

Writing a Good Safeguarding Policy



Why do you need a good safeguarding policy?



What makes a good safeguarding policy?

- Clear Layout
- Uses headings
- Accessible / Easy to Understand
- Personalised to your organisation
- Clear guidance on what to do if there is a safeguarding concern
- Includes Norfolk's reporting procedures
- All those associated with the organisation need to be aware of it and follow it



Policy Contents

1. Introduction (Aim / Ethos)
2. Name and contact details of Designated Safeguarding Person (DSP) and their Deputy
3. Roles and Responsibilities of DSP
4. Safer Working Practices for staff and volunteers
5. Procedure for handling a disclosure from a child
6. Contacting The Children's Advice and Duty Service (CADS)
7. The Prevent Duty in Norfolk
8. Types of Abuse
9. Managing Allegations against people working with children
10. Making a Barring Referral to DBS
11. Working with parents and carers
12. Records and Confidentiality
13. Online Safety
14. Relevant Guidance and Legislation
15. Other Relevant Policies
16. Useful Contacts
17. Policy Review



1. Introduction (Aim / Ethos)

There needs to be a clear statement of:

- who your organisation is
- what service's you offer to children
- the aim of your policy
- your ethos towards safeguarding children

2. Name and contact details of Designated Safeguarding Person (DSP) and their Deputy

- Ensure this is on Page 1 and in **bold**
- Include a contact number and times contactable
- Include what needs to happen if they cannot be contacted e.g.
 - If they are unavailable anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS)
 - A staff member or volunteer can call (0344 800 8021)
 - A member of the public or parent can call (0344 800 8020).



3. Roles and Responsibilities of Designated Safeguarding Person

This will vary slightly depending on how your organisation operates.

Some examples:

- The named person that safeguarding concerns are reported to
- Liaise with The Children's Advice and Duty Service or Local Authority Designated Officer when required
- Responsible for making sure the policy is reviewed yearly
- Ensure all staff/volunteers/visitors/parents are aware of this policy and the procedures to follow.

- Ensure all staff and volunteers have received an appropriate Safeguarding induction and have received safeguarding training
- Ensure that safer recruitment practices are followed
- Update staff on changes to safeguarding
- Completed DSP Training



4. Safer Working Practices for staff and volunteers

-How are staff/volunteers made aware of this policy and any changes?

It is good practice to sign a distribution sheet and resign each time changes are made.

-What Safer Recruitment steps are in place?

(e.g. application form, interview, references taken, DBS checks)

-What is the safeguarding induction process for staff / volunteers?

-What training will staff/ volunteers have? (Safeguarding / First Aid)

It's important that as a minimum anyone with contact with children should attend the Introduction to Child Safeguarding Course.

This should be renewed every 3 years and your policy should state this.

4. Safer Working Practices for staff and volunteers

It is important to have a Code of Conduct for Staff and Volunteers.

It can be a separate document, but mentioned within your policy, or added to policy appendix.

- Confidentiality
- Behaviour
- Dress and appearance
- Gifts, rewards, and favouritism
- Online Safety
- Physical contact
- One to one situations
- Transporting children
- Trips and outings
- Intimate/Personal Care

Questions to consider when creating a Code of Conduct:

- What are your expectations of staff and volunteers?
- What attitudes and behaviours do you want them to role model?
- What things are not acceptable?
- Is it appropriate for you to have a Code of Conduct for children / young people?
- How will you ask people to sign up to / agree any Code of Conduct or group rules?
- If parents attend groups/sessions-there should also be a code of conduct for them.

5. Procedure for handling a disclosure from a child

How will you record a disclosure in your organisation?

- Will you have a concerns form that has to be completed?
- Will you use body map to highlight the site of any injuries?

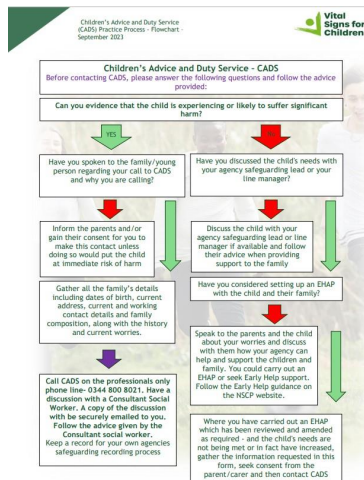
How will you handle any disclosures?

Key points to consider when dealing with a disclosure:

- Listen and be supportive
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Do not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality-it must be explained that information will need be to be passed on to help keep them safe
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Be sure to sign and date the record in ink.
- Contact the designated person immediately



6. Contacting The Children's Advice and Duty Service (CADS)



6. Contacting (CADS)

- If we are concerned that a child or children is experiencing or likely to suffer significant harm we will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS we will consult the CADS Flowchart and the [Norfolk Continuum of Needs Guidance 2023](#)
- We will gain consent from the parent to contact CADS, unless to do so would place the child at further risk of harm or undermine a criminal investigation.
- We will not investigate and will be led by the Local Authority and/or Police.
- We will keep written dated records of all conversations with CADS.



7. The Prevent Duty

Responding to a Concern-Notice – Check – Share

Notice-You notice a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism.

Check-Speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

Share-Where there are still concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures should be followed, and this safeguarding concern will be reported to CADS.

7. The Prevent Duty

Following this the Prevent referral form should be completed, which can be downloaded from here [referral form](#) and sent to: **preventreferrals-NC@Norfolk.police.uk**

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns contact Norfolk police on 101 or, in an emergency, 999.

Additional [information and guidance on Prevent](#) is available on the Norfolk County Council website.



8. Types of Abuse

Working Together to Safeguard Children 2023 provides 4 definitions of abuse and neglect. These need to be included within your policy.

Also add in a bullet point list of the following additional safeguarding concerns :

- Child Sexual Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Child Criminal Exploitation
- Online Abuse
- Radicalisation

For more information on these head to the Policy Appendix.....

9. Managing Allegations against people working or volunteering with children

What is the internal procedure if an allegation is made against a staff member or volunteer (e.g. is there a separate disciplinary procedure for dealing with this?)

You also need to include the full Norfolk LADO procedure and tailor this to your organisation, setting out who will report the allegation if it is about the safeguarding lead.

If you have to report an allegation to any other professional body e.g. Ofsted also include the procedure for that within this section.



10. Making a Barring Referral to DBS

If an allegation is made then the organisation has a legal duty to make a barring referral if certain conditions are met.

Who will have responsibility for making a barring referral?
Who will do this if the allegation is against the named person?

Condition 1-You withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

Condition 2

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

Find out more about Barring Referrals here:
[Barring referrals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/barring-referrals)



11. Working with parents and carers

Within this section you need to say how parents are made aware of your safeguarding policy and your safeguarding responsibilities.

Your policy needs to inform parents of the following, and you need evidence to show they have been made aware of this:

- *Parents will be informed of our legal duty to assist other agencies with Safeguarding enquiries and what happens should we contact The Children's Advice and Duty Service (CADS).*
- *Parents will be made aware that we will need to share information with the relevant authorities if we have concerns about the welfare of their child, and that we do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.*



12. Records and Confidentiality

A statement around confidentiality and information sharing

It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

Our organisation cannot guarantee confidentiality if there is a child safeguarding concern, as we will need to share these concerns with the Children's Advice and Duty Service.

What records will you keep and how will you keep them?

How will you record any safeguarding concerns and log what has been done as a result of them?

How will you store this information securely and who will have access to it?

13. Online Safety

This includes the use of photography and video, the internet and social media sites and mobile phones.

Include details of how you keep children safe online.

Not all points will be relevant to all organisations

Questions to consider:

- How do you seek parental consent for taking images/videos of children?
- If using technology to take photos/videos of children, how will you keep this content safe?
 - If children/young people bring their own technology, what are your rules?
- What does your staff code of conduct say about online usage?
- What are rules on staff/volunteers using their own devices while in workplace?
- Do you have an Acceptable Usage Agreement for Staff which sets out the expectations for how they should behave when online?
 - If children are allowed online in your organisation what measures are in place to keep them safe?



14. Relevant Guidance and Legislation

This may vary depending on the type of organisation that you are in

- Working Together to Safeguard Children 2023
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- The Online Safety Act 2023
- Data Protection Act 2018
- Norfolk Continuum of Needs Guidance 2023

[Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\)](#)

-Norfolk Safeguarding Children Partnership Policies and Procedures
[Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](#)

Others which may be applicable:

- The Early Years Foundation Stage (2024)
- Keeping Children Safe in Education (2023)



15. Other Relevant Policies

Include here a list of any other policies you have which are connected to safeguarding. Ensure the list of policies is personalised to the ones you have in your organisation.

Example:

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

- Safer recruitment
- Bullying
- Code of Conduct
- Health and Safety
- Online Safety
- Managing Allegations and Whistleblowing
- Confidentiality and Information Sharing



16. Useful Contacts

This may vary depending on your organisation

Norfolk Children's Services 24 hours
0344 800 8020

Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021

Norfolk Police 101 / In an emergency 999

Local Authority Designated Officers (LADO)
Team lado@norfolk.gov.uk

Norfolk Safeguarding Children Partnership (NSCP) norfolkscp.org.uk

Safer Programme 01603 228966
safer@norfolk.gov.uk

Disclosure and Barring Service (DBS)
Helpline 03000 200 190

[The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](#)

Other contacts which may be relevant
e.g. Professional bodies e.g. Ofsted, Charity Commission



17. Policy Review

Who will review this policy and how often?

This will usually be the responsibility of the safeguarding lead on a yearly basis.

Or when a change comes in at local or national level your policy will need to be updated to reflect this.

Example:
We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on norfolkscp.org.uk

This policy will be reviewed on

This policy will be reviewed by



What next?

Do you need any further training?

Head to our website

<https://norfolkscsp.org.uk/safer>

Policy guidance templates in
Member Area

Join our Facebook Group

<https://www.facebook.com/groups/saferprogrammenorfolk/>

As a Safer Member you can have your
Policy reviewed. E-mail it to us at
safer@norfolk.gov.uk

Safer Certificate

Valid for 1 year and allows you to use our
logo and receive a certificate to show you
have met our standards.

The following policies need to be
submitted:

- Safer Recruitment
- Induction Policy
- Code of Conduct for Adults and Children
- Safeguarding Policy -Managing Allegations
and Whistleblowing Policy
- Complaints Policy
- Information Sharing and Confidentiality
Policy
- Online Safety Policy

As well as a copy of your public
liability insurance certificate and
first aid certificates.



Questions?



Writing a Good Safeguarding
Policy Workshop

