|  |  |
| --- | --- |
|  | **2024 Children and Young People Safeguarding Strategy, Policy and Procedures.** |

**The Baby Equipment Loan Service & Toy Library’s strategy, policy and procedures for safeguarding the children and young people who use our services**

|  |
| --- |
| **Arrangement of Sections** |

1. Safeguarding Strategy and Policy

2. Legal framework

3. Implementation

4. Role of the Designated Safeguarding Officers (DSOs)

5. Useful contacts

6. Document details

|  |
| --- |
| **1. Safeguarding Strategy and Policy** |

This policy applies to all Staff, Volunteers and Trustees, at all levels within the organisation, and extends to sessional workers, agency staff, students or anyone working on behalf of the Baby Equipment Loan Service & Toy Library (BELS & TL).

**The purpose of our strategy and policy is…**

* To protect children and young people who receive BELS & TL’s services. This includes the children of adults who use our services.
* To provide all staff with the overarching principles that guide our approach to safeguarding and child protection.

BELS & TL 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 practise in a way that protects them.

This document is one of a series of nine that detail BELS & TL’s strategy for protecting children and young people. The other documents are:

SG2 - Code of Conduct for Adults working with Children and Young People

SG3 - Code of Conduct for Young People

SG4 - Anti-Bullying Policy and Procedures

SG5 - Procedure for Protecting Children and Young People at possible risk of Abuse

SG6 - Dealing with Allegations made against an Employee or Volunteer

SG7 - Dealing with Allegations made against another Child

SG8 - Guidelines for sharing Confidential Information

SG9 - Guidelines on the Storage and Retention of Records

In addition to the above this policy should be read alongside our policies and procedures on:

* Acceptable Access to and Use of Information and Communication Technologies (ICT)

e-safety policy

* Communications Policy
* Complaints Procedure
* Disciplinary Policy and Procedure
* Equality and Diversity Policy
* GDPR Privacy Policy
* Grievance Policy and Procedure
* Health & Safety at Work Policy
* Recruitment & Selection Policy and Procedure
* Staff Induction Checklist
* Volunteer Policy and Procedure
* Whistleblowing Policy

|  |
| --- |
| **2. Legal Framework** |

This policy has been drawn up on the basis of law and guidance that seeks to protect children,

**We recognise that:**

* 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 or other issues.
* Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

|  |
| --- |
| **3. Implementation** |

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

* Valuing them, listening to and respecting them.
* Appointing Designated Safeguarding Officers (DSOs) and a lead board member for safeguarding.
* Adopting child protection and safeguarding practices through procedures and a Code of Conduct for staff and volunteers.
* Implementing an effective e-safety policy and related procedures.
* Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
* Recruiting staff and volunteers safely, ensuring all necessary checks are made.
* Recording and storing information professionally and securely and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, poster, one-to-one discussions.
* 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.
* Using our procedures to manage any allegations against staff and volunteers appropriately.
* Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
* Ensuring that we have effective complaints and whistleblowing measures in place.
* Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

|  |
| --- |
| **4. Role of the Designated Safeguarding Officers (DSOs)** |

**Purpose of the role:**

***Strategic:*** To take the lead role in ensuring that appropriate arrangements are in place at BELS & TL for keeping children and young people safe.

***Operational:*** To promote the safety and welfare of children and young people using BELS & TL’s services.

**Duties and responsibilities**

1. Ensure that all issues concerning the safety and welfare of children and young people who attend BELS & TL are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all Staff, Volunteers and Trustees are made aware of the procedures and what they should do if they have concerns about a child or children.
3. Receive and record information from anyone who has concerns about a child who attends BELS & TL.
4. With support from Management, take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information and taking decisions where necessary in consultation with colleagues, the Chair of the Trustees, the Lead Board member for Safeguarding and statutory child protection agencies.
5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children’s social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Offer support to Staff and Volunteers who have been involved in a safeguarding matter.
7. Consult with the NSPCC Helpline when such support is needed.
8. Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board.
9. Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
10. Attend training in issues relevant to safeguarding from time to time and share knowledge from that training with other Staff, Volunteers and Trustees.

**Current Designated Safeguarding Officers**

**Katherine O’Donnell**

0191 2635770

[team@belsnorthtyneside.org,uk](mailto:team@belsnorthtyneside.org,uk)

**Gemma Pinkney**

**0191 2635770**

[**team@belsnorthtyneside.org.uk**](mailto:team@belsnorthtyneside.org.uk)

**Deb Walters**

**0191 2635770**

[**team@belsnorthtyneside.org.uk**](mailto:team@belsnorthtyneside.org.uk)

**Management Committee Safeguarding Representative**

**Charlotte Kennedy**

**0191 2635770**

**charlotte.e.osborne@gmail.com**

|  |
| --- |
| **5. Useful Contacts** |

|  |  |
| --- | --- |
| Local Police  NTC Early Help Coordinator | Emergency: 999 Non-emergency: 101  0191 6438178 |
| North Tyneside Council | 0345 2000101 Out of hours 0191 2006800 |
| NSPCC Helpline | 0808 800 5000  [help@nspcc.org.uk](mailto:help@nspcc.org.uk) |
| Childline | 0800 1111  [www.childline.org.uk](http://www.childline.org.uk) |
| Child Exploitation and Online  Protection Centre (CEOP) | [www.ceop.police.uk](http://www.ceop.police.uk) |

|  |
| --- |
| **6. Document Details** |

Authors: Carol Dennison & Charlotte Kennedy

Organisation: Baby Equipment Loan Service & Toy Library, Footprints Day Nursery & Children’s Centre, North Road, Wallsend, NE28 8RH

Registered Charity Number 1196768

Date Released: October 2019 and updated November 2020. (Change of DSOs) and updated January 2022 (change of DSOs and changing to a CIO).

Updated January 2023 (change of DSO’s and minor changes)

Updated 30.1.2024

This document has been adapted with permission from:

VODA North Tyneside.