



Safeguarding Policy

This Policy applies to all staff, including the board of Directors, any paid staff, volunteers, students, contractors and anyone working on behalf of Little Hiccups.

The purpose of this Policy:

- To protect children and young people who receive Little Hiccups' services. This includes all children of adults who use our services
- To provide Directors, staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Little Hiccups believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedom Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0-25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

This policy should be read alongside our policies and procedures on:

- Recruitment, induction and training (including volunteers)
- Role of the designated safeguarding officer



- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and Information Sharing
- Code of Conduct for Staff and Volunteers
- Safer Recruitment
- E-Safety
- Anti-Bullying
- Complaints
- Whistle blowing
- Health and Safety

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people' welfare

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

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding
- Adopting child protection and safeguarding practices through procedures and code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff, contractors and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring that at least one person on the interviewing panel is 'Safer Recruitment' trained and ensuring that all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young persons, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistle blowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, contractors and volunteers by applying health and safety measures in accordance with the law and regulatory guidance

Contact Details

Designated Safeguarding Officer (DSO)

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Deputy DSO(s)

Name: Linsay Medica

Phone: 0783 123 0741

Email: linsay@littlehiccups.co.uk

Senior lead for safeguarding (chairperson)

Name: Sarah Stewart

Phone:

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COEP

www.coep.police.uk

NSPCC Helpline:

0808 800 5000

We are committed to reviewing our policy and good practice **annually**.

Policy agreed by Trustees on:

Signed by Chairperson:

To be reviewed: