



Weldmar Hospicecare
Caring for Dorset

Title	Safeguarding Children Policy and Procedure
APPLICABLE TO	All employees and volunteers working for Weldmar Hospicecare who come into contact with patients and their families or are employed specifically to work directly with Children on behalf of Weldmar
REVIEW DATE	
KEYWORDS	Child Protection / Safeguarding Children / Abuse
POLICY NO	11v5

	Author	Reviewer	Approved by	Authorised by
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Title	Head of Operations	Specialist Palliative Care Social Worker/Safeguarding Lead	CGSG	
Date	August 2013	April 2017	September 2018	

1. AIMS OF THE POLICY

It is the responsibility of every employee of Weldmar Hospicecare to:

- ensure the protection of
- promote the welfare of all children with whom they have contact.

Although not all employees will enter into direct contact with children within their professional role within the Charity it is important that they have an understanding of Safeguarding Children issues should a particular concern be brought to their attention.

Any professional who has direct or indirect contact with children must be able to identify a child who is at risk of abuse and know how to respond accordingly.

Training is an essential part of ensuring “best” practice. Employees who have a primary role for working directly with children on behalf of the charity should have a good understanding of Child Protection/Safeguarding Children issues. All employees should have an awareness of safeguarding children.

The protection of children is integral to Weldmar’s “Duty of Care” principle.

Weldmar Hospicecare has a specific role and responsibility in relation to child protection and has a duty to safeguard and promote the welfare of all children with whom they have contact.

All employees must always act on a child’s behalf if concerns arise within their area of work, either within the hospice, the community or day services.

2. GLOSSARY/ABBREVIATIONS

CA	The Children Act 2004
DSCB	Dorset Safeguarding Children Board
DOH	Department of Health
CQC	Care Quality Commission
CEO	Chief Executive Officer
CCG	Clinical Commissioning Group
PREVENT	Safeguarding people and communities from the threat of terrorism and violent extremism

3. POLICY APPLICABLE TO

All staff, students and volunteers.

4. POLICY

- 4.1 Weldmar Hospicecare is a provider of palliative and supportive care for adult patients and their families. The majority of staff employed by the charity may have some limited contact with children who are visiting patients in the hospice, or when they are visiting a patient in their own home. A smaller number of employees will however have more direct and job specific involvement with children e.g. Children's Support Worker/Arts Therapist. Volunteers supporting the work of the charity will not be providing direct or unsupervised support to children on behalf of Weldmar.

Weldmar Hospicecare believes that: -

- Every child and young person, whatever their background or their circumstances, should have the support they need to:
- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being
- All children and young people have the right to be treated with respect.
- All children and young people have a right to privacy.
- All children whatever their age, race, culture, gender, disability, religion or sexual identity have the right to protection from abuse.
- All children have a right to family life

Definition

This policy relates to children and young people under the age of 18. Adults over the age of 18 are protected by Weldmar's Safeguarding Adults Policy. For the purpose of this document the term "child abuse" is used to describe ways in which children are harmed by adults and occasionally by other children, and often by those they know and trust.

Child abuse can be:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

4.2 **Prevent - Safeguarding people and communities from the threat of terrorism and violent extremism**

The main aim of Prevent is to stop people from becoming terrorists or supporting violent extremism.

At the heart of Prevent is safeguarding children and adults. Providing early intervention to protect and divert people away from being drawn into terrorist activity is crucial.

Prevent addresses all forms of extremism, but continues to ensure resources and effort

are allocated on the basis of threats to our national security.

Any individuals who are identified as being vulnerable to radicalisation are referred to a multi-agency Channel Panel. This ensures the appropriate interventions are put in place to protect the individual. Like child protection, Channel is a multi-agency safeguarding programme run in every local authority in England and Wales. It works to support vulnerable people from being drawn into terrorism. It provides a range of support such as mentoring, counselling, assistance with employment etc.

Any individuals who are identified as being vulnerable to radicalisation are referred to a multi-agency Channel Panel.

4.3 Making a referral to Prevent

If you believe that someone is at risk of radicalisation you can help them obtain support and prevent them becoming involved in terrorism by raising your concerns and making a referral. You may have concerns about a potentially vulnerable institution that is being exploited for the purpose of promoting an extremist ideology. In either case, a dedicated team is ready to help.

For referrals in Dorset: email MASH@dorset.pnn.police.uk

5. ROLES AND RESPONSIBILITIES

Policy Lead

Jo Jury, Specialist Palliative Care Social Worker, and Karen Leach, Palliative Care Social Worker, Joint Safeguarding Designated Persons (responsibility is automatically delegated to Senior Clinical Leads (i.e. Medical Director, Head of Nursing & Research and Doctors in the policy lead's absence)

- To keep updated with legislative and local/national policy changes or developments in relation to Safeguarding Children.
- Ensure Safeguarding Policies have set review dates
- To liaise with Pan Dorset Safeguarding Children Board/Local Safeguarding Teams or Lead Officers for Safeguarding Children when necessary
- To liaise with Line Managers/Education Department to ensure all employees have an understanding of Safeguarding Children issues and their responsibilities within.
- To contact Children's Services in Social Care in order to discuss any uncertainty regarding the raising of a safeguarding alert or making a direct referral in relation to child protection issues.
- To ensure any incident or allegation highlighted in connection with a patient or family member and concerning child protection, is recorded appropriately and within confidentiality principles (i.e. accessible to all clinical staff only on a need to know basis and in consideration of the patients clinical care)
- To refer to Children's Services in Social Care and Health without delay, (using the attached Appendix A - Referral Process Flow Chart. All concerns regarding the safety and wellbeing of a child can be reported via the Dorset Children's

Safeguarding Board at <https://www.dorsetlscb.co.uk/>

- To inform the CQC of any incidents of abuse relating to the person using the services of Weldmar Hospicecare in relation to safeguarding children. The identity of the individuals being notified to CQC will be coded as required within CQC regulations.
- To inform CCG of any serious incidents in line with Safeguarding Standards.
- To contact Children's Services in Social Care and Health again within 3 working days if no response to a referral has been received from them and daily thereafter until a satisfactory response is received.

Relevant Clinical Governance Group/CGSG

- To ensure the implementation of this policy is monitored, reviewed and evaluated
- To ensure all employees have access to this policy by whatever means necessary, including access via the intranet.
- To ensure ongoing review of this policy

Staff Management/Human Resources Clinical Governance Group

- To ensure that all relevant post holders, e.g. paid staff and volunteers new to the organisation undergo a Disclosure and Barring Service (DBS) check in line with Weldmar Employment Policies
- To ensure that where staff members have been implicated as alleged perpetrators of abuse that correct disciplinary procedures and reporting have been followed and accused staff should be advised to contact his/her union or professional association.

Workforce Development and HR are responsible to:

- Ensure all employees, new and existing have access to this policy to support them in practice
- Ensure ongoing staff development and refresher training is provided to all key members of staff as required.
- Provide awareness and introduction to Safeguarding as part of Induction training for all new staff and volunteers

Line Managers are responsible:

- To ensure that any staff members employed to work directly with children on behalf Weldmar Hospicecare attend regular Safeguarding Children Awareness and Refresher training
- To use supervision and appraisal meetings to ensure relevant employees working directly with children have attended and understood the training offered in relation to Safeguarding Children.
- To inform the policy lead of further development/training needs of any supervisee who works directly with children with regard to Safeguarding Children.
- To ensure staff under their management understand issues of consent and

confidentiality and recognise the principle of sharing information on a 'need to know basis' only.

- To ensure that all concerns brought to their attention are responded to in line with this policy.

All other employees are responsible:

- To ensure that they attend training and refresher training appropriate to their role including annual Training Tracker module
- To ensure they read and understand the Charity's Safeguarding Children Policy
- To discuss with their line manager or a senior manager if they do not understand what is expected of them
- In liaison with a Senior Manager or most senior clinical lead, to undertake a risk assessment to identify the possibility of immediate harm being caused to a child and to contact Social Care and/or the Police without delay if an immediate risk to child safety is identified.
- To ensure that if they have cause to feel **any** suspicion or concern about a child with whom they have contact during their work that they raise this concern with their line manager or the most senior member of staff on duty/or the Child Protection Designated Person.
- **Not to** undertake an investigation. All incidents of suspected or actual harm of children must be reported to Dorset Local Authority Children's Services to investigate (as they hold the lead responsibility for doing so) or directly to the Police.
- To keep a careful note of the concern, identifying all that has happened, including a date, times and what was said by whom, ensuring the persons 'own words/language' used is recorded. This information may be needed later. The policy lead or their delegated colleagues (as above) should consider the appropriateness of 'full' incident details being recorded onto a patient's record. Where this is judged as not being appropriate, to ensure that such details are recorded using Word documentation and that this record is then kept securely with consideration to confidentiality issues. I.e. paper records may be held securely by the policy lead/delegate, until the document can be 'Password Protected' onto Crosscare (Patient Electronic Record Database). Once the details are securely documented onto the patient database any paper copies describing the incident should be destroyed in line with confidentiality.

Clinical Documentation

- Electronic database recording systems (including patient /clinical notes) will support staff recording of incidents or concerns relating to Safeguarding Children
- All concerns regarding the safety and welfare of a child **must be** recorded and all recording systems must ensure the safety, privacy and security of such information in accordance to the Data Protection Act 1984
- IT Support staff will respond to requests for support from staff to maintain safeguarding records of a confidential / sensitive nature as directed by the Policy Lead/Delegate

6. DISSEMINATION, IMPLEMENTATION & MONITORING COMPLIANCE

All employees will be advised to familiarise themselves with this policy and informed of its availability on Weldmar's Intranet. Line Managers must ensure that all staff who are unable to access the Intranet or who require this policy in other accessible formats are provided with a copy as part of their Induction Programme.

Safeguarding Children Awareness Training and Refresher training will be integral to the mandatory training programme for all staff. Any member of staff who is employed to work directly and specifically with children will be required to access higher level training predominantly provided by Dorset County Council Learning and Development Department.

7. RELATED POLICIES

Public Disclosure (Whistleblowing) Policy
Disciplinary/Grievance Procedure
Complaints Policy
Equality and Diversity
HR Policies
Safeguarding Adults Policy
Pan-Dorset Multi-Agency Safeguarding Policies and Procedures Manual

8. RELATED INFORMATION

DSCB Pan-Dorset Inter-Agency Safeguarding Procedures 2013
The Data Protection Act 1998
Health and Social Care Act 2008
CQC Essential Standards of Quality and Safety (Outcome 7, 20)

9. REFERENCES

www.doh.gov.uk
www.everychildmatters.gov.uk
The Children Act 2004
Multi Agency Safeguarding Hub (MASH) - MASH@dorsetcc.gov.uk

10. APPENDICES

Appendix A – Referral process flow chart

APPENDIX A

FLOWCHART FOR CHILDREN SAFEGUARDING REFERRALS

If you have a suspicion or concern about child abuse

Discuss with your Line Manager or Senior person on shift

OR

Go directly to Weldmar Children Safeguarding Leads to discuss your concerns/issues

Jo Jury Specialist Palliative Care Social Worker **01305 215300**

OR

Karen Leach Palliative Care Social Worker **01305 215300**

Whenever possible it is always good practice to let the child, family/carers know a referral is being made, however, this might not always be appropriate or possible depending on the allegation / abuse.

The children's Safeguarding team write to the parents / guardians to make them aware an alert has been raised and how they plan to take it forward, so wherever possible to ensure clear and transparent practice it would be, with the above caveats, good practice to let the family know what we are doing.

If unable to access any of the above contact Local Authority Children's Services (Social Care).

Details required include: Child's full name, Child's date of birth. Address and previous addresses where known

Details of parents/carers/significant others with date of birth where available.

To make a Child Safeguarding Enquiry, contact the Multi-Agency Safeguarding Hub (MASH) 01202 228866 OR Child Safeguarding Administrator at the Safeguarding Unit Tel no, 01305 224314 stating that you wish to make a "Child Protection Enquiry".

If there is an immediate risk of abuse to a child contact Local Authority Children's Services (Social Care) or the Police on

Police Emergency **999** Non-Emergency **101**

Social Service OOH Service - **Evenings and Weekends: 01202 657279**