



Assente Ltd

**Safeguarding
Children Policy &
Procedures**

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1 Introduction

- 1.1 The Company Directors are totally committed to ensuring that the safety and well being of children is of paramount and primary concern in all aspects of company operations.
- 1.2 It is our intention that all our staff and associates will have an awareness of what constitutes a physically and emotionally safe environment for children.
- 1.3 It's our intention to create a culture in which all staff and associates feel able to discuss safeguarding concerns with Colette O'Neill, Safeguarding Children Officer for the company. Equally, Jacqueline Rivers as the other Company Director is always available for support.
- 1.4 The company wants to give a clear message that safeguarding the safety and well-being of children is a principle that underpins the work of all our staff and associates. Our approach is to be proactive in the achievement of this and in being this, recognise the contribution our team can make to the wider services around children.

2 General Operating Procedures

- 2.1 The following procedures will ensure that the policy is actioned in an operational context:
 - Our recruitment process will address the suitability of staff and associates to work in operational contexts where children are being cared for
 - All our staff are required to have a CRB check before they commence employment with us. All will be registered with the Independent Safeguarding Authority once this is operational
 - Training and development opportunities will be addressed in relation to Safeguarding as part of the induction process. Induction will also include best practice in relation to acting in ways that promote the emotional well being of children in relation to their job role
 - Our staff and associates are advised never to be left on their own with children and to withdraw their services rather than find themselves in this situation. None of our services are directly aimed at children. Our staff and associates often work in premises where this is the purpose, but they are always on the premises as visitors.
 - Our staff and associates are told to ensure that they comply with the visitor policies of the premises that they work in and take their lead from the staff within the premises as to professionally acceptable behaviour towards children whilst visiting.
 - All of our customers are advised of our policy and procedure at the start of their service with us. They are advised that our intention is to promote safeguarding for all children and our role in raising concerns as a result of practices that our staff and associates might be witness to as they are engaged in company activity.

3 Procedures for reporting Safeguarding concerns

- 3.1 All staff and associates will be aware of what constitutes abuse and what should arouse suspicion from the training offered as part of their induction to the role.
- 3.2 Any cause for concern, no matter how slight, should always be discussed as soon as possible with the SCO. The SCO will advise whether the Incident Report Form (Annex 1) needs to be completed and within what timescales. Communication around each report will be treated with regard to the sensitivity of the contents.
- 3.3 If the cause for concern is based on any evidence beyond observation, this should be retained untouched and provided to the SCO as soon as possible.
- 3.4 The SCO will consider the verbal report and, if appropriate contact the County Council Call Center in confidence, sharing the evidence as necessary.
- 3.5 The SCO will inform the staff member or associate who reported the concern and submitted the Incident Form that the County Council has been informed. The SCO will not discuss the incident further with the staff member or associate, except for gaining further clarification, if needed.
- 3.6 Support will be made available if the disclosing staff member or associate is distressed by the incident or the reporting of it.
- 3.7 The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedure followed and the outcome of advice given by the call centre, as appropriate.

4 Procedure for allegation of suspicion of abuse perpetrated by Assente staff members or associates.

- 4.1 Reporting of allegations or suspicions must be made through the SCO.
- 4.2 The SCO will decide whether to refer the case to the relevant body (e.g. the Local Authority Call Centre or the Police)
- 4.3 The Centre Co-ordinator may need to be involved with any decisions to re-allocate activities due to be carried out by the person under investigation, before the outcome of the investigation is known.
- 4.4 The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedure followed and the outcome of advice given by social services, as appropriate.
- 4.5 Where the SCO is directly involved in the allegation, the other Company Director, Jacqueline Rivers, should be contacted.

Date: 1st March 2010

Signature: Colette O'Neill.....

Review Date: March 2011

Annex 1: Children and Vulnerable Adults Incident Report Form

CONFIDENTIAL

This form should be completed and returned to the Safeguarding Children Officer, Assente Ltd: colette@assete.co.uk where it will be actioned as appropriate and kept securely.

Name of person reporting the incident	
Contact Details	
Daytime Telephone Number	
Name of child/ Vulnerable Adult	
Address of setting	
Telephone Number	
Date of incident	
Details of the incident/ concerns raised	
Date reported to the Safeguarding Children Officer	
Assente Ltd understands that the discovery and reporting of this incident may have caused/may cause some distress. If this is the case, would you like the opportunity to discuss this?	

Official: To be completed by the SCO.

Action Taken (Police/Local Authority call centre)	
Safeguarding Children Officer	Colette O'Neill
Signature	
Date	