



Safeguarding Children & Vulnerable Adults Policy; First Steps Surrey Child Contact Centre

Introduction

First Steps Surrey Child Contact Centre's Mission Statement is that the organisation aims to: *"Put children first, allow children's voices to be heard and help children keep in touch with parents following separation. Children's feelings and wishes are paramount"*.

Accountability

Two copies of this policy and its accompanying Statement of Commitment will be given to all of First Steps Surrey Child Contact Centre's existing and new employees, trustees and non paid staff.

They will be required to retain the first copy, initial and return the second copy and sign and return the Statement of Commitment.

Basic Principles

1. First Steps Surrey Child Contact Centre believes that children and young people need safe environments in which they can grow and develop in confidence.
2. First Steps Surrey Child Contact Centre recognises that organisations working with and supporting children and young people have a duty to keep them safe.
3. First Steps Surrey Child Contact Centre places safeguarding children and young people and child protection at the centre of its activities.
4. First Steps Surrey Child Contact Centre based in England works in accordance with the guidance set out in "Working together to safeguard children" (DfE -21 March 2016) and expects its member centres to do the same. The Guidance makes clear that all those working to support children and their families should follow the guidance and states:



"It should be read and followed by LSCB Chairs and senior managers within organisations who commission and provide services for children and families, including social workers and professionals from health services, adult services, the police, Academy Trusts, education and the voluntary and community sector who have contact with children and families. All relevant professionals should read and comply with this guidance unless exceptional circumstances arise"

5. First Steps Surrey Child Contact Centre believes that children and young people should not be exposed to negligence or avoidable risks.
6. First Steps Surrey Child Contact Centre recognises that Safeguarding and promoting the welfare of children are emotive issues that need to be handled both sensitively and carefully.
7. First Steps Surrey Child Contact Centre is committed to creating and implementing policies and procedures that will ensure where risks need to be taken regarding children and young people they are both fully assessed and carefully managed.

8. Safeguarding and Child Protection;

Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and

A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

First Steps Surrey Child Contact Centre also subscribes strongly to the view that safeguarding is everyone's responsibility. Everyone who works with children 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.

First Steps Surrey Child Contact Centre endorses the guidance in "Working Together" about the importance of developing a "child centred approach" It states:

"Effective safeguarding systems are child centred. Failings in safeguarding systems are too often the result of losing sight of the needs and views of the children within them, or placing the interests of adults ahead of the needs of children."

"Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs. A child-centred approach is supervised by:



- the Children Act 1989 (as amended by section 53 of the Children Act 2004). This Act requires local authorities to give due regard to a child's wishes when determining what services to provide under section 17 of the Children Act 1989, and before making decisions about action to be taken to protect individual children under section 47 of the Children Act 1989. These duties complement requirements relating to the wishes and feelings of children who are, or may be, looked after (section 22(4) Children Act 1989), including those who are provided with accommodation under section 20 of the Children Act 1989 and children taken into police protection (section 46(3)(d) of that Act);
- the Equality Act 2010 which puts a responsibility on public authorities to have due regard to the need to eliminate discrimination and promote equality of opportunity. This applies to the process of identification of need and risk faced by the individual child and the process of assessment. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs; and
- the United Nations Convention on the Rights of the Child (UNCRC). This is an international agreement that protects the rights of children and provides a child-centred framework for the development of services to children. The UK Government ratified the UNCRC in 1991 and, by doing so, recognises children's rights to expression and receiving information."

First Steps Surrey Child Contact Centre is committed to ensuring that all its staff, and trustees are aware of, kept up to date with and operate in accordance with good practice in relation with Safeguarding and Child Protection. This will mean that they will have the ability to recognise, respond to, report, record and refer issues of Safeguarding and Child Protection.

Intentions

Managing safeguarding and promoting the welfare of children within First Steps Surrey Child Contact Centre.

First Steps Surrey Child Contact Centre will have one named member of staff who will be responsible for ensuring that the Policy and its processes are implemented and adhered to. This person is: Kerri Rogers

First Steps Surrey Child Contact Centre will also have one trustee who will have specific responsibilities for all matters referring to Safeguarding and Child Protection. This trustee is: Kerri Rogers



Recruitment

When recruiting employees, trustees and non paid staff who have unsupervised access to children , First Steps Surrey Child Contact Centre will adhere to a thorough and standardised procedure that will include making appropriate checks with the Disclosure and Barring Service (DBS) which helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. (It replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA):

- When first joining First Steps Surrey Child Contact Centre and every three years thereafter – as stated above, this applies to staff/trustees/unsupervised non paid staff.
- Completing and signing a standard application form and a full CV including a written statement of their suitability for the post applied for.
- Signing a personal declaration of eligibility stating any criminal convictions including those considered to be spent
- Being asked to provide a minimum of two character references (excluding family members and those that have known the applicant personally for less than two years)
- Reading, understanding, accepting and complying with First Steps Surrey Child Contact Centre's Policy for Safeguarding and promoting the welfare of children as part of the terms and conditions of their appointment as an employee or trustee.

This procedure must be followed before any appointments are confirmed.

Any individual or organisation undertaking relevant work for First Steps Surrey Child Contact Centre on a contractual basis will need to demonstrate that they have procedures in place to carry out DBS and or other checks on their staff to an appropriate level.

First Steps Surrey Child Contact Centre's commitment to safeguarding and promoting the welfare of children will also extend to the following:

- First Steps Surrey Child Contact Centre to ensure that all their staff and non paid staff are DBS checked to an enhanced level either when they first become involved with the centre or every three years.



- First Steps Surrey Child Contact Centre ensuring that its staff and trustees are all aware of and kept up to date with good practice and procedural changes in relation to DBS checks.

Education and Training

First Steps Surrey Child Contact Centre induction process will include "Safeguarding and promoting the welfare of children" training for all non paid staff, staff and trustees. This is mandatory. Records of all training will be kept at First Steps Surrey Child Contact Centre Main Office.

Support and Supervision

- All employees with direct access to information about or relating to children will be given on-going supervision.
- All employees will have regular and formal evaluations with their line manager – this will include one annual appraisal.

Safeguarding and promoting the welfare of children: Training

- First Steps Surrey Child Contact Centre will ensure appropriate training modules are made available to all non paid staff, staff and trustees.
- First Steps Surrey Child Contact Centre will ensure training is refreshed for non paid staff and coordinators regularly and at least every three years.
- First Steps Surrey Child Contact Centre will help its staff to be aware of legislation, guidelines and directives updates as and when they are issued.
- First Steps Surrey Child Contact Centre non paid staff, staff and trustees will be made aware that the NACCC have a nominated advice line (Monday-Friday 9.30am-4.30pm operating from the NACCC office) and a dedicated Saturday safeguarding helpline run by trained members of staff to provide its member centres with guidance and support when they are working with Safeguarding or Child Protection concerns.



Sharing Information

First Steps Surrey Child Contact Centre staff, trustees and non paid staff will follow a procedure that ensures that every safeguarding issue brought to the attention of First Steps Surrey Child Contact Centre staff/trustees/non paid staff is logged correctly and followed up on to ensure that information is shared correctly with the relevant agencies.

Providing Advice and Support

First Steps Surrey Child Contact Centre will ensure that Safeguarding is a rolling agenda item in all staff supervision.

Failing to follow or non-compliance with recognised procedures and good practice in relation to Safeguarding and promoting the welfare of children by First Steps Surrey Child Contact Centre's staff and trustees will generate support, information and training.

In more serious cases involving First Steps Surrey Child Contact Centre staff, the organisations disciplinary proceedings will be activated by the Chief Executive or their delegated/nominated appointee.

In more serious cases involving First Steps Surrey Child Contact Centre's trustees or non paid staff the people involved could be removed from the board of trustees or their role as a volunteer, by the Chair of the Board.

Distribution of First Steps Surrey Child Contact Centre's Policy for Safeguarding and Child Protection

A copy of this policy will be:

- Included in the First Steps Surrey Child Contact Centre Staff Handbook and Guidance Notes for employees and trustees.
- Made available on First Steps Surrey Child Contact Centre's website.
- Made available to NACCC.
- Made available for other centres.

Review of First Steps Surrey Child Contact Centre Policy for Safeguarding and Child Protection

This will take place annually.



Additional changes to take account of new legislation and practice directions will also be made as and when required.

Copies of the revised policy will be made available to First Steps Surrey Child Contact Centre's staff, its trustees, NACCC and other centres.

Safeguarding Children & Vulnerable Adults Policy approved by:

Name: Kerri Rogers (Chair / Safeguarding Lead)

Signed: 

Date: 1st January 2022

Statement of Commitment to First Steps Surrey Child Contact Centre's Safeguarding
and promoting the welfare of children Policy

**This form must be completed by all of First Steps Surrey Child Contact Centre employees,
trustees and non paid staff**

Name: _____ (insert name)

I have read and understood the standards and guidelines outlined in First Steps Surrey Child Contact Centre's Safeguarding and promoting the welfare of children Policy. I agree with the principles contained therein and accept the importance of implementing them in my capacity as an employee, trustee or volunteer of First Steps Surrey Child Contact Centre.


Print Name :

Signature:

Job Title/Role.....

Date:



Safeguarding Recording/Reporting Form (Updated 2015)		 First Steps Surrey Child Contact Centre	
<p>This form must be used to record information about a safeguarding concern. It can also be used to send information about the concern to Children's Services or your local Safeguarding Board within 24 hours of the concern arising.</p> <p>When completing the form please use facts wherever possible and distinguish between fact, observation, opinion and information from others.</p>			
Name of Person completing the form:			
Position:			
Name of centre/service:			
Address:			
Telephone Number:			
Email:			
Name of family causing concern:			
Address:			
Telephone number:			
Referral status (please indicate)		Mediation Y/N	Private Law referral Y/N
Statutory Court Order Y/N		Self-referral Y/N	SRS (Safe Referral System) Y/N
Names, date of birth and gender of child/ren causing concern and any siblings:			
Name	Date of birth	Gender M/F	



What is the child/ren's first language?			
Do any of the children have special needs? (please indicate)		Yes	No
If 'Yes' please give details			
Names of any other household members or significant others involved with the children.			
Name		Relationship to child	
Names of other agencies and workers involved with the family/children			
Contact name of worker	Agency of worker		
Nature/reason for your concern			
Please give an opinion as to whether the children may need urgent action to make them safe			
Has a parent with parental responsibility given consent for a referral to Children's Services or a Safeguarding Board to be made? (please indicate)		Yes	No
Please record the action agreed or that no further action is to be taken and the reasons for this decision.			
Name:		Date:	
		Time	
People contacted:			



First Steps Surrey Child Contact Centre

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51 High St, Egham
TW20 9EW

Tel: 07516 671200

Email: contact@surreycontactcentre.org

Web: surreycontactcentre.org

Safeguarding Children & Vulnerable Adults Policy

Name	Organisation	Telephone number	Date	Time	
Copy of this form has been sent within 24 hours to: (please complete and indicate method of sending form) In any event the form must be sent to the First Steps Surrey Child Contact Centre's office.					
Organisation	Email	Post	Fax	Time	Date
Police					
Out of hours Services					
Cafcass					
First Steps Surrey Child Contact Centre's main office					
NACCC head office					
Other (please specify)					

First Steps Surrey Child Contact Centre Registered Company number: 13602559

surreycontactcentre.org - 07516 671200 - contact@surreycontactcentre.org