



Haven Wood Child Protection and Safeguarding Policy

September 2025.

This policy was developed and adopted on 20th September 2021. The policy is reviewed and updated in September each year and will be reviewed next on 20th September 2026.

The Designated Safeguarding Lead (DSL) is: Amy Townsend - DSL Level 3 training completed July 2025.

The Deputy Designated Safeguarding Lead (DDSL) is: Ray Newberry – DSL Level 3 training completed July 2025.

The name of the Designated person for Children in Care is Dr James Tonks.

Purpose of Policy: The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for Haven Wood staff and associates (referred to below as staff) in safeguarding and promoting the welfare of children who use the service (sometimes termed the 'centre'). The policy aims to ensure that children are safe and protected from harm and staff, clients, potential volunteers

and parents are aware of the expected behaviours and our legal responsibilities in relation to safeguarding and promoting the welfare of all children.

Policy Statement: This policy develops procedures and good practice, to ensure that all staff can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable.

Introduction This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance.

We take seriously our responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements to identify, assess, and support those children who are suffering harm. Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of any child in need of additional support, even if they are not suffering harm or are at immediate risk.

Ethos Improving outcomes for all children and young people underpins our practice.

Safeguarding is everyone's responsibility and as such our team aims to create the safest circumstances for children. We recognise the contribution we can make in ensuring that all our clients feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues.

We recognise that it is our professional responsibility to make sure that we have an effective safeguarding policy and procedures in place and to support our staff and associates in complying

with them. We have a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues.

All our staff will understand what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services. All our staff and associates have a professional responsibility to keep up to date with safeguarding training and should re-cap Level 2 or 3 training every 2 years.

Designated Safeguarding Lead's (DSL) Responsibilities

Safeguarding is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies". Specifically, we will either consult informally with the Multi-Agency Safeguarding Hub, or its equivalent in the local authority areas in which we work, or formally via raising a safeguarding alert if required to do so.

All child protection concerns WILL be reported to the appropriate authority, and our Designated Safeguarding Lead (DSL) is responsible for:

- Managing referrals
- Refer all cases of suspected abuse to the local authority:
- Act as a source of support, advice and peer supervision to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

- The DSL will receive appropriate training carried out every two years – the last training was 22/07/25. This training is important to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals.

It is recognised that whilst the Designated Lead is responsible for liaison with agencies, if at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately by any staff member. Anybody can make a referral 7 Section 17(10) Children Act 1989: those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children

We encourage a culture of listening to children and taking account of their wishes and feelings.

We will ensure the child protection policy is available and that all parties are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the team in this (this is defined in our terms and conditions).

Referrals can be made to the Cornwall Multi Agency Referral Unit by telephone, the Multi Agency Referral Unit (MARU) 0300 123 1116. Or in Devon to MASH – 0345 155 1071. This can be as a matter of urgency, in order to discuss the child protection concerns of possible abuse or neglect in connection with the child, being prepared to provide the child's details and follow advice and guidance provided by the person handling the call and as in the guidance referred to above; providing a written record of any formal referral by fax/post/e-mail to the MARU/ MASH using the multi-agency referral form within 1 day; ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered. Action will be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk – such actions include instigating a Common Assessment Framework (CAF)/ TAC, advocating for discussion on an EHC-Plan, or any other process and/or referring to other Early Help provision and services including the Together for Families programme; It is recognised that whilst the Designated Lead is responsible for liaison with agencies, Anybody can make a referral.

Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral; ensuring that all such records are kept confidentially and securely and are separate from session records, with a front sheet listing dates and brief entries to provide a chronology; ensuring that MASH/ MARU is notified immediately when any child subject of a Child Protection Plan does not attend an appointment without explanation.

We recognise that Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of life including health and safety; the use of reasonable force; meeting the needs of children with medical conditions; providing first aid; intimate care; internet or e-safety; taking into account the local context. Additionally, we recognise that Safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; extremist behaviour; child sexual exploitation; sexting; substance misuse; issues which may be

specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, radicalisation and forced marriage.

All our staff maintain an attitude of 'it can happen here' and are aware of the signs and indicators of abuse. All members of staff have a responsibility to provide a safe environment. All members of staff are expected to take responsibility for keeping regularly updated, in order to develop their understanding of the signs and indicators of abuse and of child protection procedures.

All members of staff know how to respond to a student who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse. Issues of disclosure over-rule obligations in relation to consent and confidentiality.

All parents/carers are made aware of our responsibilities in regard to child protection procedures through publication of our Child Protection and Safeguarding Policy on the website.

When services are delivered in schools the local policies will supersede this policy, based upon the assumption that the organisation has carried out required checks on all individuals who will be working at the school or college and that they have safeguarding policies in place. We operate safety-checks and procedures including making sure that our staff have satisfied Disclosure and Barring Service requirements in relation to Regulated Activity.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:

- stay calm and listen carefully;
- reassure the child that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child know that s/he will need to share the information; not promise to keep what they have been told a secret;

- inform the DSL as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated.

Confidentiality and Information Sharing Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action.

We recognise that all matters relating to child protection are confidential; the DSL will disclose personal information about a child to other members of the team on a need to know basis only; all staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children; all staff are aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and we will always undertake to share our intention to refer a child to safeguarding with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit (MARU)/ MASH.

Managing Allegations against staff. We are aware of the possibility of allegations being made against members of staff that are working with or may come into contact with children and young people. Such allegations are usually that some kind of abuse has taken place. They can be made by children and young people or other concerned adults.

If an allegation is made, the member of staff receiving the allegation will immediately inform the DSL who, on all such occasions, will inform the Local Authority Designated Officer (LADO) - 01872 254549. If the allegation made concerns the DSL, the person receiving the allegation will immediately inform a senior Psychologist available from our partner company, Haven Clinical Psychology Practice (Dr Ian Frampton) – 01288 354247, who will consult the LADO as above, without notifying the DSL first. Whosoever contacts the LADO will discuss the nature of the allegations in order for appropriate

action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. We will also:

- Consider the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and advise the Disclosure and Barring Service (DBS) and any other regulatory body, where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

Supporting Staff: All staff are aware of the boundaries of appropriate behaviour – such matters form part of training and staff have access to support and guidance in their own peer support and supervision. We recognise that staff who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. We support such staff by providing an opportunity to discuss their anxieties with the DSL, or a psychologist, as appropriate.

Physical Restraint:

We will record any significant incident in which a staff-member uses force on a child and will report these incidents to the child's parents as soon as practicable after the incident. A staff-member who

has used appropriate physical restraint will have a reasonable defence to any legal action against them, if:

- The purpose of the physical intervention was to avert an immediate danger of injury to any person;
- or an immediate danger to the property of any person (“person” includes the child);
- or to prevent the committing of a criminal offence;
- and where no more force was used than was reasonably necessary in the circumstances

Wherever possible such events are recorded and signed by a witness. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Prevention We recognise that we play a part in the prevention of harm to our clients by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. We will support all children by:

- Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment.
- Encouraging the development of self-esteem and resilience in every aspect of life.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Providing continuing support to a client who leaves the practice and about whom there have been child protection concerns, by ensuring that such concerns and records are forwarded under confidential cover to other services as a matter of urgency.

- Recognising that children come from a variety of different cultural backgrounds, we ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.