



# SAFEGUARDING CHILDREN POLICY

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## **1. Safeguarding in Beyond the Horizon Charity**

This document outlines Beyond the Horizon Charity policy for Safeguarding the children and young people who use our service. Beyond the Horizon Charity exists 'to provide time and space for children, young people and families whose lives have been affected by loss, bereavement or emotional well-being. Working within and through their grief we will help them to renew hope for a healthy future'.

The purpose of this policy is:

- To protect children and young people who receive Beyond the Horizon Charity's services from harm. This includes the children of adults who use our services
- To 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.

We want to promote the safety and well-being of each child and young person in order that they have the best possible outcomes in all aspects of their lives. We want children and young people to receive a quality service so are committed to their protection, the prevention of harm, the promotion of their physical and mental well-being and development, and their opportunity to experience optimum life chances.

This policy applies to anyone working on behalf of Beyond the Horizon Charity, including the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

We recognise that:

- 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 is essential in promoting young people's welfare.

## **2. Safeguarding Principles**

This policy is based on principles which underpin our commitment to Safeguarding.

- The safety and well-being of children and young people is paramount
- Children and young people have a right to protection from neglect, abuse and exploitation
- Children and young people have the right to be protected from discrimination and to be valued as individuals

- Safeguarding is everyone's responsibility
- Safeguarding will be included as an agenda item at every Trustee meeting
- All BTHC Team Members will undergo an enhanced DBS check and their Right to work in the UK verified.
- All BTHC Team Members sign a Childcare Disqualification Declaration

Beyond the Horizon Charity and its Trustees are therefore committed to children and young peoples' well-being and safety and will seek to involve children and young people in the safeguarding process, including recruitment and selection. We are committed to the safe recruitment of staff and volunteers and to supporting them in their safeguarding responsibilities.

Beyond the Horizon Charity is also committed to being a learning organisation, able to learn from experience, including safeguarding incidents, as a means to improve safety for children and young people.

### **3. Scope of the Policy**

Safeguarding is the responsibility of everyone in the organisation and there is no trustee, staff member or volunteer who falls outside the scope of this policy. In whatever role, in whatever actions taken, in whatever decisions made each person has the responsibility to make safeguarding their priority.

This priority will also be reflected in Beyond the Horizon Charity's governance and organisational structure, in our strategy and plans, our decision-making processes and our priorities. It will be embodied in our policies and procedures, our professional and work practice and in our direct work with children and young people.

This safeguarding priority will also be reflected in our partnership arrangements and in our work with other organisations and agencies.

Beyond the Horizon Charity understands safeguarding to include, but not be limited to, Child Protection. The scope of this safeguarding policy includes:

Child Protection

The safe recruitment of staff and volunteers

Staff and volunteer supervision, appraisal, learning and development  
Performance management  
Equality of opportunity in employment and service delivery  
Valuing diversity  
The personal conduct and professional actions of staff and volunteers  
Allegations against staff and volunteers  
Listening to the voice of children and young people, and a culture of participation and respect  
Anti-bullying  
Complaints from children and young people, adult service users and volunteers  
Whistle blowing by staff and volunteers  
Health and Safety responsibilities  
Quality Assurance  
Risk Management

We recognise that all policies may have a safeguarding impact, and all contribute to the safeguarding of children and young people.

This policy applies to the whole of our service delivery and its associated activities.

#### **4. Roles and accountabilities**

While recognising that Safeguarding is everyone's responsibility, specific roles have particular responsibilities and accountabilities. In order to develop and maintain a culture of safeguarding in Beyond the Horizon Charity we acknowledge that it is essential that the Trustees and Chief Executive Officer of the organisation give strong leadership and ensure that all staff and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting children and young people's welfare.

##### *Trustees*

The Trustees are accountable for all aspects of the organisation, including safeguarding. Safeguarding will be included as an Agenda item at every Trustee Meeting. The Trustees are responsible for ensuring that the organisation complies with all legal requirements and the implementation of good practice. This responsibility is delegated to the Chief Executive. The Trustees will receive a safeguarding report at each Trustee meeting.

##### *Chief Executive*

The Chief Executive is responsible for giving leadership in a safeguarding organisational culture and is accountable to the Trustees for the organisation's safeguarding of children and young people who use our service. The CEO is the Designated Safeguarding Lead for safeguarding and for child protection. This role includes accountability for safeguarding policy and practice and for the operational responsibility to safeguard and promote the welfare of children and young people.

#### *Employees and volunteers*

All Beyond the Horizon Charity employees and volunteers are responsible for safeguarding children and young people by operating within the principles, policies, standards and procedures of the organisation in all aspects of their work.

Beyond the Horizon Charity's Child Protection Policy and Procedure provides clear guidance on how staff and volunteers should respond when they have concerns regarding a child's safety or wellbeing.

As an employer, Beyond the Horizon Charity has responsibility for safe recruitment of staff and volunteers, and for ensuring that they are skilled and competent to safeguard children and young people and to recognise and respond to safeguarding concerns.

#### **DESIGNATED SAFEGUARDING LEAD CONTACT DETAILS:**

**In the first instance: Jenny Graham – CEO, 07906621345 or 0121 444 5454 or 07752075703.**

Ruth Wilton – Therapy Services Manager – 07934167657 or 0121 444 5454

Ayesha Banks – Parent Project Manager – 07593584064 or 0121 444 5454

Alan Clee – Chair of Trustees – 0121 444 4480

### **5. Safeguarding structures**

In order to embed a safeguarding culture in the organisation, Beyond the Horizon Charity recognises the importance of organisational structures which reflect the paramount welfare of children and the responsibility to safeguard and promote their welfare. These structures may be part of the line of management and accountability in relation to employee/volunteer roles.

Beyond the Horizon Charity Trustees and CEO undertake key safeguarding responsibilities as follows:

- To promote a safeguarding culture in Beyond the Horizon Charity
- To monitor the integration of safeguarding in organisational strategy, plans and

decision making structures

- To monitor and review safeguarding policies and procedures
- To monitor and review safeguarding incidents
- To ensure that learning from safeguarding incidents results in safer practice.

Line management structures, including supervision and appraisal, will support staff and volunteers in their safeguarding responsibilities. Staff learning and competence will be promoted and monitored by line managers.

## **6. Training**

All staff, volunteers and Trustees will undertake Safeguarding and Child Protection training in accordance with their roles and responsibilities.

Trustees and those with no client contact: Induction safeguarding training, guided through Beyond the Horizon Charity's policy and reporting procedures. Refreshed every 2 years.

All staff and volunteers with direct client contact: Induction safeguarding training, guided through Beyond the Horizon Charity's policy and reporting procedures **and** minimum Level 2 Safeguarding and Child Protection Training. Refreshed every 2 years.

Designated Safeguarding Leads: As above **and** Level 3 Safeguarding and Child Protection Training or Designated Safeguarding Lead training. Refreshed every 2 years.

Any updates to Beyond the Horizon Charity policy or procedures will be communicated through management supervision, team meetings and via email.

## **7. Supervision**

In addition to reporting any Safeguarding concern to the charity's Designated Safeguarding Lead, it should also be discussed:

- During Management Supervision
- During Clinical Supervision

Safeguarding will also be an agenda item at each Trustee meeting.

## **8. Legal Framework and Guidance**

This policy is based on key legislation and guidance including:

- Children Act 1989
- Children Act 2004
- Childcare Act 2006 (EYFS Statutory Framework)
- Children and Families Act 2014

- Keeping Children Safe in Education 2023
- Domestic Abuse Act 2021
- Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of the Child
- Counter Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003

Guidance informing this Policy includes:

- Working Together to Safeguard Children 2023 – A guide to multi-agency working to help, protect and promote the welfare of children
- What to do if you are worried a child is being abused, DfE, March 2015
- Information Sharing, - Advice for practitioners providing safeguarding services to children, young people, parents and carers, May 2024
- Safeguarding Children and Safer Recruitment in Education Guidance 2011
- Guidance for safer working practice for those working with children and young people in education settings, May 2019
- NSPCC, Definitions and Signs of Child Abuse, July 2020.
- The Prevent Duty Guidance: England and Wales (2023)
- Right Help, Right Time - Delivering effective support for children and families in Birmingham, version 5, Dec 2021.
- Sexual Violence and Sexual Harassment between children in schools and colleges, Sept 2021.
- After-school clubs, community activities, and tuition – Safeguarding guidance for providers, Sept 2023.
- Safeguarding and protecting people for charities and trustees - Charity Commission for England and Wales, June 2022.
- National Police Chiefs Council – When to call the police, Guidance for schools and colleges
- Sexual Offences Act 2003 - The Sexual Offences Act introduced a number of new offences concerning adults at risk and children. [legislation.gov.uk](http://legislation.gov.uk)
- Mental Capacity Act 2005 - Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and should be the least restrictive intervention. [legislation.gov.uk](http://legislation.gov.uk)
- Safeguarding Vulnerable Groups Act 2006 - Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo



an advanced vetting process with criminal sanctions for non-compliance. [legislation.gov.uk](http://legislation.gov.uk)

- Deprivation of Liberty Safeguards - Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made or their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm. [scie.org.uk](http://scie.org.uk)
- Disclosure & Barring Service 2013 - Criminal record checks: guidance for employers – How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)
- The Care Act 2014 – statutory guidance - The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing. [www.gov.uk/](http://www.gov.uk/)
- Making Safeguarding Personal Guide 2014 - This guide is intended to support councils and their partners to develop outcome-focused, person-centered safeguarding practice. [www.local.gov.uk](http://www.local.gov.uk)
- Equalities Act 2010
- The Crime and Disorder Act 1998
- The Police Act 1997
- Human Rights Act 1998
- GDPR and the Data Protection Act 2018
- Counter Terrorism and Security Act 2015 also WRAP (Working to Raise Awareness of Prevent)
- The Code of Fundraising Practice 2019
- Persons in a Position of Trust (PiPoT)

## **9. Associated Safeguarding Policies and Procedures**

This Safeguarding Policy outlines the overarching principles of Beyond the Horizon Charity's commitment to safeguarding. This commitment is worked out through a range of policies and procedures.

This Policy should be read in conjunction with Beyond the Horizon Charity's:

- Child Protection Policy and Procedure
- Beyond the Horizon Code of Conduct
- Lone Working Policy and Lone Working Procedure
- Recruitment Policy
- Whistleblowing Policy
- Complaints Policy and Procedure
- Health and Safety Policy
- Quality Assurance
- Risk Assessments
- Case recording
- Process for Recording Safeguarding Concerns
- Data protection policy
- Document retention and Disposal Policies
- Guidance for Online Working, Guidance for Parents, and School Guidance for Schools and consent

However, this safeguarding policy acts as an umbrella policy for all policies and procedures with a safeguarding impact.

## **10. Policy Review**

This policy will be reviewed annually by the Trustees and CEO and will be updated and amended in the light of emerging legislation, guidance and best practice.

Beyond the Horizon Charity is committed to monitoring the implementation of this policy in order to fulfil its responsibility to safeguard and promote the welfare of children and young people.

It should be noted that whilst every attempt has been made to quote the correct statute and/or legislation, you should be aware that we may not have checked the current status of the statute/legislation quoted in this document and subsequent changes may also have been legislated. Consequently, you may wish to make your own checks, if you have any case of doubt or difficulty.