





Safeguarding Children and Young People Policy

April 2023 - 24



BETHEL HEALTH AND HEALING NETWORK



Document Title	Safeguarding Children and Young People Policy		
Document Purpose:	To ensure that safe and effective working practices are in place in order for all staff, volunteers (including Trustees), to understand their responsibility, and to follow national, local, and organisational policies for safeguarding children and young people.		
Document Statement:	Bethel is committed to safeguarding the welfare of children and young people and sees this as of paramount importance. The basis of this policy is to provide guidance to ensure that Bethel staff are aware of what action to take to safeguard/protect children and young people where abuse or neglect is suspected.		
Document Application:	All staff, volunteers, trustees, and service users		
Responsible for Implementation:	Designated Safeguarding Leads <ul style="list-style-type: none"> • Margaret King (Doula Service Manager) - 07881 300 533 • Alison Thompson (Rapha Service Manager) - 07717 661 387 		
Policy Owner:	Designated Safeguarding Leads		
Status:	Active		
Effective Date:	17/04/23		
Review Date:	Annually (in line with legislative guidance)		
Associated Documents/ Associated Policies	https://www.legislation.gov.uk/ukpga/1989/41 www.everychildmatters.gov.uk/socialcare/safeguarding https://www.legislation.gov.uk/ukpga/1999/14/contents ; Mental Capacity Act 2005; Data Protection Policy; Disciplinary Policy & Procedure; Safeguarding Adults at Risk Policy; Complaints Policy; Equality, Diversity & Inclusion Policy; Whistleblowing Policy		
APPROVAL RECORD			
Next Review by Trustees/CEO	Name	Authorised Signature	Dated
29.3.2022	Duncan Moore (Chair)		29.3.2022
March 2023	Jennifer Jones-Rigby (CEO)		17/04/23
April 2024			





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1. Introduction

Bethel Health and Healing Network (Bethel) is a registered charity and limited company that offers a range of services to promote the health and wellbeing of the people of Birmingham and the surrounding areas.

At Bethel, we seek to grow as a respected provider of health and wellbeing services and to serve those communities in most need to be physically, emotionally, and spiritually healthy. Bethel is a vision and value-led Christian organisation that seeks to reflect this in the way that it operates and communicates, both internally and externally.

2. Policy Aims and Scope

Bethel employs a person-centered approach which focuses on promoting the best outcomes for children and young people. We believe that we all have a professional duty to act to safeguard and promote the welfare of children and young people by protecting them from physical, sexual, or emotional abuse and neglect.

Bethel acknowledges its duty to act appropriately in response to any allegations, reports, or suspicions of abuse, to address concerns at the earliest possible stage and to reduce the potential risks children and young people face in being exposed to violence, extremism, exploitation, discrimination, or victimisation.

This policy applies to all employees, including sessional workers, volunteers, board of trustees, student placements, agency workers, trainees, contracted workers, consultants, and those working for external bodies on our behalf.

3. The Legal Framework

Section 11 of the Children Act 2004 places a duty upon a Local Authority and other named organisations to ensure that, in discharging their function, they have prioritised safeguarding and the welfare of children. Bethel complies with the statutory guidance as contracted providers of services for families and children. Our arrangements reflect the importance of safeguarding to us and promoting the welfare of children and young people in all that we do.

The current legal framework to protect children and young people is contained in the Working Together to Safeguard Children (2018) and the Care Act (2014). The overarching objective for both is **to enable children, young people and adults to live a life free from abuse or neglect**. There are six safeguarding principles enshrined within the Care Act 2014, which together underpin all safeguarding work (<http://www.scie.org.uk>):

Principle 1: Empowerment - There should be a presumption of personalisation, of person-led decisions and informed consent.

Principle 2: Prevention - It is always better to take action before harm occurs than afterward.





Principle 3: Proportionality - A proportionate – and least intrusive – response, should be made, as appropriate to the risk presented.

Principle 4: Protection - Support and representation should be given to those in need.

Principle 5: Partnership - Local solutions should be found through Bethel working with other agencies in our local community. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.

Principle 6: Accountability - There should be accountability and transparency in delivering safeguarding.

Due to the different levels of vulnerability of children and young people that we work with, our approach to safeguarding covers:

- Child protection (under 18s)
- Under 21s (if part of the 'looked-after' community)

Where there is a potential safeguarding issue, we will make all necessary enquiries to make an informed and justifiable decision in line with the requirements of the Children Act 2004 and the Care Act 2014 and seek the support of designated authorities. We will assist authorities in any enquiries around safeguarding issues.

4. Definitions

Abuse is a violation of an individual's human and civil rights by another person or persons and may result in significant harm to, or the exploitation of the person subjected to it.

- Abuse may consist of a single act or repeated acts
- May be physical, verbal, psychological or emotional
- May be an act of neglect or an omission to act
- May occur when a person is persuaded to enter into a financial or sexual transaction to which they had not consented or cannot consent
- May be deliberate or unintentional or result from lack of knowledge

Child protection is part of safeguarding and promoting welfare. Child protection refers to activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

For the purposes of child protection – a child is anyone who has not reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in secure estate, does not change his/her status or entitlements to services or protection (Working Together to Safeguard Children 2018).

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children have the best outcomes





Working Together to Safeguard Children (2018) defines abuse as:

'A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.'

Working Together to Safeguard Children 2018 identifies five types of child abuse:

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

In conjunction with the above five areas of abuse, another safeguarding concern is:

Female Genital Mutilation (FGM) comprises all procedures involving the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons. FGM has been categorised into four types, ranging from a symbolic prick to the clitoris or prepuce, to the extensive removal and narrowing of the vaginal opening. (<https://www.gov.uk/government/collections/female-genital-mutilation>)

5. Bethel's Responsibility

Safeguarding children and young people is the individual responsibility of each person working with children and young people. Our role is to implement appropriate safeguarding procedures and to recognise and report safeguarding concerns to the relevant authorities, as appropriate. Responsibility for formally investigating whether a child or young person has been abused lies with Social Care Services and the Police.





Robust systems are in place to make staff and volunteers aware of children and young people who may present with safeguarding issues/needs. These systems are supported by appropriate training and are subject to regular monitoring to identify and address any issues.

A safeguarding issue may come to the notice of a Bethel staff member or volunteer in several ways and can include the following. A child or young person may:

- Display behaviour that suggests the possibility of abuse
- Have bruises or marks
- Make a direct allegation
- Make a comment, which seems to suggest abuse

5.1 Child Protection and Young People Safeguarding Procedures

Responding to Child Protection and Safeguarding Enquiries or Concerns

- If there is an actual or potential safeguarding concern, staff should follow the **procedure outlined in the flowchart on page 8 (5.2)**. The focus of any intervention should be the protection of the child or young person's safety and welfare.
- Staff, volunteers, trustees, and associates must always respond to child protection enquiries, taking the guidance of Bethel's designated safeguarding lead(s).
- Staff must also be alert to the concerns and respond to any disclosure of potential abuse by the child. Staff must never dismiss any disclosure or ignore the concerns of the child.
- **Never delay action where it is necessary for the immediate safety of a child or young person – dial 999 if there is an immediate risk.**

Reporting Safeguarding Concerns

- Staff must discuss their concerns with their line manager as soon as possible and with the Designated Safeguarding Lead (see 5 Rs below).
- If a child protection issue is identified, the concerns must be raised directly with Children's Services as soon as possible on the same day, following the appropriate Local Safeguarding Partnership referral procedures. Safeguarding referrals must be followed up the following day or as soon as possible.
- The details of any safeguarding incident must be recorded on Lamplight, Bethel's CRM system. The safeguarding lead must record details on the safeguarding incident log cited on SharePoint.
- All employees working with children should be trained to make high quality referrals to the Multi-Agency Safeguarding Hub (MASH/Children's Advice and Support Services (CASS) using the appropriate forms, which can be accessed using the links below:
 - Birmingham- CASS form cass@birminghamchildrenstrust.co.uk
 - Sandwell- MARF form Access_Team@sandwellchildrenstrust.org
- Staff and volunteers may also be required to participate in multi-agency meetings and forums.

The '5 Rs'

All staff should follow the '5 Rs' (**Recognise, Respond, Report, Record & Refer**) and ensure that concerns are discussed with the Safeguarding Lead to:

- identify those situations for which child protection action is to be taken





- clarify their responsibilities and actions where there are allegations or concerns that child abuse has taken place
- undertake an assessment and make timely referrals to promote the safeguarding of children
- ensure that documentation is completed and stored in line with Bethel's policy
- ensure that allegations against staff are dealt with in line with the policy
- contribute to decisions and inter-agency meetings seeking effective outcomes for the welfare of children.

Bethel Contacts for Safeguarding Children and Young People

Bethel has appointed safeguarding leads who are responsible for dealing with any safeguarding concerns relating to children, young people or adults. At the time of writing this policy, the Designated Named Person(s) for Safeguarding are:

Designated Safeguarding Lead: Margaret King (Doula Service Manager)
Contact Number: **07881 300 533**

Designated Safeguarding Lead: Alison Thompson (Rapha Service Manager)
Contact number: **07717 661 387**

Should either of the above-named be unavailable then trustees, staff or volunteers should contact:

- Santosh Rai, Senior Operations Manager - 07919 526 917
- Jennifer Jones-Rigby, CEO - 07867 300 196
- Michele Lawrence, Trustee – 07429 471 283



5.2 Safeguarding Children/ Young People Referral Flowchart



Bethel Safeguarding Contacts

- Margaret King, Doula Service Manager (Safeguarding Lead) - 07881 300 533
- Alison Thompson, Rapha Service Manager (Safeguarding Lead) - 07717 661 387
- Santosh Rai, Senior Operations Manager - 07919 526 917
- Jennifer Rigby-Jones, CEO - 07867 300 196
- Michele Lawrence, Trustee - 07429 471 283





5.3 Roles and Responsibilities for Safeguarding Children and Young People

Safeguarding children and young people is everyone's business. Bethel signs up to the principles set out in the <https://www.lscpbirmingham.org.uk> guidelines.

Responsibilities of Employees and Volunteers (Staff)

- To respond appropriately when abuse has or is suspected to have occurred.
- To always follow Bethel's safeguarding policies and procedures, particularly if concerns arise about an individual's safety or welfare.
- To participate in Safeguarding Children and Young People training and maintain current working knowledge relating to good practice in safeguarding.
- To ensure that the individuals affected are involved in decision making about any safeguarding actions related to them.
- To become familiar with the Bethel's Safeguarding Children and Young People guidelines as appropriate to their roles.
- To discuss any concerns with line manager or the Safeguarding Lead.
- To contribute to any action required in relation to safeguarding including information sharing and attending meetings.
- To attend monthly team meetings and participate in case discussions including Safeguarding issues.
- To attend monthly support/supervision session organised by your allocated supervisor.

Responsibilities of Trustees and Chief Executives

- To show leadership, routinely monitor activity, and ensure that staff meet the required service quality standard.
- To ensure that staff are trained in safeguarding procedures at the right level appropriate for their role and that these are implemented effectively.
- To ensure that any incidents, complaints, or whistleblowing are investigated and responded to effectively.
- To ensure that there are processes and procedures in place to enable staff, volunteers, and stakeholders to have full understanding of this policy and how to raise concerns relating to its implementation.
- To accept and adhere to the principles set out by legislation, and local authority requirements.
- To ensure that the organisation has a Safeguarding Lead(s) who can advise on safeguarding issues as they arise.
- To understand how diversity, beliefs and values of people who use Bethel services may influence the identification, prevention, and response to any safeguarding concerns.
- To ensure that all employees who come into contact with children and young people have the appropriate "safer recruitment employment checks" in line with the requirements of the Disclosure and Barring Service, including obtaining suitable references.
- To ensure that monitoring regarding compliance with Disclosure and Barring Checks are





reported.

- To ensure that all staff and volunteers are supported if they make a disclosure under the Public Interest Disclosure Act.

Responsibilities of Safeguarding Leads

- To implement and drive the policy ensuring that it is updated regularly in line with the latest guidance.
- To ensure that all staff, volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a child or young person may be experiencing or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded in writing, and referred to designated safeguarding leads and to the allocated social worker/care manager where necessary.
- To follow up any referrals and ensure the issues have been addressed.
- To consider any recommendations from the Safeguarding Children and Young People process and incorporate in quarterly safeguarding update sessions.
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice regarding confidentiality and security.
- To provide support, advice and resources to staff, volunteers, trustees, and the Chief Executive in responding to safeguarding of children and young people.
- To inform staff of any local or national issues relating to the safeguarding of children and young people.
- To act as a point of contact for staff and volunteers in children and young people safeguarding matters and provide reports to the Chief Executive and trustees.
- To attend support/supervision session organised by your allocated supervisor.

Responsibilities of Service Leads

- To encourage an atmosphere of openness and effective communication, so that staff and volunteers can feel confident in approaching them with any suspicions regarding abuse.
- To build the managing of safeguarding risks into service planning.
- To treat information about suspected abuse in a professional and objective manner.
- To identify and respond to any concerns raised relating to safeguarding by staff.
- To support any enquiries into abuse or neglect effectively.
- To keep all relevant persons informed of any actions taken, and of their outcomes.
- To ensure staff are aware of their responsibilities in relation to safeguarding and that they regularly attend relevant training.
- To ensure staff and volunteers have access to appropriate consultation and supervision regarding safeguarding.

All Staff, Volunteers and Trustees

Bethel Health and Healing Network
Contact: 0121 661 4276 or email enquiries@bethelnetwork.org.uk
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All staff, volunteers and Trustees have the following rights and responsibilities:

- To attend appropriate safeguarding training relevant to their role in the protection of children and young people.
- To report any concerns, they may have about potential abuse of any child or young person.
- To be given information, support, and protection to help them in exercising their responsibilities in respect of suspected abuse, without fear of repercussions.

6. Safeguarding Training

Safeguarding training will be provided for all staff, volunteers, and trustees.

Level 1 training is mandatory and is required for all staff who have infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect. This training is provided mainly through the Bethel induction programme. For example: new staff and volunteers.

Level 2 training is mandatory and is required for staff and volunteers who have regular contact or have a period of intense but irregular contact with children, young people and/or parents/carers. For example, Senior Doulas and volunteers.

Level 3 training is mandatory for Safeguarding Leads, Senior Doulas, and volunteers working with children, young people and/or adults who are parents/carers and, who could potentially contribute to assessing, planning, intervening, and reviewing/evaluating the needs of a child or young person and parenting capacity where there are safeguarding /child concerns.

Additional training - Safeguarding Leads and trustees will receive additional training at a level appropriate for their roles.

7. Persons Who Pose a Risk to Children (PPRC)

Bethel staff and volunteers should be alert to the presence of individuals within the home or in contact with children whose behaviour or intentions pose a risk to children. Birmingham Safeguarding Children Partnership provide guidance on the identification, assessment and management of individuals who have committed offences against a child and have received a caution or conviction for that offence. It also includes those who have committed an offence against a child but where no formal conviction has been secured.

Where a Bethel staff or volunteer becomes aware that a child may be exposed to or living in the presence of an individual(s) who pose a risk, immediate action should be undertaken. A consultation and or referral should be made in line with the relevant Safeguarding board procedure to ascertain the level of risk posed. Bethel's Safeguarding Lead(s) will provide additional support and guidance in

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Contact: 0121 661 4276 or email enquiries@bethelnetwork.org.uk
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managing these circumstances.

Responding To Allegations of Abuse

When responding to any concerns regarding suspected abuse of a child or young person, staff and volunteers should adhere to the Birmingham City Council Safeguarding procedures or refer to Appendix 1. Quick guide to Safeguarding Children and Young People.

8. Allegations of Abuse by Staff

- Staff and volunteers should be made aware that abuse is a serious matter that can lead to a criminal conviction.
- Bethel will ensure that any allegations made against member(s) of staff will be taken seriously and objectively and will be dealt with swiftly.
- Should a staff member or volunteer have a concern that such abuse is being perpetrated by a Bethel staff member or volunteer, they should report it to the Senior Operations Manager or to the Safeguarding Lead.
- Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.
- The Bethel Disciplinary policy may be implemented, and it may also be appropriate to refer the matter to the Disclosure and Barring Service.
- All allegations/concerns should be recorded in Bethel's incident log. The information should be factual and not based on opinions, recording what the person has told you, what you have seen and witnessed, if appropriate.
- The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken. If deemed necessary and appropriate, that individual will be suspended during the investigation.
- The Safeguarding Lead will promptly liaise with the Local Authority Designated Officer (LADO) who will provide management of these cases, advise on the best course of action and ensure that the Bethel's disciplinary procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of the allegation.

9. Recording and Managing Confidential Information

Bethel is committed to maintaining confidentiality wherever possible, therefore information around safeguarding children and young people should only be shared with those who need to know. For further information, please see Bethel's Confidentiality Policy.

The information that is recorded will be kept secure and will comply with Bethel's Data Protection Policy. Information documented in Lamplight is restricted to relevant staff only. Entries in the





Safeguarding Incident Log are coded to avoid identification of individuals and have restricted access.

10. Monitoring the Policy

Dissemination

Safeguarding reports will be prepared regularly based on information documented in Lamplight and Safeguarding Incident Logs for discussion at team meetings, SMT meetings, Bethel board meetings, Integrated Governance Sub-Committee meetings, and included in reports to funders. No individual(s) will be identified or identifiable in reports produced.

Policy Review

The Safeguarding Children and Young People Policy will be reviewed annually by the senior management team and signed off by the Integrated Governance Sub-Committee. The Safeguarding Leads will be involved in this process and can recommend any changes.





References

Legislation and Guidance

- The Children Act 1989, 2004 <https://www.legislation.gov.uk/ukpga/1989/41>
- The Protection of Children Act 1999 <https://www.legislation.gov.uk/ukpga/1999/14/contents>
- Working Together to Safeguard Children guidance 2018: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
- Safeguarding Vulnerable Groups Act 2006 http://www.legislation.gov.uk/ukpga/2006/47/pdfs/ukpga_20060047_en.pdf
- The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- Care and Support Statutory Guidance 2021 Care and support statutory guidance - GOV.UK (www.gov.uk)
- Human Rights Act 1998 <https://www.legislation.gov.uk/ukpga/1998/42/contents>
- The Equality Act 2010 ([legislation.gov.uk](http://www.legislation.gov.uk))
- Mental Capacity Act 2005 <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>
- The Data Protection Act 2018 <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
- A Guide to General Data Protection Regulation 2018 [guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf](http://ico.org.uk/guidance/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf) (ico.org.uk)

National Supplementary Guidance

- Department of Health, Home Office (2000), 'No Secrets: Guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse.'
- DfES (2006), 'What to do if you're worried that a child is being abused' www.everychildmatters.gov.uk/socialcare/safeguarding
- HM Government 'Working Together to Safeguard Children 2018'
- This guidance replaces Working Together to Safeguard Children (2010); The Framework for the Assessment of Children in Need and their Families (2000); and statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007). The guidance document can be found at:
- <http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>
- Digital Portal to Strengthen Safeguarding Guidance for Charities
- This tool can help charities in England to handle the reporting of safeguarding allegations about behaviour or actions of a person in their charity
- https://safeguarding.culture.gov.uk/?mc_cid=6e4986f4ab&mc_eid=5e0e594c5e

Local Guidance and Procedures

- West Midlands **Child** Protection and Safeguarding Procedures Manual <https://westmidlands.procedures.org.uk/>
- Within the West Midlands, there are nine local areas that collaborate with regards to child safeguarding procedures. With the introduction of **Working Together to Safeguard Children 2018**, each local area's multi-agency safeguarding arrangements are led by the statutory safeguarding partners/organisations: local authorities, clinical commissioning groups and the police.
- Right Help, Right Time Delivering effective support for children and families in Birmingham - Guidance for Practitioners
- http://www.lscpbirmingham.org.uk/images/BSCP/Professionals/RHRT_Feb_2020/Right_Help_Right_Time_Guidance_Feb_2020.pdf
- Solihull's Local Safeguarding Children's Board's manual can be found at: <http://www.solihull.gov.uk/StaysafeProcedures/>
- The Board's website: <http://www.solihull.gov.uk/staysafe/>
- Sandwell: http://www.sandwellscb.org.uk/site/pdfs/interagency_referral.doc

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- Introduction to the West Midland Multi Agency policy:
<http://www.worcestershire.gov.uk/cms/social-care-and-health/safeguarding-adults/policies-and-procedures.aspx>
Safeguarding Advisor Network (January 2009) 'Guidance for safer working practice for Employees who work with children and young people'. Website address:
- <http://webarchive.nationalarchives.gov.uk/20100113210150/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>
- WCVYS Worcestershire Council for Voluntary and Community Services Safeguarding Guidance
- <http://www.wcvys.co.uk/safeguarding>

