



Safeguarding policy document

Version Control - Approval and Review

Version No.	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Jan 2024	Initial draft approved	Annually
1.1	Board	Jan 2025	DSL, local reporting procedures	Annually



Everyone who works in any way with children has responsibility to protect them from harm.

This policy applies to those who are directly employed or engaged by The Feeding Trust, to include subcontractors, volunteers and students.

The purpose of this policy:

- ☐ to protect children and young people (CYP) who receive services from The Feeding Trust.
- ☐ to provide staff and other workers with the overarching principles that guide our approach to safeguarding and child protection.

The Feeding Trust 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 practice in a way that protects them.

Legal framework

This policy has its basis in the laws and guidance that seeks to protect children, namely:

- ☐ The Children and Young Persons Act 2008 ☐ Children Act 1989, amended 2004
- ☐ United Convention of the Rights of the Child 1991 ☐ Data Protection Act 1998
- ☐ Human Rights Act 1998
- ☐ Sexual Offences Act 2003
- ☐ Safeguarding Disabled Children, 2009
- ☐ Safeguarding Vulnerable Groups Act 2006 ☐ Protection of Freedoms Act 2012
- ☐ Children and Families Act 2014
- ☐ Special educational needs and disability (SEND) code of practice: 0 to 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 safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018

Awareness of Child Protection Issues:

- ☐ 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 or abuse

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disability or other issues
- ☐ working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
 - ☐ As a Clinician there is a professional duty to report your concerns if you have an honestly held belief that a person (adult or child) is suffering or is at risk of harm
 - ☐ Harm may encompass many aspects including physical, psychological, emotional, sexual and financial abuse and/or neglect, and can include online content and safety.

Procedures to keep children and young people safe:

- ☐ Safe Recruitment: The Feeding Trust requires all staff and team members undertake an enhanced Disclosure and Barring service (DBS) check. All staff and team members will undertake Level 3 Safeguarding Children training. This will be refreshed every 2 years.
- ☐ Responsibility: Everyone shares responsibility for safeguarding and promoting welfare of CYP, irrespective of roles. You should be aware of the risks of abuse and take steps to reduce those risks. Never think abuse is impossible in your organisation or group.
- ☐ Communication: We will liaise closely with other agencies and share information where appropriate. This will include using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- ☐ Data protection: We will record and store information professionally, contemporaneously and securely.

Designated Safeguarding Lead (DSL):

Name: Natalie Raven Morris

Email: natalie@fed-foundation.org

Responding to Concern:

- ☐ Every child, family and situation is unique and decisions should be made using professional judgement supported by advice and guidance.
- ☐ Any professional who is concerned about a child or who identifies that a child or family may need extra help and support and should discuss this with their safeguarding lead.
- ☐ Professionals may also want to have a discussion with a colleague from another agency to get a better understanding of the child and their family, this should be with the family's consent.
- ☐ Support for the child and family may need early support help and completing an Early help assessment may help in the responding to concerns: <https://www.worcestershire.gov.uk/earlyhelpfamilysupport>

Responding to disclosure:

A disclosure occurs when a child or young person indicates directly, or through play or



drawings for example, that he or she has been or is being abused in some way.

If a child makes a disclosure it is vital that an appropriate response is given:

- ☐ Do contain own reaction as far as possible – try not to express shock or disbelief.
- ☐ Do listen to the child, accept what they say and communicate to them that you accept it.
- ☐ Do not make any promises to the child about not passing on the information – the child needs to know that someone who will be able to help them will be spoken to.
- ☐ Record the information as accurately and quickly as possible using a Safety and Welfare Concern Form.
- ☐ Discuss with the DSL to determine the most appropriate course of action.
- ☐ Do not interrogate the child. It is alright to ask for clarification, but do not ask leading questions. Leading questions are those which might suggest an explanation for what happened, or who may have perpetrated abuse, such as "Did Daddy hit you?"

Misguided or inappropriate questioning could later be inferred to have contaminated evidence in an official investigation and invalidate it. The best questions to ask are those that are known as 'TED' questions. i.e., 'Tell, Explain, Describe'

- ☐ 'Tell me what happened'
- ☐ 'Please explain what you mean when you say'
- ☐ 'Can you describe the person?' or 'Can you describe the place?'

Reporting a Concern:

If a child may be at risk of significant harm, professionals should make a referral to the Family Front Door (children's social care) without delay:

- ☐ Contact the Family Front Door on 01905 822666 from Monday to Friday 9.00am to 5.00pm (until 4:30pm on a Friday). Out of office hours (5.00pm to 9.00am weekdays and all-day weekends and bank holidays) contact the Emergency Duty team on 01905 768020
- ☐ Complete the 'Referral to Children's Social Care' online form, which can be accessed via the [Professionals Portal \(opens in new window\)](#)
- ☐ For advice, contact the Local Authority Designated Officer (LADO) – 01905 84622 [LADO Concern \(worcschildrenfirst.org.uk\)](#)
- ☐ More information can be found on the [Worcestershire safeguarding partnership website \(opens in new window\)](#).

Other Contacts:

Police - Call 999 in an emergency. For less urgent issues call local police on 101.

NSPCC 0800 800 5000

Professionals Online Safety Helpline: <https://saferinternet.org.uk/professionals-online-safety-helpline>

The Samaritans 116 123

Childline 0800 1111



Appendix 1 – The Feeding Trust – Code of conduct

Please help us to ensure the safety of our service users by ensuring that all personnel comply with the code of conduct below.

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

- ☐ Work safely and take responsibility for own actions and behaviour
- ☐ Avoid any contact which would lead any reasonable person to question your motivation and intentions
- ☐ Avoid lone contact with children and young people where this is possible
- ☐ Never give personal contact details to children or young people, including your mobile phone number. Contact via social network sites is also unacceptable
- ☐ Work and be seen to work in an open and transparent way
- ☐ Do not use profane or inappropriate language
- ☐ Dress appropriately, i.e. dress in a way that:
 - o Is unlikely to be viewed as offensive, revealing or sexually provocative
 - o Does not distract, cause embarrassment or give rise to misunderstanding
 - o Is absent of any political or contentious slogans
 - o Is not considered to be discriminatory and is culturally sensitive

