporter. Staff will not be involved in completing any part of an investigation themselves.

Any contact made by the local authority should be documented on the incident record on Datix and any written request be uploaded into the documents section.

3.16 Supporting Staff

We recognise that staff working in our services who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the safeguarding champion in the service and to seek further support as appropriate, via the Employee Assistance Programme.

3.17 Recruitment

Brainkind is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Brainkind has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

[Link to policy](#)



4 References

Child Protection Resource (2021) Mind your language – what’s the problem with ‘disclosure’?

Department for Education (DfE) (2018a) Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (PDF). [London]: DfE.

Department of Health (2021) Guidance on information sharing for child protection purposes. [Accessed 07/09/2021].

Department of Health, Social Services and Public Safety (DHSSPS) (2012) Code of practice on protecting the confidentiality of service user information. [Belfast]: DHSSP.

Gov.uk (2021) Whistleblowing for employees.

Information Commissioner’s Office (ICO) (2011) Data sharing code of practice (PDF). Cheshire: Information Commissioner’s Office (ICO).

National Institute for Health and Care Excellence (NICE) (2019) Child abuse and neglect: quality standard [QS179].

Ofsted (2019) Sharing concerns and information with Ofsted about children's social care services. Scottish Government (2021) Getting it right for every child (GIRFEC) information sharing.

5 Training

Children’s Safeguarding training is available to all staff and will be completed on induction.

6 Appendices



Roles and Responsibilities at Brainkind

Professional Role	Responsibilities
Trustee	<ul style="list-style-type: none">• Has ultimate accountability and responsibility for Adult Safeguarding in Brainkind• Agreeing the strategic plan to implement the 'Adult safeguarding policy• A named Trustee will provide robust scrutiny and challenge of adult safeguarding arrangements at Board level
Director of Governance and Quality Assurance	<ul style="list-style-type: none">• providing overall assurance to Trustees and the CEO (Chief Executive Officer) on the effectiveness and quality of the Adult safeguarding arrangements to ensure that Brainkind complies with its statutory duties and that best practice is observed throughout all services• review and sign off the annual report and inform Brainkind's Board.
Quality Performance and Risk Group	<ul style="list-style-type: none">• Monitoring key performance indicators monitoring the assurance framework for this policy and assuring The Board of Trustees on compliance with the implementation of this policy and ongoing Adult safeguarding reports• Agreed periodic review of audit to monitor compliance, quality and views of the people that use Brainkind service• Ensure processes are in place for learning lessons from cases where service users die, or are seriously harmed, and abuse or neglect is suspected
Head of Nursing	<ul style="list-style-type: none">• Producing an annual review that provides assurance that:• Ensuring that reporting systems and Datix are working effectively to safeguard children and adults at risk of harm or abuse.• Providing assurance that Brainkind is meeting its specific safeguarding duties in relation to service users.• Working closely with safeguarding Champions,



Safeguarding Champion	<ul style="list-style-type: none">• To ensure all staff take appropriate action and complete required documentation when there is a safeguarding concern• To advocate involvement of the person affected by an incident and throughout any safeguarding involvement• To receive automated email notifications of safeguarding incidents and liaise with relevant DIF2 managers to confirm if the incident requires referral to external safeguarding teams• To circulate relevant national and local information, guidance, and policy to the service• To support relevant training within their own service• To help build stronger ties between the service and safeguarding teams to promote the roles and responsibilities of all staff• Responsible for liaison and quality review in their service of all adult protection activity by:<ul style="list-style-type: none">• Checking, in conjunction with DIF2 managers, that all reported Incidents are accurate and fully completed.• Ensuring Action plans are in place and executed and that all appropriate adult /child protection activity is undertaken• Ensure Team Management Review takes place if require
Quality Assurance Business Partners	<ul style="list-style-type: none">• ensure effective systems are in place for responding to incidents of abuse and neglect of children and adults, to ensure that timely and appropriate referrals are made
Regional Managers	<ul style="list-style-type: none">• Monitoring the implementation and service and staff compliance of this policy, the procedure, guidance, and any standard operating procedures (SOP's) that is published by Brainkind
Service Managers and Area Managers	<ul style="list-style-type: none">• Implementing the policy and adhering to it in their Services



- Identifying Training and Education needs and ensuring they are met
 - Ensuring requirements for implementation of the policy are built into the delivery planning process
 - Staff having received, and are aware of and comply with all relevant policies and supporting documents
 - Ensuring volunteers and contractors are aware they are required to follow Brainkind Policies and Procedures for the service
 - working with external agencies to end any abuse that is occurring
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All Staff (including bank and agency staff)

- Compliance with the policy and any relating documents, be they Trust-wide or Service specific.
- Identifying own training needs in respect of policies and procedures and bringing them to the attention of their line manager.
- Ensuring e-learning is up to date.
- Attending training / awareness sessions
- Engage with external partners.