Families Together Suffolk
(Families Together)
Safeguarding Children Policy and Procedures

Policy Statement

At Families Together we believe that every child has the right to live free from abuse of any kind.
All staff, trustees and volunteers have a responsibility to keep children safe and we are committed to protecting children in all of our activities.
We will do everything in our power to ensure children who come into contact with Families Together in any capacity are safeguarded.

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We will seek to keep children safe by

- valuing them, listening to and respecting them;
- keeping them at the centre of everything we do;
- adopting child protection and safeguarding practices through procedures and policies for staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training;
- sharing information about child protection and good practice with staff and volunteers, along with children, parents and carers;

This policy applies to all trustees, employees, self-employed contractors and those working pro bono for Families Together and is based on the following principles

- Safeguarding and promoting the well-being and welfare of children, protecting children from maltreatment; preventing impairment of health or development; ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes
- the welfare of children is paramount
- no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs
- a child is any young person under the age of 18.
- all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs;
- 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, parents, carers and other agencies is essential in promoting children's welfare
- children and parents will be informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the police
- we have a commitment to safe recruitment, selection and vetting that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect contact with children; in the case of trustees, because of their position within the charity.
- We have a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children
- The safeguarding policy should be read in conjunction with all other relevant policies and procedures including (but not limited to) the Health and Safety Policy and data protection/GDPR.

Why does this policy matter?
The purpose of this policy is to:

- protect children who come into contact with the local Families Together in the course of its work;
- inform our partners, beneficiaries and the general public of our overarching principles in relation to safeguarding;
- provide all staff and volunteers with the overarching principles and procedures that guide our approach to safeguarding.

If you are unsure what this policy means, or how it relates to you, please contact the safeguarding Lead at FTS.

Scope of the Policy
This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance, including 'Working Together to Safeguard Children 2023' and the Charity Commission, and sets out the responsibilities of those who work for Families Together including trustees, employees, volunteers and consultants.

Families Together will treat any breach of this policy very seriously. For those who work for us, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For those who work with us, we reserve the right to immediately terminate any contract and for trustees, to require them to immediately cease being a trustee.
All concerns and allegations of abuse will be taken seriously.

Understanding and Recognising Signs of Abuse
The 4 main categories of abuse for children are as follows:

Physical Abuse
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse
The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meets the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse
Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child'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 e.g. as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter(including exclusion from home or abandonment)
2. protect a child from physical and emotional harm or danger
3. ensure adequate supervision (including the use of inadequate care- givers)
4. ensure access to appropriate medical care or treatment

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

Other Types & Signs of Abuse may include:

Modern Slavery
This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse
This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

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

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

Neglect and Acts of Omission
This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological
This 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.

Grooming
Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time.

Cyber- Bullying

Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Mate Crime

"Mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media. *See www.gov.uk/government/publications/prevent-duty-guidance. If there is concern FTS Safeguarding lead will contact Act Early website or call Act Early support line for advice 0800 011 3764 ,in an emergency dial 999*

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Reporting

FGM is illegal. If it is 'known' a case of FGM has taken place then the Police must be notified immediately via the non-emergency number - 101.

If there is a belief there is a risk of FGM social care services must be notified immediately. *Suffolk County Council, Customer First – 0808 800 4005*

Forced Marriage

Forced marriage is illegal in England and Wales. A forced marriage is one where one or both people do not or cannot give consent to the marriage and pressure or abuse is used to force them into marriage.

Reporting

If there is a belief there is a risk of a forced marriage, contact **Suffolk County Council- Customer First by following the procedures shown on the flow chart in this policy or dial 999**

Extremism

Although not specifically a category of abuse, extremism is something we are very aware of at Families Together Suffolk.

As set out in Working Together to Safeguard Children 2018 “Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as “the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist”.

Criminal Exploitation and Gangs and County Lines Exploitation

Criminal exploitation is where an individual or group takes advantage of an in balance of power to coerce, control or manipulate a vulnerable adult to commit a crime. The victim may have been exploited even if the activity seems consensual. Criminal exploitation does not always involve physical contact, it can also occur through the use of technology.
For further guidance see the government website for Criminal Exploitation of Children and Vulnerable adults or in an emergency dial 999

Contact details for LADO’s
Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via: Email on LADO@suffolk.gov.uk or
LADO central telephone number 0300 123 2044

PREVENT: Vulnerable to radicalisation (VTR) or influenced by Extremism
We will act in accordance with the policies and procedures on the Suffolk Safeguarding Partnership website for PREVENT

Staff may notice a change in a child’s behaviour that may suggest they are vulnerable to violent extremism. After having discussed concerns with the Safeguarding Lead, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a Vulnerable To Radicalisation (VTR) referral form is to be completed and sent to the preventreferrals@suffolk.pnn.police.uk. For urgent safeguarding concerns call Customer First 0808 800 4005

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

Physical contact, it can also occur through the use of technology.

For further guidance see the government website for Criminal Exploitation of Children and Vulnerable adults or in an emergency dial 999

E-Safety

E-Safety means being safe on the internet. Online abuse can take shape in a number of forms including: bullying/cyber-bullying, sexual exploitation, grooming and emotional abuse.

Further Guidance: Suffolk Safer Partnership; UK Safer Internet Centre

At Families Together we define abuse in its widest possible terms i.e. as treatment that causes harm to a child. The protection of children is our shared responsibility and if you have any concerns a child is being maltreated, or you have safeguarding concerns about the behaviour of another member of staff or someone working with or for Families Together, do something about it, by following the flow charts set out below.

Remember
It is better to err on the side of caution and get it wrong than do nothing and then something happens to that child.

What you should do to safeguard children:

You must:

- be aware of situations which may present risks to children.
- assess, plan and organise your work so as to minimise these risks.
- where practicable be visible to others when working with children. If working alone with children use the Looking After Children in the Absence of their Parents policy.
- sign up to the Safeguarding Policy and Safeguarding Code of Conduct.

What to do if you have a safeguarding concern- The Reporting Process

Please follow the flowchart below if you are working or volunteering in Family Support. If you are working or volunteering in the charity retail area please consult and use the flowchart at appendix 6.

Flowchart for referral when concerned a CHILD is being abused

NB: Any consultation should not delay a referral. In an emergency, dial 999

Step 1

If you are worried that a child has been abused:

e.g.

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they were abusing a child
- An adult has disclosed they were abused as a child

Definition

CHILD - anyone who is under 18 years of age.

Families Together SUFFOLK

Step 2

Talk to: Person on Duty Safeguarding Rota

Monday - Thursday	Sarah Newell	07542 785649
Friday	Gina Clarke	07563 029117
Backup	Honor Warner Jo Pearson	07415 689087 07933 801871

Talk to: Or direct with Safeguarding Lead

Safeguarding Lead	Sarah Newell	07542 785649

Consult

Monitor & Record

(Sign, date & time)

Step 3

Non-Urgent Referral:

If you have a safeguarding concern about a child and need to make a referral please use the online **Suffolk Children and Young people's Portal**

https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding

Urgent Referral:

If your safeguarding referral is urgent or you are unable to use the portal above, please call **Customer First** on **0808 800 4005**

Immediate danger to the child:

Call the **Police** on **999** or **Suffolk Police 01473 613500**

Safeguarding Advice:

If you have a safeguarding concern about a child and cannot contact any of the safeguarding personnel listed above and/or need further advice please call:

MASH (Multi-Agency Safeguarding Hub) Professional Consultation Line on **0345 606 1499** (Mon – Thur 0900-17.00, Fri 09.00-16.25)



Family Support June 2026

Escalating Concerns
It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a responsibility to ensure your concern is addressed to your satisfaction.

Therefore, if you feel that your concern has not been addressed (and that the child has not been protected) you should escalate the matter to the Strategic Lead for Safeguarding with responsibility for safeguarding and then, if necessary, to the trustee with responsibility for safeguarding.

For information on local procedures, including escalating concerns, look at the Suffolk Safeguarding Partnership website for relevant information.

Legal issues in Information Sharing & Confidentiality
You can never guarantee confidentiality to a child. Information should always be shared if you think a child is suffering, or likely to suffer, abuse.

The protection of children must take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see:

https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

Patient safety incidents
Charity Commission
It is a requirement of the Charity Commission that all charities inform them of serious incidents that may occur. The Charity Commission defines a serious incident as "an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work, beneficiaries or reputation[1]

It is the responsibility of the trustees to report a serious incident. More details can be found on the Charity Commission website https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report

Patient Safety Incident Response Framework (PSIRF)

In case of a patient safety incidents and responses, FTS will follow the policy and procedures as prescribed by NHS England in the PSIRF.

The NHS describes a patient safety incident as something unexpected or unintended has happened, or failed to happen, that could have or did lead to patient harm.

The PSIRF has four key aims with regards to patient safety incidents: compassionate engagement and involvement of those affected; a system-based approach to learning; considered and proportionate responses; supportive oversight focused on strengthening response systems and improvement.

Should a significant patient safety incident arise FTS will inform the ICB for information sharing and investigation support purposes. FTS will also undertake Duty of Candour for notifiable patient safety incidents, of moderate or greater harm.

Useful Contacts
You must be aware of the contact details of your local children's social care, the police, relevant health professionals and the LADO

Suffolk County Council: Customer First 0808 800 4005 anytime
LADO: 0300 123 2044 email; LADO@suffolk.gov.uk
Suffolk County Council Private Fostering Service: 01473 264800
fosterandadopt@suffolk.gov.uk
Suffolk MASH Team: 0800 917 1109
Suffolk Safeguardiing Partnership, Endeavour House 8 Russell Road Ipswich IP1 2BX
Rosie Carter SAFE (cic) advisor: 01379 871091
For e-safety concerns https://www.ceop.police.uk/safety-centre/
is a useful resource.

The NSPCC can also be a useful source of information
https://learning.nspcc.org.uk/safeguarding-child-protection

This policy should be read in conjunction with:
Data Protection Policy &Guidelines on Sharing Information
Confidentiality Policy

Named Persons in Key Safeguarding Roles at Families Together Suffolk

All those who work for or with Families Together Suffolk share the responsibility for safeguarding and protecting children and vulnerable adults but there are individuals within Families Together with specific safeguarding responsibilities.

Safeguarding Lead Sarah Newell 07542 785649
Named Trustee for Safeguarding Nina Sherwood 07579 965459
Safeguarding duty rota:
Mon to Thursday - Sarah Newell 07542 785649
Fridays – Gina Clarke 07563 029117
Backup – Honor Warner 07415 689087 or Jo Pearson 07933 801871

Review of Policy
The safeguarding policy must be reviewed, approved and endorsed by the board of trustees annually or when legislation changes.

Signed by Chair:	C Read
Date:	November 2025
Review Date:	November 2026

Appendix 1 Definitions of Safeguarding and Child Protection

The definition of safeguarding is much broader than child protection and is set out in *Working Together to Safeguard Children 2023* - A guide to inter-agency working to safeguard and promote the welfare of children. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2023 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Separate to safeguarding children is "child protection". Child protection is defined in the Children Act 1989 as where there is "reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm". The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child
A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. Many people use the term "young people" but there is no legal definition for the age of a "young person". 16 and 17 year olds are children, in legal terms.

Local Authority Designated Officer (LADO)
The role of the LADO is set out in Working Together to Safeguard Children 2018 and is governed by the local authorities' duties under section 11 of the Children Act 2004.
The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

Regulated Activity
The new definition of regulated activity in relation to children comprises, in summary:

i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
ii. work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly[2]
The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

The position of trustee of a vulnerable groups or children's charity is not a regulated activity in itself. It is only if trustees have close contact with these vulnerable beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS check and barred list check. A trustee of a charity who no longer falls within the definition of regulated activity would be eligible to obtain an enhanced DBS check (but without a barred list check)[3].

[2] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf
[3] https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people#endnote

Appendix 2 Related Families Together Policies & Procedures

- Safer Recruitment and Selection of Staff Policy
- Recruitment, Supervision and Management of Volunteers Policy
- Staff Supervision and Appraisal Policy
- Looking After Children in the Absence of their Parents Policy
- Ensuring the Quality of the Families Together service
  Families Together complies with Quality Assurance Standards and undertakes self-assessments in order to check and improve its practice. Families Together must complete the Safeguarding Checklist on an annual basis and respond to any identified need for development.
- Internal reporting of Reputational Safeguarding Threats (serious incidents) - please report any events that meet the criteria to Families Together Suffolk
- Use of a Record of Concern and Action (ROCA) This form should be seen as a helpful tool that ensures safeguarding/ welfare concerns are fully considered and any necessary action taken. It should assist you in process of assessing information in the context of your knowledge of the family, whether there is a concern with a child or an adult

Appendix 3 Roles and Responsibilities within Families Together Suffolk

The trustees retain ultimate responsibility for promoting the welfare of children supported by Families Together. They should agree:

- the member of staff with responsibility for undertaking the **Safeguarding Lead.** This is normally a senior staff member.

The Role of the Families Together Suffolk Safeguarding Lead is to

- Model and promote Families Together Suffolk's commitment to safeguarding children in all aspects of their work and conduct
- Ensure that the Safeguarding Policy and Procedures and Code of Conduct are available and understood by all trustees, staff and volunteers, and that these are integrated into practice
- Ensure the Families Together Suffolk's Policy and Procedures for Safeguarding and Promoting the Welfare of Children are updated and reviewed annually in line with local guidance
- Ensure appropriate training provision and dissemination of information for trustees, staff and volunteers on safeguarding issues
- Take lead responsibility for dealing with safeguarding issues and providing
- information, advice and support to trustees, staff and volunteers
- Support staff, trustees and volunteers with their responsibilities in keeping children and young people safe, by:
    - ensuring the provision of regular, recorded supervision
    - maintaining an overview of records of concern and action (ROCA) and referrals to children's social care and collate safeguarding concerns raised by the organisation to identify patterns
    - ensuring records are kept appropriately, in line with policy and practice
- Maintain up to date knowledge of national and local safeguarding procedures and liaise appropriately with local agencies with regard to any issues
- Notify and liaise with Families Together's trustees and the Local Authority Designated Officer (LADO) around any allegations of harm or inappropriate behaviour made against staff, volunteers and trustees.
- Immediately inform the Chair of Trustees of Families Together Suffolk in the event of the serious harm or death of a child (see guidance)
- Where possible identify and liaise with a local Specialist Safeguarding/Child Protection Adviser

The Role of the Safeguarding Deputies

In the absence of the Safeguarding Lead, the Deputies will assume the role and the responsibilities of the Safeguarding Lead (see above).

All Staff, Trustees and Volunteers should

- Model and promote Families Together Suffolk's commitment to safeguarding children in all aspects of their work and conduct:
- Take responsibility for dealing with concerns about the safety of children raised by staff or volunteers, following the Families Together Suffolk's policies and procedures

- Staff to maintain a clear, factual, dated and signed/initialled record of contact with each supported family, in accordance with Families Together guidance on record keeping
- Inform the Families Together's Lead for Safeguarding or Deputies, of concerns raised and processes followed; ensuring Records of Concern and Action (ROCA) are discussed, signed off and actioned appropriately
- Liaise with relevant agencies and the Suffolk Safeguarding Partnership where appropriate about concerns, in accordance with Families Together's Confidentiality Policy
- Ensure the Safeguarding/Child protection Policy is available to families, including parents/carers and children and young people in Families Together
- Liaise with the Safeguarding Lead or Deputies about any concerns, including where there are allegations against trustees, staff and volunteers; in accordance with Families Together and local child protection policies and procedures
- Immediately inform the Families Together's Safeguarding Lead or Deputies in the event of the serious harm or death of a child (see guidance) and liaise with other agencies as appropriate

Trustee with Responsibility for Safeguarding

Families Together Suffolk nominates a trustee who has a working knowledge of Safeguarding or who undertakes local training in order to fulfil that role. The role of the trustee is to:

- provide a sounding board for staff and those with a Safeguarding Lead or Deputies role in order to consider the most appropriate course of action to take where there is a safeguarding concern in a family
- support the Safeguarding Lead to use local procedures appropriately (e.g. for referral, for escalation or dispute resolution)
- contribute to Board discussions about Families Together Suffolk's capacity in working with more complex families, including those where there are safeguarding concerns
- support the Board and Safeguarding Lead to monitor and review systems, policy and procedures to ensure good safeguarding practice within the Organisation and compliance with the Families Together Quality Assurance Standards
- undertake spot checks of family and volunteer files

External Local Specialist Safeguarding Adviser to the trustees and staff: Rosie Carter SAFE (cic) 01379 871091

Appendix 4 Disclosures

A disclosure is the act of making new or secret information known.

- Recording information –
  Refer to flowchart for referral when concerned a child/adult is being abused
- A report of the disclosure will be passed to social care services or the Police as soon as possible
- All records will be written by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental. It is helpful to record any known details of the children, young people or vulnerable adult(s) involved e.g. name, address, date of birth etc. It is equally important to record the reasons for making the decision not to refer to social care services as when the decision is taken to refer. Always sign, date and time these records
- All records will be securely kept in a Confidential File on our password protected internal system. Only limited persons will have access.
- Records will be kept up to 25 years (children)
- Records will be kept for 10 years (adult). NB. If the disclosure is made about a member of staff, records will be kept for 10 years or until retirement, whichever is the longer.
- After which records will be securely destroyed (shredded)
  NB ”must destroy by date” on the front of each folder

Other internal information

Data Protection Policy
Policy for Safeguarding (England)
Flow Charts for referral when concerned a child/adult is being abused

Appendix 5 Training

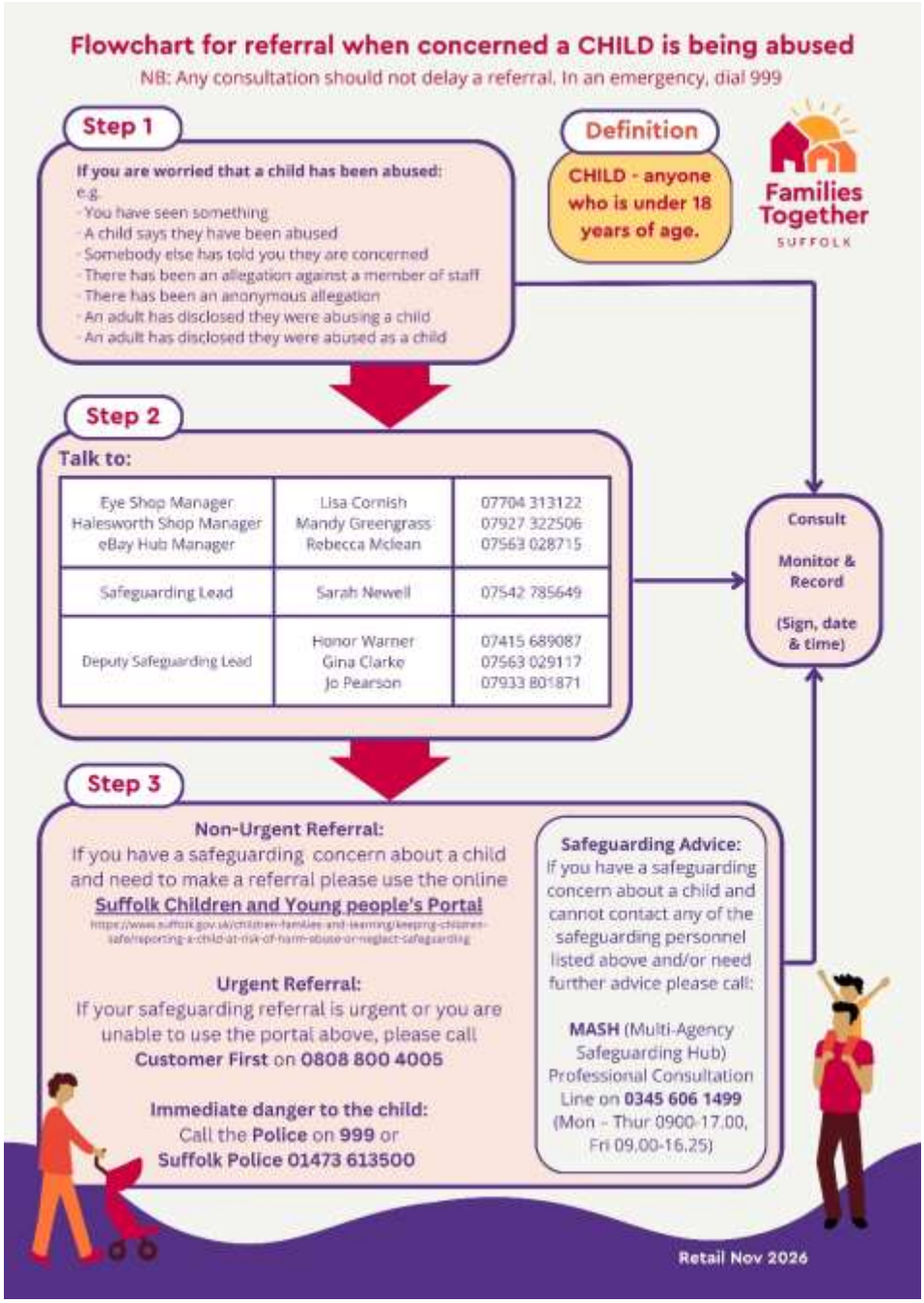
- All staff, trustees, Home-Visiting and Group volunteers complete a certificated safeguarding module during their initial training. Retail volunteers are encouraged to complete an online safeguarding course.
- Training is refreshed every 3 years either by joining our prep course or online and an annual update is completed.
- All staff are required to complete Prevent Awareness training
- All staff are required to complete Safeguarding Adults Basic Awareness training, which includes MCA.
- The Safeguarding Lead is required to complete Adults Safeguarding Leads training and is also required to complete a more detailed MCA training.
- Any further updating needed in safeguarding policies or procedures are cascaded as necessary either at Board, team or supervision meetings.

Appendix 6 Retail Safeguarding Policy and Procedures - Charity Shop & eBay Hub

In addition to the safeguarding training at induction and ongoing updates (see Appendix 5) retail staff and lead volunteers will complete the Charity Retail Association online training for safeguarding. The organisation is accrediting its retail safeguarding procedures through the Charity Retail Safeguarding Scheme (CRSS) to ensure industry standards are met.

It is everybody's responsibility to safeguard children and vulnerable adults. It is always better to do something than nothing at all. If you have a concern, you must follow the procedure in the diagram below.

See the flowchart below for what to do if you have a concern.



Appendix 7: RECOGNISING POSSIBLE CHILD/YOUNG PERSON ABUSE

The following behavioural signs *may* be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

Physical signs

- Any injuries, bruises, bites, bumps, fracture, etc. which are not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately or without explanation.
- Self-mutilation or self-harming e.g.. cutting, slashing, drug abuse.

Emotional signs

Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also depression/aggression.

- Nervousness or inappropriate fear of particular adults.
- Changes in behaviour e.g., under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g., excessive dependence attention-seeking behaviour.
- Persistent tiredness, wetting or soiling of bed or clothes by an older child.

Signs of neglect

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised

Indicators of possible sexual abuse

- Any direct disclosure made by a child/young person concerning sexual abuse.
- Child/Young person with excessive preoccupation with sexual matters and detailed knowledge of.
- Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Preoccupation with sexual activity through words, play or drawing.
- Child/Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Other emotional signs (see above) may be indicative of sexual or some other form of abuse.