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New Document	X	Updated Document	Replacement Document

<p>Key Legal and Policy Points</p> <p>This policy has been updated in July 2020 in response to CCG and safeguarding review recommendations</p> <p>This purpose of this policy statement is:</p>
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- To protect children and young people who are at risk
- To provide staff and volunteers, as well as children, young people and their families with overarching principles that guide our approach to child protection.

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Mandatory Reading Required by: <small>(To be completed / confirmed by the responsible Director using the Mandatory Policy Codes list. Do not list who not to include)</small>	<input checked="" type="checkbox"/> All Staff <input checked="" type="checkbox"/> Trading – Office Based <input checked="" type="checkbox"/> Trading – Shops <input checked="" type="checkbox"/> All volunteers

This is a Controlled document and is subject to reviews and updated (as appropriate) in line with the Documentation Control policy guidelines.

This policy applies to anyone working on behalf of Havens Hospices, including senior managers and the board of trustees, paid staff, volunteers, seasonal workers, agency staff and students.

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Definitions:

“Havens Hospices”, “The Hospice” refers to Havens Hospices, the Charity, which incorporates the services of Fair Havens, Little Havens and The J’s

Havens Hospices is committed to keeping the adults, young people and children we care for safe. Our approach is laid out in our Safeguarding Childrens policy, and everything we do is guided by this. Therefore, this policy should be read in conjunction with our Safeguarding Childrens procedure and other related documents.

1. Introduction

This policy is underpinned by international and national legislation, guidance and policies that seek to protect children in England. Children and their families access services provided by the organisation, so safeguarding across the organisation is to be understood as it applies to children and adults.

This policy is an overarching document to be read and understood alongside:

- Havens Hospices Safeguarding Children and Young Adults Procedure
- Havens Hospices Safeguarding Adults Policy
- Havens Hospices Safeguarding Adults Procedure

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

It is fundamental to high quality health and social care.

Effective safeguarding arrangements should aim to meet the following two key principles:

- **safeguarding is everyone's responsibility:** for services to be effective each individual 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.

2. Governance

Havens Hospices provides care for both adults and children and is committed to providing a safe environment and will following the Working Together to Safeguard Children 2018 guidance.

The following should be in place:

- Caldicott Guardian
- Registered Manager for all regulated activity as defined in the Care Act, 2014

- A team of safeguarding leads
- A clear safeguarding process/procedure
- A trustee with safeguarding responsibilities
- A safeguarding steering group.

Supporting documents

This Policy is intended to support staff and volunteers working for and with Havens Hospices. It does not replace, but is supplementary to the Southend, Essex, Thurrock (SET) Safeguarding Children Guidelines 2019 available on www.safeguardingsouthend.co.uk/children or www.escb.co.uk or www.thurrocklscp.org.uk

Key legislation and guidance that underpins this policy includes:

- United Nations Convention on the Rights of the Child 1989
- Children Act 1989 and 2004
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018
- Safeguarding children and young people: Roles and competencies for Healthcare staff (The Intercollegiate Document 2019)
- Health and Social Care Act 2008
- The Care Act 2014

This policy statement should be read alongside organisational policies, procedures, guidance and other related documents, including:

- Role description for the designated safeguarding officer
- Safeguarding Adults policy and procedure
- Safeguarding Children's procedure
- Dealing with disclosures and concerns posters and information
- Making allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage (SystemOne)
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Making complaints
- Induction, training, supervision and support
- Adult and child supervision ratios

- Health and Safety Policy July 2019
- Consent to Examination or Treatment Policy January 2019
- Clinical Procedures Policy February 2019
- Professional Boundaries Policy February 2019
- Volunteer Policy November 2018
- Records Management Policy May 2018
- Records Management Procedure May 2018
- Data Security and Protection policy July 2019
- Whistleblowing Policy and Procedure May 2018

3. Policy statement

a. We believe that:

- Everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

b. We recognise that:

- The welfare of children and young people are paramount in the work that we do and in all the decisions that we make.
- 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 abuse.
- Some children have additional needs such as children with life-limiting or life-threatening conditions or disabled children; and children from ethnic minorities who face additional barriers such as communication difficulties, increased dependency on others and unfair discrimination.
- Working in partnership with children and young people, their carers and other agencies is essential in promoting children and young people's welfare.

c. We will seek to keep children and young people safe by:

- Listening to children and promoting a child focused approach across the organisation.
- Taking action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that staff and volunteers understand and adhere to agreed Safeguarding Children's procedures.

- Provide support, advice and resources to staff and volunteers in responding to safeguarding children concerns.
- Inform staff and volunteers of any local or national issues relating to safeguarding children and young people.
- Ensure staff and volunteers are aware of their responsibilities to attend training and to support them in accessing these events.
- Ensuring that the organisation has a dedicated staff member with an expertise in safeguarding children.
- Ensuring staff and volunteers have access to appropriate consultation and supervision regarding safeguarding children.
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available for all people who access Hospice services, setting out what to do if they have a concern.
- Ensure that all staff and volunteers who have direct contact with children and young people have an Enhanced disclosure check administered by the Disclosure and Barring Service (DBS).
- Appointing a team of safeguarding leads to work across all Havens sites to provide continuity and to work as part of the multi-disciplinary team.
- To be active in sharing learning from safeguarding incidents.
- Promoting a safeguarding culture where staff, volunteers and children and families know how they are expected to behave and feel comfortable about sharing concerns.

Contact details for safeguarding leads

Up to date safeguarding lead contact details are found on the website at www.havenshospices.org.uk

Safeguarding email is: havenshospices.safeguarding@nhs.net

Please refer to the Safeguarding Children's procedure for detailed information on how to raise a concern of gain further support.

Supporting documents:

Working Together to Safeguard Children (2018)

Safeguarding children and young people: Roles and competencies for Healthcare staff (The Intercollegiate Document 2019)

Safeguarding Accountability and Assurance framework (2019)

Southend, Essex & Thurrock (SET) Safeguarding and Child Protection Procedures (2019)