

Safeguarding Manual



Policy Statement

(taken from NSPCC self-assessment tool resource)

This policy applies to all staff, including senior managers and the directors, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the GAP Christian Family Centre.

The Purpose of this Policy

- To protect children, young people and vulnerable adults who receive the GAP Christian Family Centre's services. This includes the children and adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

The GAP Christian Family Centre believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have responsibility to:

- **Prevent** safeguarding incidents through ensuring staff are relevantly trained, and practice is monitored throughout all elements of our delivery.
- **Promote** the welfare of all children, young people, and vulnerable adults, ensuring timely and appropriate interventions are made to keep them safe.
- **Report** all concerns promptly and continue to monitor

We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn upon the basis of law and guidance that seeks to protect those accessing our services and projects, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003

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- Children Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disabilities (SEND) code of practice; 0-25 years – Statutory Guidance for Organisations which work with and support.
- Children and young people who have special educational needs or disabilities; HM Government 2014
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents & carers; HM Government 2015
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children: HM Government 2015

This policy statement should be read along the contents of the organisation's Safeguarding Manual and other organisational policies and procedures.

We recognise that:

- The welfare of the child is paramount, as enshrined into the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, vulnerable adults, parents, carers and other agencies is essential to promoting welfare.

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

- Valuing, listening to, and respecting them.
- Appointing a Designated Safeguarding Lead for the children and young people and a Lead Director for Safeguarding
- Adopting child protection and safeguarding practices through procedures and a Code of Conduct for staff and volunteers

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- Developing and implementing an effective E-Safety Policy and related procedures
- Providing effective management of staff and volunteers through supervision, support, training, and quality assurance measures
- Recruiting staff and volunteers following Safer Recruitment standards, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Ensuring all staff, volunteers are aware of and implement good practice around sharing information and GDPR.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, vulnerable adults, parents, careers 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 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.

Contact Details

Designated Safeguarding Lead Director

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Local Authority Designated Officer	Email: LADO@sandwellchildrenstrust.org
MASH	0121 569 3100
Prevent Duty Reporting	020 7340 7264
West Bromwich Early Help Coordinators	0121 569 7292
Emergency Duty Team	0121 569 3100 / 0121 569 2355
Public Health England Health Protection Unit	0344 225 3560
OFSTED Complaints Line	0300 123 1231
OFSTED Emergency Helpline	0300 123 4666
Quality Early Years & Childcare Unit	0121 569 4690/4970
NSPCC Helpline	0800 800 5000
Police Online/Child Exploitation	www.ceop.police.uk
Information Commissioners Office	0303 123 1113
Police (General Enquiries)	101

Lead DirectorAndrew Hopkins.

DSLAndrew Bent.

Date: