



## Safeguarding & Child Protection Policy Children and Young People

**Designated Safeguarding Lead: Pippa Simou**

### **Introduction**

The Add-Vantage recognise their commitment to safeguarding and promoting the welfare of children and young people. We believe that it is always unacceptable for a child to experience abuse of any kind. Whatever the form of abuse or neglect, The Add-Vantage will always put the needs of children and young people first when determining what action to take.

### **Scope**

The purpose of this policy statement is:

- to promote the emotional and physical welfare of all children and young people who receive services from The Add-Vantage, and protect them from harm.
- This policy applies to anyone working on behalf of The Add-Vantage.
- Provide all children/young people, their families and any other agency with the overarching principles that guide our approach to child protection.

The term safeguarding is used to refer to a number of areas of concern relating to children including:

Child Protection issues  
Sexual exploitation  
Radicalisation  
Grooming  
Physical, emotional abuse or neglect

### **Procedure**

We recognise that:

the welfare of children is paramount in all the work we do and in all the decisions we take

- working in partnership with children, young people, their parents, carers and

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other agencies is essential in promoting young people's welfare

- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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 or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

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

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people who use our services.
- Adhering to the safeguarding and child protection policies when providing services on behalf of schools and any other agency.
- adopting child protection and safeguarding best practice through our own policies & procedures
- ensuring all necessary checks are made for staff.
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via and one-to-one discussions and emails where appropriate.
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures outlined in this document to manage any allegations made against any person associated with The Add-Vantage

### **Raising a Concern**

In the event that the Designated Safeguarding Lead is made aware of a concern the following protocol will be followed:

1. The information will immediately be passed on to the relevant child protection and safeguarding authorities.
2. The Add-Vantage shall support the authorities or school with any action that is deemed appropriate and shall undertake reasonable endeavours to provide the authorities or school with any assistance or documents.
3. The Add-Vantage shall not, undertake any independent investigation or questioning, unless authorised by the school or the authorities.
4. All allegations or suspicions shall be referred to the relevant authority or School Designated Safeguarding Lead, no matter how insignificant they seem to be or when they occur. Any information about suspicious behaviour or circumstances will be passed to the

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local Police Child Protection Unit or the local Social Services within 24 hours or as soon as shall be reasonably practicable.

## **Roles and Responsibilities**

All persons working on behalf of The Add-Vantage remain mindful of their obligations under Health and Safety at work act (1974), the Children's Act (2004), the Data Protection Act (2018) and UK GDPR, the Freedom of Information Act (2012), the Counter-terrorism and security Act (2015), Equality Act (2010) and obligations under Keeping Children Safe in Education (KSCIE), maintains the ethics and professional standards established in the British Psychological Society's Code of Ethics [www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct](http://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct)

### Designated Safeguarding Lead

- To promote the Safeguarding culture of the organisation
- Communicate this policy to children and young people, parents/carers, professionals and other multi-agencies on request.
- Undertake safeguarding Level 2 (minimum) training every two years.
- Undertake Prevent training update at a minimum of every two years.
- Read the yearly update of Keeping Children Safe in Education (KSCIE)
- Maintain professional and clear records of any Safeguarding concerns, ensuring they are securely stored in accordance with Data Protection and UK GDPR.
- Carry out necessary checks on all staff.
- Be responsible for maintain a safe environment for all visitors in accordance with Health & Safety legislation.

## **Policy Monitoring**

The Add-Vantage commits to reviewing this Safeguarding Policy on a two yearly cycle.

### Appendix

#### **Useful Contact Information**

**Hertfordshire Safeguarding Partnership (reporting line) 0300 123 4043**

**Non-Emergency Police 101**

**Emergency Police 999**

**NSPCC - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) - 0808 800 5000**

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