

Child Protection & Safeguarding Policy and Procedure

The Hambleton & Richmondshire Carers Centre (H&RCC) provides a support service for young carers. Young carers are classed as vulnerable young people and are therefore considered to be more at risk than other young people. The support service provides one to one support as well as group activities. Support can take place in a school, at a community venue, in a public setting (e.g. café) or in the young person's own home.

As Support Workers provide a confidential and potentially long-term service, it is highly likely that young people may make disclosures to them.

The adult carers support service provides support to adult carers who themselves may be vulnerable and be living in chaotic or unsettled situations. There may be children within households visited by the adult support team.

There is a separate policy for safeguarding vulnerable adults.

Policy statement

Hambleton & Richmondshire Carers Centre (H&RCC) believes that safeguarding young people is everyone's responsibility. It is a responsibility in every aspect of our work with young people and their families. Children should all be able to grow up in circumstances where they are safe and supported, so that they can achieve their optimal outcomes throughout childhood, their teenage years and into adulthood.

We recognise that:

- The welfare of the child is paramount
- Working in partnership with children, young people and their parents, carers and other agencies, is essential in promoting young people's welfare

The purpose of the policy:

- To provide protection for the children and young people who receive services, including the children of adult service users
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm
- The policy applies to all staff, including senior managers, board of trustees, paid staff, volunteers, sessional workers, agency staff, students, or anyone working on behalf of H&RCC.

We will seek to safeguard children and young people by:

- Valuing, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers

- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training

Key Principles

1. H&RCC is committed to promoting the welfare and safety of all who come into contact with it, regardless of gender, race, ethnic origin, age, sexual orientation, religion or belief, caring or parenting responsibilities, income, culture or lifestyle, physical or mental illness or disability. We also recognise the particular disadvantages faced by rural isolation.
2. H&RCC is committed to working in partnership with all other agencies in order to protect young people. We will work towards a professional culture of openness and cooperation. All workers need to be aware of the responsibilities appropriate to their role in this organisation but also the role of others.
3. H&RCC will keep up to date with local authority guidelines that apply in our area and will work with them.
4. Safeguarding Procedures are not separate to H&RCC day to day activities and should be reflected in every aspect of our work with young people.
5. H&RCC will ensure that all staff and volunteers are trained and supported appropriately.
6. H&RCC will assess risks related to safeguarding young people carefully and take all reasonably practicable steps to avoid, minimise or manage them as appropriate.
7. To help young people make informed choices, information about H&RCC policies, procedures and services will be available in appropriate formats to ensure they are accessible to all young people and parents using the service.
8. H&RCC will respect the confidentiality of young people within clearly defined boundaries, which are explained to all service users. Young people should be supported to give and receive personal information responsibly and in the knowledge of the possible consequences of doing so and with reference to our Confidentiality Policy.
9. H&RCC will support young people using its services to address behaviour that is discriminatory, bullying, aggressive, intimidating to others or verbally or physically abusive. Where H&RCC has not been able to support a young person to behave in accordance with agreed ground rules, we may have to withdraw services from a young person in order to protect others.
10. Young people must not engage in any criminal activities whilst using H&RCC services. All criminal activities will be reported to the police and services may be withdrawn from young people involved.

Designated Safeguarding Worker (DSW)

There will be senior members of staff responsible for line management and case reviews for staff working with young people. All staff and volunteers will be made aware of the role of the DSW and their availability. The Chief Executive will have overall operational responsibility for safeguarding.

Senior staff will:

- Ensure that this policy and procedure is implemented
- Be familiar with and have an understanding of all relevant legislation
- Support staff to or liaise directly with the Area Child Protection Committee and local Children's Social Care department, as appropriate (including attendance at Case Conference and Core Groups).
- Oversee and review referrals, case assessments and case reviews.
- Source appropriate training and support for themselves and all relevant staff.
- Provide support during and after incidents involving safeguarding or child protection referrals
- Provide the Trustees with appropriate information on the number and outcomes of incidents or concerns involving safeguarding referrals of young people

Staff and volunteer responsibilities

- To adhere to this policy and the procedure in its entirety
- To report and raise any incidents or concerns regarding young people's well-being or safety with the DSW or line manager as appropriate.
- To use support and supervision sessions to actively discuss safeguarding issues and develop best practice
- To attend induction and other training courses and refresh training in safeguarding as directed
- To take appropriate and immediate action when they know or suspect a child has been subject to abuse or neglect, or may be exposed to anything which could be harmful to them.

Approved by Trustee Board: September 2013

Review date: March 2018