

# Safeguarding Children Policy

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<b>01</b>	<b>September 2024</b>	<b>Lisa Hemingway</b>				
<b>02</b>	<b>24.9.2024</b>	<b>Tanya Murphy</b>	<b>August 2023</b>	<b>Trustees</b>	<b>1.10.2024</b>	<b>1.10.2025</b>

## **1.0 Introduction**

- 1.1 Although Happydays UK's aims and purpose are helping homeless and vulnerable adults, it also has a responsibility to protect and safeguard the welfare of all children and young people who interact with the Charity's services.
- 1.2 Happydays UK believes that every child has the right to live free from abuse, neglect, and exploitation. The Charity supports and empowers people who are homeless or in crisis to live independent and purposeful lives. This policy outlines the Charity's approach to safeguarding children and its commitment to promoting a safe environment for all.
- 1.3 This policy provides staff and volunteers with clear guidance on how Happydays UK manages child safeguarding concerns, including the procedures for reporting, direction on whether the safeguarding threshold is met and up to date contact details for the Head of Safeguarding who is also as appointed as the Child Protection Lead.
- 1.4 This policy demonstrates the commitment of Happydays UK to keeping children safe.
- 1.5 Safeguarding is everyone's responsibility. All staff have a responsibility to recognise, respond to and raise any concerns about possible abuse or neglect relating to children.
- 1.6 This policy applies to all staff, including paid staff, trustees, volunteers, sessional workers, temporary workers, agency staff, students and anyone working or volunteering on behalf of Happydays UK and is in place to enable the Charity to promote good practice and work in a way that can prevent harm, abuse and coercion.
- 1.7 The Charity will ensure that any allegations of abuse or suspicions are dealt with appropriately and the child experiencing abuse is supported.
- 1.8 Failure to comply with this policy could lead to disciplinary action, which could potentially include dismissal for breach of this policy or legal or ethical standards.
- 1.9 It is recognised that the Complex Lives Walk In Service is mainly used by single adults. As part

of Happy Days UK's commitment to child protection, families with children are not encouraged to use the service however where families present in crisis with children attempts are made to encourage the use of a small support room whilst support and/or food is provided.

## **2.0 Roles and Responsibilities**

### **2.1 All staff and volunteers must:**

- 2.1.1 Adhere to this policy,
- 2.1.2 Participate in training,
- 2.1.3 Report safeguarding concerns promptly both internally and to the relevant local authority.

### **2.2 Service Managers are responsible for:**

- 2.2.1 Implementing and overseeing this policy,
- 2.2.2 Ensuring that all staff and volunteers are trained and aware of their responsibilities.

### **2.3 Head of Safeguarding / Child Protection Lead is responsible for:**

- 2.3.1 Providing guidance to staff regarding safeguarding thresholds,
- 2.3.2 Ensuring that concerns are acted on, clearly recorded and referred appropriately,
- 2.3.3 Following up any referrals and ensuring the issues have been addressed,
- 2.3.4 Ensuring that staff and volunteers working directly or indirectly with children who have experienced abuse or who are experiencing abuse, are well supported and receive appropriate supervision, and access to further support if required,
- 2.3.5 Reviewing incidents across each service collectively and providing recommendations to the Executive Team and Board of Trustees to reduce risk and increase safeguarding measures.
- 2.3.6 Carrying out regular audits of the procedure to ensure it is being followed correctly.
- 2.3.7 Carrying out monthly audits of the 'Accident and Incident Report'.

2.4 **CEO** is responsible for:

- 2.4.1 The overall implementation of this policy,
- 2.4.2 Carrying out safeguarding supervision to the Head of Safeguarding.

2.5 See Appendix 1 for current Head of Safeguarding.

### **3.0 Child Safeguarding**

3.1 The aims of child safeguarding under the Government guidance 'Working Together to Safeguard Children 2023' are both reactive and proactive as follows:

- 3.1.1 Protecting children from maltreatment, whether that is within or outside the home, including online.
- 3.1.2 Preventing impairment of children's mental and physical health or development.
- 3.1.3 Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- 3.1.4 Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children.
- 3.1.5 Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

### **3.2 The Safeguarding Criteria**

3.2.1 The duty to safeguard and 'Raise a Safeguarding Concern' with the relevant local authority applies when all the following criteria is met:

- 3.2.1.1 A child is suffering from or is likely to suffer significant harm.

3.2.2 Note: A child is a person under the age of 18. For concerns relating an adult over the age of 18, please see the Safeguarding Vulnerable Adults Policy.

3.3 Happy Days UK is committed to ensuring that all staff, trustees, and volunteers undertake training to gain a basic awareness of **signs and symptoms of abuse**. All employees and

volunteers will complete safeguarding training as part of their induction and then every year after to keep the most up to date knowledge.

**3.4 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.** Abuse may be described as an act, or failure to act, by the person responsible for the care of the child; abuse may involve cruelty, exploitation or neglect. There are four main types of abuse;

3.4.1 Physical injury: inflicting harm, or failing to prevent harm, to a child, or failure to prevent physical injury, or suffering, to a child, including deliberately causing ill health, poisoning, suffocation and Munchausen's syndrome by proxy.

3.4.2 Neglect: the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, including failure to provide adequate food, shelter or clothing resulting in the significant impairment of the child's health or development, including non-organic failure to thrive. Also includes neglect or failure to respond to a child's basic emotional needs.

3.4.3 Emotional abuse: actual, or likely, severe adverse effect on the emotional and behavioural development of the child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used where it is the sole or main form of abuse.

3.4.4 Sexual abuse: involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts, it may also include involving children in looking at, or production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

## **4.0 Happydays UK Commitment**

### **4.1 Protection:**

- 4.1.1 To take all necessary measures to protect children from abuse, neglect, and exploitation,
- 4.1.2 To identify risks, intervene appropriately, and work with relevant authorities, when necessary,
- 4.1.3 To manage our services in a way which promotes safety and prevents abuse,
- 4.1.4 To recruit staff and volunteers safely, ensuring all necessary checks are made in line with the Safer Recruitment Policy.

### **4.3 Prevention:**

- 4.3.1 To be dedicated to preventing abuse and neglect by fostering a culture of openness, respect, and accountability,
- 4.3.2 To provide effective management for staff and volunteers through supervision, support and training,
- 4.3.3 To ensure that all management, staff, volunteers, residents, service members and carers/families are familiar with this policy and procedures,
- 4.3.4 To endeavor to keep up to date with national developments relating to preventing abuse and the welfare of children.

### **4.4 Partnership:**

- 4.4.1 To collaborate with other organisations, communities, and professionals to ensure a coordinated and effective response to safeguarding concerns,
- 4.4.2 To invest in the importance of sharing information and resources to enhance the safety and well-being of children at risk,
- 4.4.3 To work within the framework of the Calderdale and Kirklees Safeguarding Children Board Policy and Procedures.

### **4.5 Transparency:**

- 4.5.1 To be transparent in all safeguarding practices and to ensure regular review,
- 4.5.2 To handle all safeguarding concerns with confidentiality and sensitivity, ensuring that all actions are guided by the best interests of the individuals involved.

## 5.0 Responding to Abuse

- 5.1 Happydays UK recognises that it has a duty to act on reports or suspicions of abuse or neglect.
- 5.2 How to respond to an allegation of abuse:
  - 5.2.1 Reassure the person concerned,
  - 5.2.2 Listen to what they are saying,
  - 5.2.3 Record what has been said/witnessed as soon as possible by completing the Accident and Incident Report on CDP Soft,
  - 5.2.4 Remain calm and do not show shock or disbelief,
  - 5.2.5 Assure them that the information will be treated seriously,
  - 5.2.6 Don't start to investigate or ask detailed or probing questions,
  - 5.2.7 Don't promise to keep it a secret.
- 5.3 If abuse is witnessed or has just taken place the priorities will be to:
  - 5.3.1 Call an ambulance if required,
  - 5.3.2 Call the police if a crime has been committed,
  - 5.3.3 Preserve evidence,
  - 5.3.4 Keep staff, volunteers and service members safe,
  - 5.3.5 Inform The Head of Safeguarding.
  - 5.3.6 Record what has been witnessed as soon as it is safe to do so by completing the Accident and Incident Report on CDP Soft.
- 5.4 All situations of abuse or alleged abuse **must** be discussed with the Head of Safeguarding and should be logged on to CPD Soft by completing the Accident and Incident Report under the relevant service.
- 5.5 If a volunteer or employee feels that they are unable to raise their concerns with the Head of Safeguarding for their service, or the Head of Safeguarding is implicated in the abuse, the concerns should be raised with the CEO or a member of the Board of Trustees
- 5.6 To raise a safeguarding concern with **Calderdale Council**:

- 5.6.1 Complete the form [CSC-and-EI-Referral-Form-Aug-2022.docx \(live.com\)](#)
- 5.6.2 Return the form to [mastadmin@calderdale.gov.uk](mailto:mastadmin@calderdale.gov.uk) via secure email using Zivver as soon as safe to do so and no later than the end of the business day,
- 5.6.3 For enquiries about safeguarding concerns contact *Multi Agency Screening Team (MAST)* on 01422 393 336 Monday-Friday 9am-5pm,
- 5.6.4 Outside of these hours and if your query is urgent, contact *Emergency Duty Team* on 01422 288 000,

5.7 To raise a safeguarding concern with **Kirklees Council**:

- 5.7.1 Call the Children's Service Duty & Advice Team on 01484 414960 (24 hours).  
This number is to be used by professionals only.

## **6.0 Managing Allegation Made Against Staff (including Volunteers)**

- 6.1 Happydays UK will ensure that any allegations made against staff will be dealt with swiftly.
- 6.2 Where a member of staff is thought to have committed a criminal offence the police will be informed.
- 6.3 Where a crime has been witnessed the police must be contacted immediately.
- 6.4 The safety of the individual(s) concerned is paramount.
- 6.5 A risk assessment must be undertaken immediately to assess the level of risk to all service members posed by the person alleged to have caused harm. This will include whether it is safe for the person accused to continue in their role or any other role within the Charity whilst the investigation is undertaken.
- 6.6 The Head of Safeguarding will liaise with Calderdale Council Safeguarding directly to discuss the best course of action and to ensure that the Charity's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.



- 6.7 Happydays UK has a Whistle-Blowing Policy and staff are aware of this policy. Staff will be supported to use this policy if required.

## 7.0 Recording and Managing Information

- 7.1 Happydays UK is committed to maintaining confidentiality wherever possible and information around Safeguarding Children, issues should be shared only with those who need to know.
- 7.2 Effective sharing of information between practitioners, organisations and local authorities is essential for early identification of need, assessment and service provision and must be done so at the earliest opportunity.
- 7.3 Not sharing information in a timely manner can have serious consequences for the safety and wellbeing of children.
- 7.4 Any information shared will be recorded under the client's profile on CDP Soft and will include rationale for sharing information.
- 7.5 The Data Protection Act 2018 and UK General Data Protection Regulation are not barriers to sharing information but provide a framework to ensure that personal information is shared appropriately. Happydays UK is committed to adhering to this framework and any personal data will be kept secure, only assessable by the approved employees with appropriate permissions.
- 7.6 Recording of **Concerns**:
- 7.6.1 Where there is a concern that does *not* meet the Safeguarding criteria, this should be recorded on CDP Soft under the client's profile under an event called 'Concern: Child', choosing the appropriate subcategory,
- 7.6.2 If this concern is following an accident or incident, then the Accident and Incident Report under the service should also be completed and linked to the event,
- 7.6.3 Any steps that have been taken to mitigate the risk should be clearly recorded under events using the appropriate event type,

- 7.6.4 Service Managers should run a report monthly to look for repeat incidents or patterns as this may amount to abuse or neglect and should be reported to the Local Authority.

## **7.7 Raising a Safeguarding Concern:**

- 7.7.1 Where there is a concern that meets the Safeguarding criteria an Accident and Incident report must be opened and details so far must be completed, including completing the Child Safeguarding section under the relevant service,
- 7.7.2 A copy of this form should be saved on CDP Soft under the client's profile (or that of the parent/carer) linked to an event called 'Raised a Safeguarding – Child' and 'Safeguarding Open',
- 7.7.3 Only once the Safeguarding Children Board has advised that this safeguarding concern is closed should the now fully completed report be saved again to the client's profile linked to an event called 'Safeguarding Closed'.

- 7.8 All information recorded must adhere to the highest standards of accuracy and objectivity.

- 7.9 It is imperative that records are factual, free from bias, and presented in a professional manner.

- 7.10 Effective documentation should clearly and concisely reflect the true nature of events, ensuring reliability and trustworthiness.

## **8.0 Early Help Pathway**

- 8.1 The Early Help Pathway aims to give children and families having trouble at any point in their lives help, as early as possible. Effective early help works to:

- 8.1.1 Stop problems before they happen.
- 8.1.2 Stop current problems getting worse.
- 8.1.3 Nurture personal strengths and skills that prepare children to live a larger life.,
- 8.1.4 Build resilience in families to access support when they need it.
- 8.1.5 Guidance and referral form can be found here [Early Help Pathway | Calderdale Council](#)

- 8.2 Information on the **Kirklees Early Support Partnership** can be found at [Early Support - The Kirklees Early Support Partnership - KSCP \(kirkleessafeguardingchildren.co.uk\)](http://Early Support - The Kirklees Early Support Partnership - KSCP (kirkleessafeguardingchildren.co.uk))

## **9.0 Concerns about an adult working with children.**

- 9.1 A LADO referral should take place where you have concerns regarding staff and volunteers who have contact with children and young people in their work or activities and should apply in all situations where it is alleged that a person has:

9.1.1 Behaved or may have behaved in a way that indicates they may pose a risk of harm to children.

9.1.2 Possibly committed a criminal offence against or related to a child.

9.1.3 Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

9.1.4 Behaved or may have behaved in a way that may indicate they are not suitable to work with children.

- 9.2 The LADO referral form for Calderdale can be found here [LADO-Referral-Form.doc \(live.com\)](http://LADO-Referral-Form.doc (live.com))

9.2.1 When completed this should be sent to [lodoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk)

9.2.2 For further queries please contact 01422 394055

- 9.3 The LADO referral form for Kirklees can be found here [Local Authority Designated Officer \(LADO\) | Kirklees Council](http://Local Authority Designated Officer (LADO) | Kirklees Council)

9.3.1 When completed this should be sent to [LADO.cases@kirklees.gov.uk](mailto:LADO.cases@kirklees.gov.uk)

9.3.2 For further queries please contact 01484 221126

## **10 Safeguarding Code of Practice for all Staff, Trustees and Volunteers**

- 10.1 To ensure the highest standards of integrity all staff, trustees and volunteers should demonstrate appropriate behavior in all work with children at risk.
- 10.2 All staff, trustees and volunteers within the Charity must comply with the provisions of this Code of Practice.
- 10.3 All relationships between staff, trustees and volunteers and children at risk should be based on trust, honesty and respect.
- 10.4 All staff, trustees and volunteers should act as responsible adults in all their work or contact with children at risk.
- 10.5 If any staff member, trustee or volunteer is uncertain about any safeguarding situation, advice should be obtained in the first instance from the Head of Safeguarding.
- 10.6 Staff should not lone work with children without a parent or carer present. In rare circumstances where that's not possible then as a minimum there should be 2 DBS-checked members of staff/volunteers, but ideally the member of staff would contact someone with an enhanced child DBS for support.
- 10.7 In our commitment to safeguarding children, we uphold the highest standards of conduct, communication, and behaviour. All individuals involved in working with children are expected to adhere to the following principles:
- 10.6.1. Conduct: All interactions with children must be conducted with respect, kindness, and professionalism. Physical contact should be appropriate and in accordance with established guidelines. Any behaviour that could be perceived as harmful, inappropriate, or exploitative is strictly prohibited.

10.6.2. Use of Language: Language used when interacting with children should always be positive, respectful, and supportive. Derogatory, inflammatory, or otherwise inappropriate language is unacceptable.

10.6.3. Role Modelling: Adults are expected to act as positive role models in all interactions. This includes demonstrating respectful behavior, honesty, and integrity. Our actions should reflect the values we seek to instill in the children we come into contact with.

## 11 Happydays UK Safeguarding Procedure

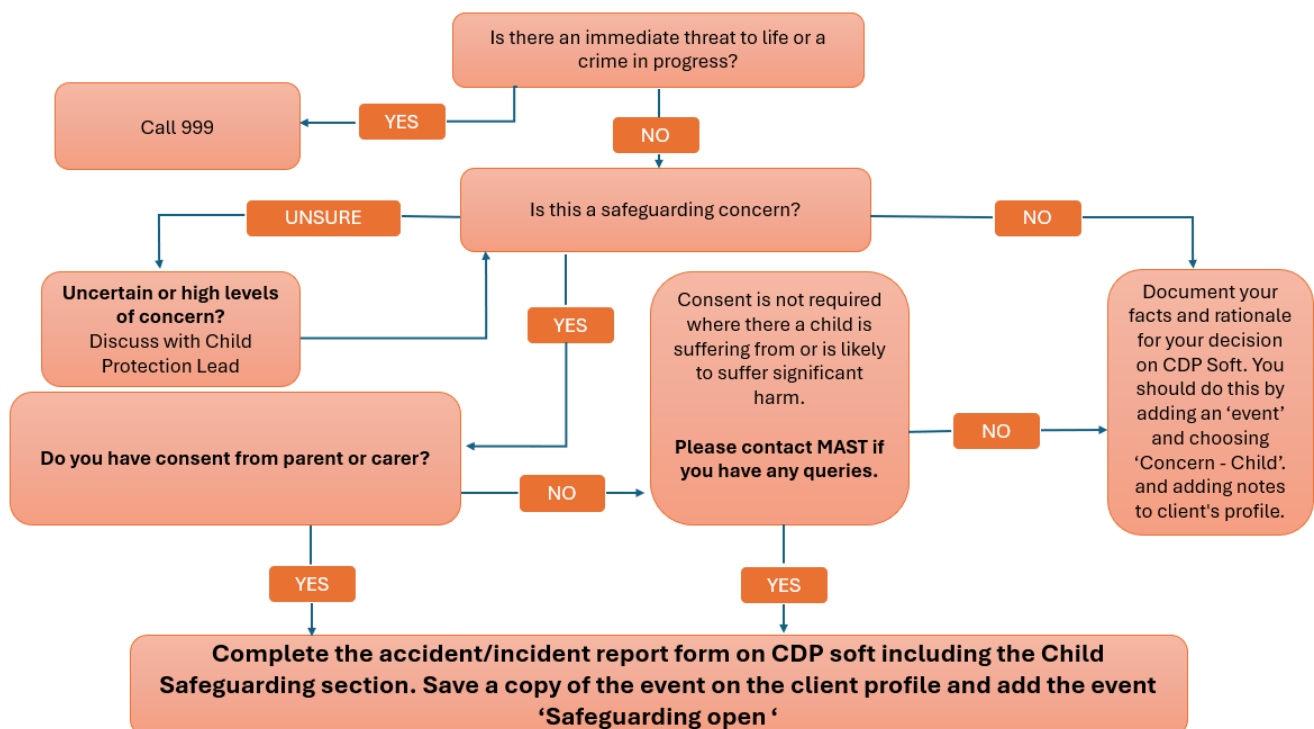
- 11.1 In an emergency where there is a threat to life or serious injury **call 999**, if there is concern that a crime has been committed, **call 101**.
- 11.2 When safe to do so and not later than close of business, details of the accident or incident should be recorded by completing the 'Accident and Incident Report' under the service on CDP Soft. The form will populate relevant questions and sections depending on the data inputted.
- 11.3 Whilst completing the report, decide if this constitutes raising a safeguarding concern with a local authority, and if so contact should be made with The Head of Safeguarding for guidance.
- 11.4 If, after discussion with the Head of Safeguarding, the concern does *not* constitute raising a safeguarding concern, this should be documented and the facts and the rationale for the decision should be recorded on CDP Soft under the client profile and an event called 'Concern - Child'.
- 11.5 Consent is not required where there is a risk of immediate harm to a child/young person by the parent/carer. Please contact MAST immediately.  
Where the above does not apply, you must ensure the parent/carer or child/young person is informed that this referral is being made and consent is sought.
- 11.6 In the event of a severe safeguarding incident, the CEO should be notified as soon as it is safe to do so. The CEO will notify the Board of Trustees and update the Accident and Incident Report of the date and time the Board was notified, and any recommendations made by them.

11.7 The Head of Safeguarding will review the Accident and Incident Report and document any necessary internal recommendations within the report.

11.8 The diagram below details how to raise a safeguarding alert depending on the local authority. Once completed save a copy of the alert on CDP Soft under the client profile and event named 'Raised a Safeguarding - Child'.

11.9 The staff member who raised the concern will follow advice from the Local Authority Child Safeguarding Team and if appropriate implement protection measures.

11.10 The staff member who raised the concern will update the report to reflect the advice and outcome of the Local Authority Child Safeguarding Team. Only when advised by them to do so will the Safeguarding Alert be closed.



## 12 Safeguarding Review and Training

- 12.1 The COO will undertake a periodic safeguarding review to ensure the ongoing effectiveness of the Charity's safeguarding policies and procedures. This review will be conducted at least annually or more frequently if necessary.
- 12.2 The review will encompass the following key areas:
- 12.2.1 **Trend Analysis:** The COO will analyse data and reports related to safeguarding incidents to identify any emerging trends or patterns. This analysis will help in understanding the effectiveness of current practices and in identifying areas that may require additional focus,
  - 12.2.2 **Practice Review:** The COO will assess the implementation and adherence to safeguarding practices across the Charity. This includes evaluating the adequacy of training, the responsiveness of staff to safeguarding concerns, and the overall effectiveness of safeguarding measures,
  - 12.2.3 **Policy and Procedure Evaluation:** The COO will review current safeguarding policies and procedures to ensure they are up-to-date, relevant, and in line with best practices and legal requirements. This includes making recommendations for updates or changes as needed to address any identified gaps or areas for improvement,
  - 12.2.4 **Recommendation and Reporting:** Following the review, the COO will prepare a report outlining findings, trends, and any recommended changes to policies or procedures. This report will be submitted to the Board of Trustees for consideration and approval.
- 12.3 The periodic review by the COO is a critical component of Happydays UK's commitment to maintaining high safeguarding standards and ensuring the safety and well-being of all individuals involved with the Charity.
- 12.4 To ensure that all staff and volunteers are equipped with the knowledge and skills to uphold the Charity's safeguarding standards, the following **training protocols** will be implemented:

**12.4.1 Initial Training** – all new staff and volunteers will receive comprehensive training on our safeguarding policy and procedures as part of their induction process. This training will cover:

- 12.4.1.1 The key principles of safeguarding,
- 12.4.1.2 Specific responsibilities and reporting procedures,
- 12.4.1.3 This Safeguarding Children Policy, including how to recognise and respond to concerns,
- 12.4.1.4 Case studies and scenarios relevant to their role.

**12.4.2 Ongoing Training** - to maintain up-to-date knowledge and skills, all staff and volunteers will participate in mandatory refresher training at least annually. This training will include:

- 12.4.2.1 Updates to this Safeguarding Children Policy, and the Charity's procedures,
- 12.4.2.2 A review of any new legislation or best practices,
- 12.4.2.3 Reflection on any trends or issues identified in the periodic safeguarding reviews.

**12.4.3 Specialised Training** - depending on roles and responsibilities, certain staff members and volunteers may receive additional specialised training. This may include:

- 12.4.3.1 Advanced safeguarding techniques for Service Managers.
- 12.4.3.2 Training related to specific vulnerabilities or needs of the individuals served by the Charity.

**12.4.4 Training Records** - the Charity will maintain accurate records of all safeguarding training completed by staff and volunteers.

**12.4.5 Evaluation and Feedback:** Training effectiveness will be regularly evaluated through feedback from participants and assessments of their understanding and application of this Safeguarding Children Policy. Adjustments to the training program will be made as needed to address any identified gaps or areas for improvement.

## **Appendix 1**

**The Head of Safeguarding is appointed as the Child Protection Lead:**



COO Tanya Murphy 07762982990 [tanya@happydaysuk.org](mailto:tanya@happydaysuk.org)

The charity's CEO Ellen Boothe has overall responsibility for Safeguarding. Ellen can be contacted on 07909923499 [ellen@happydaysuk.org](mailto:ellen@happydaysuk.org)