

# Kids Safeguarding Children and Adult Policy

## Purpose and Scope

Kids has a clear commitment to safeguarding all service users in line with national legislation and guidance and local safeguarding partnership procedures. Kids' commitment to safeguarding is outlined in our Safeguarding Statement below:

*'Kids is committed to safeguarding and promoting the well-being of all those who come into contact with our services. Our colleagues are trained to recognise and respond to safeguarding concerns. We work closely with families and other agencies to take all reasonable steps to minimise the risk of harm to children, young people and adults.'*

*To fulfil our commitment to those we work with we observe safer recruitment and selection procedures and nurture a safeguarding culture which is open and transparent, where all concerns in relation to our people can be identified and spoken about openly and are dealt with promptly and appropriately. By identifying concerning, problematic or inappropriate behaviour early we aim to minimise the risk of abuse'*



**Katie Ghose** 31<sup>st</sup> August 2024  
Chief Executive

This policy provides clear guidance to ensure that all colleagues at Kids are clear about their individual and organisational roles and responsibilities to protect children and adults at risk.

This policy document applies to:

- Children (including unborn babies) and adults
- All colleagues working for or on behalf of Kids
- All Kids services (In person and virtual delivery).

**Colleagues should use [Kids Safeguarding Toolkit](#) to support with safeguarding practice procedures outlined within this policy. Content of Kids Safeguarding Toolkit is outlined in Appendix 1 and the link will be added once the toolkit is finalised.**

**This policy should be read in conjunction with the referenced legislation and national guidance.**

## Definitions

**Abuse:** Abuse is defined as any action that intentionally harms or injures another person. For quick reference guidance on types of abuse see Kids Safeguarding Toolkit.

**Adult at Risk:** The Care Act 2014 statutory guidance states that safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs)
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect
- is experiencing, or at risk of, abuse or neglect

Child: A child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. In addition, an individual aged 18 to 24 years, who has been looked after by the Local Authority and who has a disability, also has protection under The Children Act 1989.

Colleagues: The term includes employees, sessional workers, volunteers, students, contractors, agency workers and Trustees of Kids.

Culture of Vigilance: A culture of vigilance means maintaining awareness that harm can happen and consistently pursuing the prevention of harm.

Disclosure: Disclosure is the process by which a child/young person/adult will let someone know that abuse is taking place.

Ofsted Registered Setting: In the UK, Ofsted (Office for Standards in Education, Children's Services and Skills) is responsible for inspecting and regulating various services that provide care and education for children and young people. Ofsted-regulated settings are defined as environments where children are educated or cared for, and these settings are required to meet specific standards to ensure safety, welfare, and the quality of education.

Significant harm: The concept of 'Significant harm' (The Children Act 1989) is the threshold that justifies compulsory intervention in family life in the best interests of children and young people. 'Harm' means ill treatment or the impairment of health or development (including impairment suffered from seeing or hearing the ill treatment of another). Whether the harm suffered by a child is 'significant' is determined by comparison of the child's health and development with that which could reasonably be expected of a similar child. There are no absolute criteria in judging what constitutes significant harm – it may be the result of a single, traumatic event, or more often, of a culmination of significant events, both acute and long standing.

Thresholds: A threshold is a point that is reached where support is required and is linked to levels. Local authorities' threshold documents outline circumstances and key features of each level to help professionals make a judgement about whether a threshold has been reached and what to do next.

### **Roles and Responsibilities**

The success of this policy is dependent on all colleagues being involved in the implementation of this document. The responsibilities of individuals in ensuring compliance with this document are detailed below:

#### **The Board of Trustees**

The Board of Trustees (hereafter The Board) has a legal responsibility for Safeguarding across the organisation and has a duty to ensure that Kids takes all reasonable steps to protect individuals, and their families, who benefit from our services, from harm. The Board must assure itself that Kids has adequate controls in place for meeting legal and statutory

obligations, and national good practice standards, including ensuring Kids has a nominated Safeguarding Trustee.

The Chair of the Board will ensure that Safeguarding is included in every Board meeting either as an agenda item or as part of the Chief Executive's report.

The Board must understand the monitoring and assurance controls that are in place at Kids to make informed assessments of the effectiveness of Safeguarding policies and procedures.

The Board and separately the Finance and Audit Committee can request audits of qualitative and quantitative data (either internal or external) to evidence the effectiveness and suitability of assurance controls.

The Board is responsible for reporting any serious safeguarding incidents to the Charity Commission (as per Kids Serious Incident Policy).

The Board is responsible for approving the Safeguarding Policy and the Managing Allegations and Low Level Concerns Policy.

The Board must be assured that Kids strategic plans reflect safeguarding legislation, regulations specific to Kids activities, strategic guidance and safeguarding expectations of the Charity Commission and all other regulatory bodies relevant to Kids work including OFSTED and CQC.

Safeguarding is included in Kids risk policy and risk register and the Board has a duty to ensure that Safeguarding risks and mitigations are adequately reflected and control measures in place.

Trustees must participate in safeguarding training annually as per Kids Safeguarding Training Matrix.

### **Safeguarding Trustee**

Safeguarding is the collective responsibility of all Trustees. However, the Safeguarding Trustee supports, advises and guides the Board on Safeguarding matters.

The Safeguarding Trustee acts as a point of contact on the Board for the Director of Service Transformation and National Safeguarding Lead, to support them to ensure continuous improvement in safeguarding practice. The Safeguarding Trustee also acts as a point of contact for colleagues and volunteers, following the process set out in Kids Safeguarding and Whistleblowing policies, should they wish to report a safeguarding concern.

The Safeguarding Trustee is responsible for providing an induction, together with the National Safeguarding Lead and the Director of Service Transformation as part of the Trustee on-boarding process, on the safeguarding responsibilities of a Trustee.

### **Executive Leadership Team**

The Executive Leadership Team is responsible for an annual review of safeguarding policies and procedures.

The Executive Leadership Team must ensure that Kids services are ready for inspections and inform the Board of reports and findings.

The Executive Leadership Team must share with The Board learning from Local and National Safeguarding Case Reviews and implications for Kids policies, procedures and processes, when applicable.

### **Director of Service Transformation**

The Director of Service Transformation is responsible for ensuring that safeguarding is considered in strategic decision-making and that there is adequate assurance of the quality and effectiveness of Kids safeguarding arrangements.

The Director of Service Transformation is responsible for ensuring there is effective planning and resources to support Kids safeguarding roles and arrangements.

The Director of Service Transformation leads complex investigations relating to safeguarding where there is significant risk of reputational damage to the organisation. The Director of Service Transformation ensures that Kids observe responsibility to inform Ofsted or the CQC of any notifiable incident.

The Director of Service Transformation is responsible for ensuring that the National on Call rota operates effectively with adequately trained staff.

### **Head of People**

The Head of People is responsible for the regular monitoring and assurance of Human Resources (HR) owned safeguarding controls.

The Head of People oversees all people matters for the investigation and management of allegations and low-level concerns against colleagues.

The Head of People is responsible for Safer Recruitment, ensuring the safe conduct of staff with services users and colleagues and for staff well-being.

### **Safeguarding Working Group**

The Safeguarding Working Group meets on a bi-monthly basis. The Safeguarding Working Group acts in an advisory capacity to monitor and develop safeguarding practices throughout the organisation.

The Safeguarding Working Group is responsible for monitoring compliance with Kids Safeguarding Assurance Framework.

### **National Safeguarding Lead**

The National Safeguarding Lead oversees the operational management of Safeguarding.

The National Safeguarding Lead is responsible for developing safeguarding policy, procedures and staff guidance and ensuring that Kids are compliant with legal, statutory and regulatory safeguarding requirements.

The National Safeguarding Lead chairs the Safeguarding Working Group and reports on data collated from Kids Safeguarding Reporting systems. The National Safeguarding Lead

uses this data to analyse and develop the organisation's resilience around managing safeguarding.

The National Safeguarding Lead supports Local Safeguarding Leads in their roles, offers advice and support as needed, meets quarterly with them for peer supervision and annually for one-to-one discussion.

The National Safeguarding Lead facilitates case discussion for colleagues when required as per Kids Safeguarding Case Supervision Procedures (Appendix 2).

The National Safeguarding Lead is responsible for quality assurance of safeguarding practice including reviewing reports of safeguarding concerns and participating in quality assurance visits and audits.

The National Safeguarding Lead oversees safeguarding matters in the investigation and management of allegations and low-level concerns against colleagues.

### **Line Managers**

Line Managers are responsible for ensuring that all colleagues undertake mandatory safeguarding training as per Kids Safeguarding Training Matrix. This includes ensuring that all colleagues involved in recruiting have completed Safer Recruitment training.

### **Local Safeguarding Leads**

All Kids services have trained Local Safeguarding Leads. Colleagues report safeguarding concerns to Local Safeguarding Leads. Local Safeguarding Leads can use a variety of tools to gather information, analyse risk and inform decisions on action to take.

Where appropriate Local Safeguarding Leads are responsible for ensuring that the child/adult, and parents/carers are informed of concerns and are made aware of action to be taken.

Local Safeguarding Leads are responsible for managing local safeguarding concerns and ensuring that Local Authority procedures are followed and where appropriate referrals to external agencies are made.

Local Safeguarding Leads are responsible for ensuring all safeguarding concerns are reported internally within the same working day to Kids safeguarding reporting systems.

Local Safeguarding Leads are responsible for ensuring that all safeguarding records are accurately maintained.

Local Safeguarding Leads must ensure all safeguarding concerns are followed up within timescales.

If colleagues are not satisfied with Local Authority response to referrals, Local Safeguarding Leads are responsible for initiating Kids Safeguarding Escalation and Disagreement Procedure (Appendix 3).

Local Safeguarding Leads must ensure that all children on a Child Protection Plan are reported internally to MyConcern.

### **Kids National on Call Team**

Kids National on Call Team provides out of hours cover each evening from 17:00 to 09:00 and during weekends to provide support and guidance to colleagues to manage safeguarding concerns.

### **All colleagues**

All colleagues are expected to be committed to the principles set out in Kids Safeguarding Statement and are responsible for ensuring they know and adhere to the safeguarding procedures as outlined in this policy.

All colleagues must complete safeguarding training required for their role as per Kids Safeguarding Training Matrix.

All colleagues must operate a culture of vigilance and report all safeguarding concerns. General Data Protection Regulation (GDPR) must not be a barrier to information sharing.

If a child or adult is at immediate risk of harm colleagues must raise the concern immediately by contacting emergency services (police and/or Local Authority Duty Teams). Colleagues must then report the concern to a Local Safeguarding Lead/National Safeguarding Lead or Kids National on Call Team.

If a child or adult is not at immediate risk of harm, colleagues must report the concern to a Local Safeguarding Lead/National Safeguarding Lead or Kids National on Call Team within the same working day (See Appendix 4 – Safeguarding Process).

All colleagues must support Local Safeguarding Leads to ensure that safeguarding concerns are accurately documented, reported (internally and externally) and followed up appropriately within timescales.

If a colleague is unclear that appropriate action has been taken by a Local Safeguarding Lead they are responsible for escalating this to the National Safeguarding Lead.

### **Colleagues working in Early Years, Childcare and Overnight Short Break Settings**

Colleagues working in Ofsted registered settings must not have on their persons any personal electronic devices with imaging and sharing capabilities. This includes mobile phones, cameras, watches and any other devices as developed that can take and/or share images.

If a colleague must use or wear a personal electrical device with imaging and sharing capabilities for emergency or a specific health need, a risk assessment must be completed and be signed off by the relevant Senior Manager and National Safeguarding Lead.

Registered/setting managers must provide safe storage of colleagues' personal electronic devices when at work.

All visitors (i.e. health professionals, Trustees, parents and/or carers) to an Ofsted registered setting will be advised in advance or on arrival of this policy. All visitors must be asked not to wear and/or hold any personal electronic devices with imaging and sharing capabilities whilst in the setting.

Training on this policy will be given during induction and updated through line manager briefings. Failure to comply with this policy may lead to disciplinary action which could include summary dismissal.

### **References and Associated Documents**

- Care Act 2014
- Charities Commission Guidance for Trustees 2019
- Children Act 1989/2004
- Children and Families Act 2014
- Children and Social Work Act 2017
- Domestic Abuse Act 2023
- Fundamental Standards of Care 2014
- Health and Social Care Act 2008 (regulated Activities) Regulations 2014
- HM Government Information Sharing Advice for Practitioners 2018
- Keeping Children Safe in Education 2024
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- The Human Rights Act 1998
- United Nations Convention on the Rights of the Child
- Working Together to Safeguarding Children 2023
- Local Safeguarding Children procedures from Safeguarding Children Partnerships

## **Appendix 1**

### **Kids Safeguarding Toolkit Content**

**Chapter 1 - Introduction**

**Chapter 2 - Recognising Safeguarding Concerns**

**Chapter 3- Responding to Safeguarding Concerns**

**Chapter 4 - Referring Safeguarding Concerns**

**Chapter 5 - Recording Safeguarding Concerns**

**Chapter 6 - Resolution and Escalation**

**Chapter 7 – Safer Recruitment**

**Chapter 8 – Safeguarding and Virtual Delivery**

**Glossary of Terms**



## Appendix 2

### Kids Safeguarding Case Supervision Model

Kids expect that all colleagues who have a concern about the welfare of a child or an adult and require support and advice about whether action is needed to safeguard the child or adult report this to their Local Safeguarding Lead (LSL). If colleagues and/or LSL are unclear of what action to take or require any additional support with the challenges that safeguarding can present they should seek safeguarding case supervision from Kids National Safeguarding Lead (NSL).

#### Functions of safeguarding supervision

Safeguarding Supervision is “an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team. The purpose is to improve the quality of their work to achieve agreed outcomes.” (Safeguarding Supervision Framework from Children’s Workforce Development Council (2007).

‘Effective supervision is important to promote good standards of practice and to support individual staff members. Supervision should help to ensure that practice is soundly based and consistent with the Local Safeguarding Board and Organisational policies and procedures. It should ensure that practitioners fully understand their roles and responsibilities and the scope of their professional discretion and authority. It should also help to identify the training and development needs of the practitioner, so that each has the skills to provide an effective service’ (Working Together to Safeguard Children, 2018)

The purposes of Kids Safeguarding Case Supervision procedures are to:

- provide colleagues with protected time to reflect on practice, make decisions, assess risks and improve the quality of practice
- provide colleagues with guidance and information on their roles in relation to safeguarding and enable them to take responsibility for their own practice and response to the safeguarding needs of children and families
- ensure Kids safeguarding policies and procedures are followed
- identify safeguarding training and development needs
- address the emotional impact of work with children and families

**All references to safeguarding case supervision refer to the supervision of colleagues regarding their work with children and adults in need of support services and/or in need of safeguarding. This is distinct and complimentary to managerial supervision which is about monitoring and appraising the performance of staff.**

#### Types of Safeguarding Supervision

##### 1:1

Safeguarding Supervision can be facilitated 1:1 (i.e. LSL:NSL) or small group (Staff:LSL:NSL). It is the individual colleague and/or Local Safeguarding Lead responsibility to contact the NSL to arrange supervision. The NSL will offer availability and arrange a time for a virtual safeguarding case supervision session. Colleagues should allow 60 minutes for case supervision.

#### Local Safeguarding Leads Peer Safeguarding Case Supervision

LSL are offered small group peer supervision with other LSL four times per year facilitated virtually by the NSL. During these supervision sessions LSL will be given the opportunity to present cases from their local areas.

### **Cases for safeguarding supervision**

Colleagues may present any case to Safeguarding Case Supervision. Cases that staff may benefit from consideration include:

- Any complex child/adult case (for example where there are multiple problems – i.e. substance misuse, domestic abuse and mental health issues)
- Cases when a child/children have Child in Need status or become subject to a Child Protection Plan and staff are concerned that a safeguarding plan in place is not adequate to protect the child
- Cases where there has been multi-agency disagreement and/or colleagues have initiated Local Authority complaints procedures

### **Recording Safeguarding Supervision**

Where any case supervision has taken place regarding a child/adult at Kids, Kids Safeguarding Concern Reflective Log (Appendix 3) is to be completed and recorded in the child/adult's record. This log can be completed collaboratively by the NSL and supervisee(s) during the supervision.

All colleagues present at a case safeguarding supervision should be recorded on Kids Safeguarding Concern Reflective Log.

All safeguarding supervision should be child/adult focussed and should result in clear agreement about who will do what (actions) in relation to the child/adult to safeguard and promote their welfare.

### **Accountability**

All colleagues are accountable for their own practice and this does not change within safeguarding case supervision. Colleagues are responsible for their individual practice with families and this includes actions they take or do not take.

In Safeguarding Case Supervision, the NSL has a clear responsibility to ensure legal and statutory duties and organisational protocol and procedures are followed (Laming, 2003). If procedures are not being followed, the NSL will support the supervisee(s) to identify training needs and develop plans to support the supervisee(s) accordingly.

Where training needs are identified the NSL will report these to the Safeguarding Board so that there can be national oversight of training needs across KIDS services.

### **Confidentiality**

Discussions at case supervision will remain confidential unless

- a) child may be at risk of significant harm
- b) there is unsafe practice placing people at risk
- c) there is illegal activity

Cases discussed at LSL peer supervision should be anonymised to maintain confidentiality.

### **Support for Supervisee(s)**

Safeguarding Case Supervision is to be facilitated by the NSL using a strength-based approach which should support learning and contain the emotional element that safeguarding can present. The reflective cycle aims to support staff emotionally by sharing worries, identifying protective factors and collectively developing action plans. If staff share additional requirements for emotional support the NSL will discuss with them their preferred method for this.

## Appendix 3

### Kids Safeguarding Escalation and Disagreement Procedure

Having different professional perspectives within safeguarding practice is a sign of a healthy and well-functioning partnership. These differences of opinion are usually resolved by discussion and negotiation between the practitioners concerned. It is essential that where differences of opinion arise they do not adversely affect the outcomes for children/adults or their families and are resolved in a constructive and timely manner.

Differences could arise in a number of areas of multi-agency working as well as within single agency working. Differences are most likely to arise in relation to criteria for referrals, outcomes of assessments, roles and responsibilities of workers, service provision and/or timeliness of interventions.

When there is a disagreement regarding the management of safeguarding concerns for a child/adult it is important they are resolved as effectively and swiftly as possible.

The following procedures should be followed by Kids colleagues when there is disagreement in the management of safeguarding concerns. The outcome of each stage must be documented in the child/adult's record.



## Appendix 4

### Safeguarding Process - Key Contact Details

- All colleagues are expected to be committed to the principles set out in Kids Safeguarding Statement and are responsible for ensuring they know and adhere to Kids safeguarding procedures.
- All colleagues must operate a culture of vigilance and report all safeguarding concerns.
- If a child or adult is at immediate risk of harm colleagues must raise the concern immediately by contacting emergency services (police and/or Local Authority Duty Teams). Colleagues must then report the concern to a Local Safeguarding Lead/National Safeguarding Lead or KIDS National on Call Team.

#### Local Authority Duty Team:

#### Services to Add Detail

#### Police:

999

- If a child or adult is not at immediate risk of harm colleagues must report the concern to a Local Safeguarding Lead/National Safeguarding Lead or KIDS National on Call Team within the same working day.

#### Local safeguarding Lead:

#### Services to Add Detail

#### National Safeguarding Lead:

Sophie Bentley 01325 633490 [Sophie.bentley@kids.org.uk](mailto:Sophie.bentley@kids.org.uk)

#### Kids Out of hours On Call:

0207 2783894

- Following reporting of concerns, all colleagues must record concern on Kids Internal Safeguarding Reporting System – MyConcern.
- For any concerns in relation to a colleague's behaviour towards a child or young person, colleagues must report concerns immediately to Kids National Safeguarding Lead (Sophie Bentley) and/or Head of People (Rachel McNair). A decision will be made by Kids National Safeguarding Lead and/or Head of People whether the concern reaches threshold of harm. If so, LADO must be informed.

#### National Safeguarding Lead:

Sophie Bentley 01325 633490 [Sophie.bentley@kids.org.uk](mailto:Sophie.bentley@kids.org.uk)

#### Head of People:

Rachel McNair 0121 362 3699 [Rachel.Mcnair@kids.org.uk](mailto:Rachel.Mcnair@kids.org.uk)

#### Local Authority Designated Officer (LADO):

#### Services to Add Detail