

WILLEN HOSPICE

CL006 Safeguarding Children Policy & Procedure



Willen Hospice
always there to care

Approved By	Senior Management Team
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Author(s) & Role(s)	Sue Whear: Patient & Family Services Manager
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Amendment History

Version	Date	Amended by	Reason
04	January 2016	Sue Whear	3 year review
03	January 2013	Sue Whear	3 year review

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For the purposes of this document the term 'the Hospice' relates to Willen Hospice and Willen Hospice Ventures and the term 'staff' relates to employees, bank & agency staff and volunteers.

Policy Statement

The policy applies to all staff including Senior Managers, Council of Management, employed staff, volunteers, bank staff, agency staff, students or anyone working on behalf of Willen Hospice.

The purpose of the policy is:

- To protect children and young people who receive Willen Hospice Services, visit the Hospice or attend a Willen Hospice event.
- To provide staff and volunteers with the overarching principles that guide Willen Hospice's approach to safeguarding.

Willen Hospice believes 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 we are committed to practice in a way that protects them.

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of abuse or harm.

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

Responsibility/Accountability

Ultimate Responsibility: The Registered Manager

First Line Responsibility: Patient & Family Services Manager to ensure the policy & procedure is kept up to date with current legislation

All Department Heads – to ensure their teams are familiar with and adhere to the policy

Audit Committee

Additional Responsibility: All staff and volunteers ensuring that the policy & procedure is followed in all instances where there is a safeguarding children or child protection concern.

Introduction

The Local Safeguarding Children's Board is the key statutory mechanism for agreeing locally how relevant organisations will cooperate to safeguard and promote the welfare of children and for ensuring the effectiveness of what they do.

Children are defined as anyone who has not yet reached their 18th birthday.

1.0 Definition of Abuse

- Observed – the abuse has been witnessed directly
- Disclosed – a child or young person says they are being or have been abused
- Suspected – there are indicators that abuse is happening but it has not been witnessed or disclosed

2.0 Staff and Volunteer Awareness of Abuse

All Willen Hospice staff and volunteers, in whatever area they are working, must be aware of their responsibilities for safeguarding and promoting the welfare of children and young people and must be aware of the procedure for reporting safeguarding concerns.

Staff and volunteers who observe or suspect abuse or have abuse disclosed to them must:-

- Be aware of the procedure for reporting.
- Keep accurate records of the incident, noting any injuries, anything said by or to the child or young person and the reasons for the concern.

3.0 Safeguarding Children Training

The Working Together (2015) document states that health organisations are responsible for ensuring their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children. It is considered good practice that all staff and volunteers have basic safeguarding children awareness training when they take up post and attend a refresher training every 3 years. Training is provided by the Hospice.

4.0 Confidentiality

In order to protect and safeguard a child it may be necessary to share information that in other circumstances would be regarded as confidential. Children and young people must be advised as soon as is practically possible that the information they are disclosing or what has been witnessed will be reported. This overrides The Data Protection Act.

5.0 Procedure

If you, as a member of staff or volunteer, have a concern that a child may be at risk of abuse you should act as follows:

- If there is evidence that the child appears to be in immediate danger, ring 999 for the Police, Ambulance or Fire and Rescue Service. Then immediately inform your line manager and the Patient & Family Services Manager or Young People's Support Worker. If they are unavailable the Director of Nursing must be informed.
- In all other circumstances of suspected or disclosed abuse or for safeguarding concerns contact your line manager and the Patient & Family Services Manager or the Young People's Support Worker as soon as possible.

The Patient & Family Services Manager or the Young People's Support Worker will then discuss the concerns with the MASH Team (Multi Agency Safeguarding Hub) at Milton Keynes Council.

- If it is out-of-hours contact the senior nurse on duty as soon as possible to discuss your concerns. They in turn will inform the on-call manager. The on-call manager will then discuss the concerns with the Emergency Duty Team at Milton Keynes Council.
- If an allegation is made against a member of Willen Hospice staff, or a Hospice volunteer, the Chief Executive or Director of Nursing must be informed.
- Reports must be clear and accurate record of the incident or concern, including any injuries noted and anything said by the child or relevant adult. There must be clear differentiation between fact and opinion. The record needs to be signed, with job role and dated. It must then be passed to the Patient & Family Services Manager as soon as possible.
- The Patient & Family Services Manager will keep a record as to what action, or that no further action is to be taken and the reasons why.
- If a concern occurs and the child lives outside the Milton Keynes area, it must be reported to Children's Services local to that area.

- Never delay emergency action to protect a child.

Contact Numbers for:

MASH Team (Multi Agency Safeguarding Hub) at Milton Keynes Council
Children's Services Tel: 01908 253169/70

Emergency Duty Team Tel: 01908 265545.

Further information can be obtained from Milton Keynes Safeguarding
Children's Board

<http://www.milton-keynes.gov.uk/social-care-and-health/children/safeguarding-children>

6.0 Extremism and Radicalisation

- Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social condition, institutions or habits of the mind.
- Extremism is defined as the holding of extreme political or religious views.

Terrorism remains a real threat and we need to remain alert and aware at all times. If you are unsure about a child's behaviour, changing behaviour or you are concerned about a child who you think maybe vulnerable to being drawn into extremist activity, report your concern to Patient & Family Services Manager or Young People's Support Worker who will contact the Counter Terrorism Unit. Alternatively you can contact them directly by calling the confidential Anti-terrorist Hotline 0800 789321

7.0 The Involvement of Children and Young People in Willen Hospice Information and Promotional Material

To ensure the privacy and safety of children known to the Hospice is safeguarded, the following code of practice must be followed:

- Only first names can be used in any outlet. If a first name is used, there should be no accompanying photograph. If a photograph of a child is displayed, no name must be attached.
- Obtain the child's permission to use their image
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Address the use of images of children on the organisations website. To be aware that images accompanied by personal information

could be used by an individual to learn more about a child prior to grooming for abuse.

- Have clear written expectations of professional photographers or the press who are invited to a Hospice event, making clear the organisations expectations of them in relation to child protection.
- No unsupervised access to children by a photographer
- It will be assumed that someone with parental responsibility has given permission for photographs to be taken of children at hospice events and that child's image can be used in any outlet in the future, e.g. leaflets, videos, websites, display stands etc unless specified otherwise by the parent or guardian.

This is documented on the advertising of events in order to make people aware.

8.0 Audit

Compliance with this policy and procedure will be monitored according to the audit calendar.

9.0 Statutory Requirements/Related Acts

- Working Together 2015
- Milton Keynes Safeguarding Children and Adults Corporate Policy Statement 2014
- Childrens Act 1989 and 2004
- Childcare Act 2006
- Data protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012

10.0 References

- What to do if you are worried a Child is Being Abused 2015
- United Convention of the Rights of the Child 1991
- PREVENT: UK Counter Terrorism Strategy (Contest) HM Government 2011