



Safeguarding Children and Young People Policy

Date Policy last approved	Review frequency	Approving body	Date of next review	Responsible officer
November 2020	Annually	Board of Trustees	September 2021	Clinical Director

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The following Policy must be read in conjunction with the Procedures for Safeguarding Children and Young People.

1 Purpose

This policy and procedure to safeguard children sets out how Cruse is to ensure that staff, volunteers and service users know how to recognise signs of abuse and neglect and, where they do occur, that there is appropriate response to protect those affected from further harm. Robust safeguarding procedures make it more likely that abuse is detected and further incidents prevented.

Cruse Bereavement Care is fully committed to safeguarding the welfare of children and young people. Cruse recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and exploitation. Cruse acknowledges its duty to act appropriately to any allegations and reports of suspicions of abuse.

Cruse has internal procedures to make sure:

1. As far as possible, all staff and volunteers are fit to be in contact with children at risk.
2. All staff and volunteers know what to do when they are concerned about abuse or potential abuse of a child at risk.

2 Who is affected by this policy

This policy applies to all paid employees, seconded staff, trustees, volunteers, students, agency workers, contract, and unpaid staff working on behalf of Cruse in any capacity, whether they are providing, face to face, Email, telephone, online or other forms of Bereavement Support to children.

Where children and young people are referred to within this document this relates to persons who have not yet reached their eighteenth birthday.

3 Policy Statement

Government Guidance in the publication "Working Together to Safeguard Children" 2018 states:

"Safeguarding is everyone's responsibility"

Everyone who works with children - including teachers, GPs, nurses, midwives, health visitors, early years' professionals, youth workers, police, Accident and Emergency staff, pediatricians, voluntary and community workers and social workers - has a responsibility for keeping them safe.

No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies."

4 Principles

This policy is based on the following principles:

- The welfare of the child / young person is paramount
- All children and young people (including an unborn child) whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. This also includes the protection of children from female genital mutilation. see further information here <https://intranet.cruse.org.uk/node/900>
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- If a staff member or volunteer discloses a safeguarding matter perpetrated by another staff member or volunteer (referred to as whistleblowing), the identity of the reporting individual will be protected and confidential, until there is a statutory obligation to reveal their identity (e.g. in relation to a criminal offence being committed)
- All staff and volunteers have a responsibility to report any concerns to their Supervisor, Area / Branch Safeguarding Officer or the National Designated Lead for Safeguarding

5 Responsibilities:

Cruse Bereavement Care aims to safeguard children and young people by:

- **The Clinical Director** will ensure there is a named lead person to promote safeguarding awareness and practice within the organisation
- **The National Designated Lead for Safeguarding** will ensure that National Services e.g. Helpline, Hope Again etc. have a Safeguarding Officer who is appropriately experienced and trained, (minimum training being Cruse safeguarding module and briefing about understanding of role) and whose name is notified to and recorded by Network Support.
- **The National Designated Lead for Safeguarding** will ensure that clients, their relatives or informal carers have access to information about how to report concerns or allegations of abuse
- **The National Designated Lead for Safeguarding** will review this policy and its procedures annually
- All **managers** will ensure all staff and volunteers are aware of and abide by the procedures for Safeguarding Children and Young People
- **Hub Managers** will work with the National Designated Lead for Safeguarding to ensuring that all Areas have a Safeguarding Officer who is appropriately experienced and trained, (minimum training being Cruse safeguarding module and briefing regarding the role, delivered by NDLS) and whose name is notified to Network Support and recorded on CIS by the Area. (N.B. This may be the same person for both Vulnerable Adults and Children and Young People.)
- **Hub Managers/Volunteer and Training Coordinators** will ensure volunteers and employees access safeguarding training prior to supporting client and safeguarding training is accessed annually via Webinar/E Learning
- **Hub Managers/Volunteer and Training Coordinator Co-ordinators** will ensure staff and volunteers have support and supervision when dealing with or following a safeguarding matter
- **Safeguarding Officers** will ensure safeguarding concerns are documented as stated in the recording allegations and concerns guidance on CIS and must include decisions made and by whom
- All **volunteers and staff** to respond to allegations of abuse, including those made against staff and volunteers

- All **volunteers and staff** will ensure that disclosures of non-recent abuse are dealt with appropriately
- All **volunteers and staff** will ensure sharing information across professional boundaries and with agencies that need to know
- All **volunteers and staff** will follow the procedures for the recruitment and selection of staff and volunteers

6 Safeguarding Audit and Monitoring:

- **Hub Managers will supervise Training and Volunteer Coordinators** to audit and monitor compliance with training requirements Refer to the safeguarding training table, for safeguarding training requirements
- **Hub Managers will work with the National Designated Lead for Safeguarding** to carry out audit to ensure Local Safeguarding Officers are in place across the network.
- **National Designated Lead for Safeguarding** to monitor and carry out training compliance for Hub Managers and Operational Leads
- **National Designated Lead for Safeguarding** will audit adherence to safeguarding processes for quality assurance
- **Clinical Director** will monitor and audit Safeguarding training requirements or National Designated Lead for Safeguarding

7 NOTIFICATION OF SUSPICION OF ABUSE

All Projects, Areas, Regions and Nations are required to have a named Safeguarding Officer (SGO) who is appropriately experienced and trained. (N.B. This may be the same person for both Vulnerable Adults and Children and Young People.) The contact details of the local safeguarding contact and named officer (SGO) should be available to all bereavement volunteers, staff, administrative volunteers, supervisors and management volunteers;

The Charity Commission is the regulator of charities in England and Wales and maintain the charity register. The Charity Commission strategy for dealing with safeguarding issues in charities can be found here;

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

Where Regions are referred to within this document, this also relates to Hubs. Where Hubs Managers are referred to, this relates to RGSOs.