

Safeguarding Policy and Procedures

CONTENTS

<u>PURPOSE & AIMS</u>	3
<u>LEGISLATION AND STATUTORY GUIDANCE</u>	4
<u>DEFINITIONS</u>	5
<u>Children</u>	5
<u>Adults</u>	5
<u>Safeguarding children</u>	5
<u>Child protection</u>	5
<u>Safeguarding adults</u>	5
<u>Abuse</u>	5
<u>Neglect</u>	5
<u>Self-neglect</u>	5
<u>Physical Abuse</u>	6
<u>Sexual Abuse</u>	6
<u>Modern Slavery</u>	6
<u>Capacity</u>	6
<u>Organisational Abuse</u>	6
<u>Discrimination</u>	6
<u>Financial or Material Abuse</u>	6
<u>Emotional or Psychological Abuse</u>	6
<u>Cyber Bullying</u>	6
<u>Forced Marriage</u>	6
<u>Mate Crime</u>	7
<u>Radicalisation</u>	7
<u>Adults at Risk</u>	7
<u>OUR ETHOS</u>	8
<u>ROLES AND RESPONSIBILITIES</u>	10
<u>The Senior Lead for Safeguarding</u>	10
<u>The Designated Safeguarding Lead (DSL)</u>	11
<u>TRAINING & INDUCTION</u>	12
<u>PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT</u>	13
<u>RECORDS AND INFORMATION SHARING</u>	16
<u>INFORMATION SHARING AND CONSENT</u>	16
<u>SAFER RECRUITMENT</u>	18
<u>MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS</u>	19

PURPOSE & AIMS

The purpose of The Hive's Safeguarding Policy is to ensure every adult and child is safe and protected from harm. This means we will always work to:

- Protect adults, children and young people from maltreatment.
- Prevent impairment of adults, children and young people's health or development.
- Identify adults, children and young people who may be in need of extra help.
- Ensure that our services assist adult, children and young people to be safe.

This policy will give clear direction to staff, volunteers, those in receipt of our services and parents about expected behaviour and our responsibilities to safeguard and promote the welfare of all adults, children and young people.

The Hive fully recognises the contribution it can make to protect adults and children from harm and supporting and promoting the welfare of those coming into contact with our organisation. The elements of our policy are prevention, protection and support.

This policy applies to all those receiving services from or providing services on behalf of The Hive.

LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance [Working Together to Safeguard Children 2018](#) and the Department for Health and Social Care's [Care and Support Statutory Guidance 2014](#).

The Hive also complies with the procedures set out by Essex Local Safeguarding Children Partnership and Essex Safeguarding Adults Board where our services are being delivered.

This policy is also based on the following legislation/guidance:

- The [Children Act 1989](#) (and [2004](#) amendment), which provides a framework for the care and protection of children
- The [Care Act 2014](#), which provides a framework for the care and protection of adults
- [The Rehabilitation of Offenders Act 1974](#),
- [The Protection of Freedoms Act 2012](#)
- [Domestic Violence, Crime and Victims \(Amendment \) Act 2012](#) [The Equality Act 2010](#)
- [Mental Capacity Act 2005](#)
- [Sexual Offences Act 2003](#)
- [The Human Rights Act 1998](#)
- [Schedule 4 of the Safeguarding Vulnerable Groups Act 2006](#)
- [The Childcare \(Disqualification\) Regulations 2009](#) and [Childcare Act 2006](#).
- [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- [What to do if you're worried a child is being abused'](#), DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services](#) (July 2018)
- [Mandatory Reporting of Female Genital Mutilation - procedural information'](#) (October 2015)
- [Revised Prevent duty guidance: for England and Wales](#)
- [Child Sexual Exploitation: A definition and guide for practitioners, local leaders and decision makers](#) DfE (2017)
- [Essex Safeguarding Children Partnership Procedures](#)
- [Essex Safeguarding Adults Board Procedures](#)

DEFINITIONS

Children includes everyone under the age of 18.

Adults includes everyone aged 18 and over.

Safeguarding children means:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Safeguarding adults means:

Protecting an adult's right to live in safety, free from abuse and neglect.

It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances

Abuse is a form of maltreatment of a child or adult. Somebody may abuse or neglect an adult or child by inflicting harm, or by failing to act to prevent harm. Adults and children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect is a form of abuse and is the persistent failure to meet a child or adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child or adult from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers) or Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult's basic emotional needs.

Self-neglect covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity under the Mental Capacity Act 2005.

Organisational Abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination is abuse, which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Financial or Material Abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Emotional or Psychological Abuse includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Cyber Bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a

spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Safeguarding Adult Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Adults at Risk were formerly referred to as ‘vulnerable adults’ in previous legislation, a term which was felt to be both stigmatising and unhelpful in practice. We therefore use this term throughout this policy.

OUR ETHOS

Children:

The child's welfare is of paramount importance. The Hive will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at The Hive play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

All staff and regular visitors will, through induction and training, know how to recognise emerging needs and indicators of concern, how to respond to a disclosure from a child and how to record and report this information. They will not make promises to any child and will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose should it outline a safeguarding concern.

Adults:

The Hive supports the six principles of adult safeguarding as outlined by The Care Act 2014. These principles underpin our safeguarding policy in relation to adults.

Empowerment – People being supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

Prevention – It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality – The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."

Protection – Support and representation for those in greatest need.

"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

The Hive will seek to ensure that we are inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

The rights, dignity and worth of all adults will always be respected.

We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.

We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

ROLES AND RESPONSIBILITIES

Roles	Name	Contact Details
Designated Safeguarding Lead (DSL)	Emma Lewis	020 85080611
Senior Lead for Safeguarding (DSL and Head of The Hive)	Kerry Rolison	020 8508 0611

It is the responsibility of every member of staff and regular visitor to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children and adults at risk. This includes the responsibility to provide a safe environment.

The Senior Lead for Safeguarding

The Senior Lead for Safeguarding at The Hive is accountable for ensuring the effectiveness of this policy and our compliance with it.

The Senior Lead for Safeguarding will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available to the public and has been written in line with statutory guidance and the requirements of Essex Safeguarding Children Partnership and Essex Safeguarding Adults Board.
- A senior member of staff is designated to take the lead responsibility for safeguarding.
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct.
- All staff undertake appropriate safeguarding training relevant to their role. Procedures are in place for dealing with allegations against members of staff and volunteers who work with children in line with statutory guidance.
- Safer recruitment practices are followed to prevent individuals who may pose a risk to children from having access to children within the organisation.
- Any weakness with regard to safeguarding arrangements that are brought to their attention will be remedied without delay.
- Policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff.
- All staff and volunteers feel able to raise concerns about poor or unsafe safeguarding practice and such concerns are addressed sensitively in accordance with agreed internal procedures.
- Liaison will take place with the Waltham Forest Designated Officer for the Local Authority (commonly known as 'LADO') in the event of an allegation of abuse being made against a member of staff where their role involves working with children at The Hive. The Waltham Forest LADO will then liaise with the Essex LADO in line with procedures.

The Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is a member of staff who takes lead responsibility for safeguarding and child protection at The Hive.

The DSL will provide advice and support to other staff. Any concern for a child/adult's safety or welfare will be recorded in writing and given to the DSL.

During opening hours, the DSL and/or a deputy will always be available for staff to discuss any safeguarding concerns. If a DSL is not available in person, we will ensure that they are available via telephone and/or any other relevant media.

Through appropriate training, knowledge and experience our DSL will liaise with Police, Adult's or Children's Services where necessary, and make referrals of suspected abuse.

The DSL will maintain written records ensuring that they are kept confidential and stored securely.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate safeguarding information during induction and that appropriate training needs are identified.

TRAINING & INDUCTION

When new staff join our organisation, they will be informed of the safeguarding arrangements in place. They will be given a copy of The Hive's Safeguarding Policy along with the staff code of conduct and told who our Senior Lead for Safeguarding and Designated Safeguarding Lead (DSL) are. All staff are expected to read these key documents.

Every new member of staff or volunteer that comes into regular contact with children and adults at risk will receive safeguarding training during their induction period. This programme will include information relating to how to manage a disclosure from a child, how to record concerns, and the remit of the role of the DSL. The training will also include information about whistleblowing in respect of concerns about another adult's behaviour and suitability relating to their work with children and/or adults at risk.

Guidance about acceptable conduct will also be given to all staff during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities. In order to achieve this we will ensure that:

- All staff members undertake appropriate safeguarding training based on their role
- All staff members receive safeguarding updates (for example, via email, e-bulletins, staff meetings), as required to provide them with the relevant skills and knowledge to safeguard children effectively

All regular visitors, temporary staff and volunteers will be given a set of our safeguarding procedures. They will be informed of whom our Senior Lead for Safeguarding, DSL and what the recording and reporting system is.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance accessible via Essex Safeguarding Children Partnership and Essex Safeguarding Adults Board.

Our Senior Lead for Safeguarding will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all the children or adults at risk coming into contact with The Hive.

PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT

The Hive adheres to safeguarding procedures that have been agreed locally. Where we identify adults at risk or children and families in need of support, we will carry out our responsibilities in accordance with the relevant Local Safeguarding Children's Partnership and Safeguarding Adults' Board (this will usually involve referring to the Local Authority where the child or adult at risk resides).

Every member of staff (including volunteers) working at The Hive are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child or adult, staff members should always act in the interests of the child or adult and have a responsibility to act as outlined in this policy.

All staff members are encouraged to report and record any worries and concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on worries and concerns in accordance with this policy to allow the relevant authorities to build up a picture and intervene with support at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The DSL should be used as a first point of contact for worries, concerns and queries regarding any safeguarding concerns at The Hive. Any member of staff or visitor who receives a disclosure of abuse or suspects that a child or adult is at risk of harm must report it immediately to the DSL. In the absence of a DSL, the matter should be brought to the attention of the Senior Lead for Safeguarding.

All concerns about a child or adults at risk should be reported without delay and recorded in writing using the agreed procedures.

Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

The DSL will decide whether to make a referral to the Police, Adults or Children's Services when there are safeguarding concerns.

If a referral to Adults or Children's Services has not met the threshold for support or statutory intervention, the DSL will make a full written record of the decision and outcome.

If, at any point, there is a risk of immediate serious harm to an adult or child, a referral should be made to the Police. Anybody can make a referral.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, Adult's Services or the Police if:

- The situation is an emergency and the DSL and the Senior Lead for Safeguarding are unavailable
- They are convinced that a direct report is the only way to ensure the adult or child's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Senior Lead for Safeguarding. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Adult's Services or Children's Services directly with their concerns.

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and staff must never tolerate or dismiss concerns relating to peer on peer abuse.

We recognise that children and adults with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the adult or child's disability
- Adults or children with SEND can be disproportionately impacted by issues such as bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

At The Hive we recognise that our staff are well placed to identify concerns to help prevent child sexual exploitation and have a vital role in identifying signs that sexual exploitation may be taking place. Any staff member that has a concern regarding sexual exploitation should inform the DSL who will liaise with Police and Children's Services.

At The Hive we recognise that our staff may be placed to identify concerns to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). If staff have a concern regarding a child or adult that might be at risk of HBV they should inform the DSL who will liaise with

the Police and Adult's / Children's Services.

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. At The Hive, we will ensure that:

- Through training, staff and volunteers have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- The DSL has received relevant training in this area and will act as the point of contact for any concerns relating to radicalisation and extremism.
- DSL will make referrals to Adults and/or Children's Services and will represent our organisation at meetings as required, unless this is done by the Senior Lead for Safeguarding.

When Dealing with Disagreement and Escalation of Concerns, the DSL or other appropriate member of staff will:

- Contact the line manager in children's social care if they consider that the social care response to a referral has not led to the child being adequately safeguarded and follow this up in writing
- Contact the line manager in children's social care if they consider that the child is not being adequately safeguarded by the child protection plan and follow this up in writing
- Use the Local Authority Escalation Policy if this does not resolve the concern

RECORDS AND INFORMATION SHARING

If staff are concerned about the welfare or safety of any child or adult at The Hive, they will record their concern on the agreed reporting procedure. Any worries or concerns should be passed to the Designated Safeguarding Lead without delay.

Any information recorded will be kept in a secure cabinet or electronically. These files will be the responsibility of the DSL/Senior Lead for Safeguarding. The information will only be shared on a basis of 'need to know in order to safeguard the adult or child' and on the understanding that it remains strictly confidential.

INFORMATION SHARING AND CONSENT

Adults may not give their consent to the sharing of safeguarding information for some reasons. For example, they may be unduly influenced, coerced or intimidated by another person, they may be frightened of reprisals, they may fear losing control, they may not trust statutory agencies or other partners, or they may fear that their relationship with the abuser will be damaged.

Reassurance and appropriate support may help to change their view on whether it is best to share information.

If the adult refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, in general, their wishes should be respected. However, there are some circumstances where consent can be overridden, including:

- the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime
- the alleged abuser has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- the person has the mental capacity to make that decision but they may be under duress or being coerced
- the risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference referral
- a court order or other legal authority has requested the information.

If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the person:

- support the person to weigh up the risks and benefits of different options
- ensure they are aware of the level of risk and possible outcomes
- offer to arrange for them to have an advocate or peer supporter
- offer support for them to build confidence and self-esteem if necessary
- agree on and record the level of risk the person is taking
- record the reasons for not intervening or sharing information
- regularly review the situation

- try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation:

- explore the reasons for the person's objections – what are they worried about?
- explain the concern and why you think it is important to share the information
- tell the person who you would like to share the information with and why
- explain the benefits, to them or others, of sharing information – could they access better help and support?
- discuss the consequences of not sharing the information – could someone come to harm?
- reassure them that the information will not be shared with anyone who does not need to know
- reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent then, unless it is considered dangerous to do so, it should be explained to them that the information will be shared without consent. The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual in order to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

SAFER RECRUITMENT

At The Hive we will use the recruitment and selection process to deter and reject unsuitable candidates.

We require evidence of original academic certificates.

We do not accept testimonials.

We will question the contents of application forms if we are unclear about them.

We will undertake Disclosure and Barring Service checks where required to do so and use any other means of ensuring we are recruiting and selecting the most suitable people to work with adults at risk or children that receive services from our organisation.

We will maintain a record of all safer recruitment checks carried out in line with statutory requirements.

We will ensure that those responsible for recruiting staff have completed appropriate 'safer recruitment' training. At all times we will ensure that safer recruitment practices are followed in accordance with our statutory requirements.

For those staff and volunteers who have new or historical entries on their DBS that may raise concerns of a safeguarding nature but not exclude them from being able to undertake their role, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk.

For more details, please refer to our Safer Recruitment Policy.

MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

The Hive has a separate Managing Allegations Against Staff Policy that should be referred to for additional detail.

If an allegation is made or information is received about any member of staff (or volunteer) who works in our setting or another setting who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children;

the member of staff receiving the information should inform the Designated Safeguarding Lead at the earliest opportunity. This includes concerns relating to agency and supply staff and volunteers.

Should an allegation be made against the Designated Safeguarding Lead, this will be reported to the Senior Lead for Safeguarding.

The Designated Safeguarding Lead can be contacted by email on:

emma.lewis@walthamforest.gov.uk

or by phone on 020 8508 0611

The Senior Lead for Safeguarding. can be contacted by email on:

kerry.rolison@walthamforest.gov.uk or by phone on 020 8508 0611

The Designated Safeguarding Lead / Senior Lead for Safeguarding will:

- seek advice from the Waltham Forest LADO at the earliest opportunity (at least within one working day). No member of staff will undertake further investigations before receiving advice from the LADO.
- If it is outside of normal working hours and there is an immediate risk to a child, the local authority emergency duty team for children's social care will be contacted. The LADO should be informed as soon as possible;
- An immediate risk assessment will be carried out; (this can be used to implement any interim measures in terms of the employee whilst any investigation process is in place and also further support any identified risks and appropriate actions in relation to the child along with relevant actions and timescales;

Any member of staff or volunteer who does not feel confident to raise their concerns within The Hive should contact the Waltham Forest LADO directly on 0208 4963646 or email: lado@walthamforest.gov.uk. The Waltham Forest LADO will consider the allegation and liaise with the Essex LADO as appropriate.

Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 – this line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

If the matter does not require LADO oversight either due to it not being perceived to meet threshold for LADO oversight or following discussion with the LADO, it will be considered as a ‘concern’ to be investigated by The Hive and will possibly require consideration under the disciplinary procedures.