



Ellie's Haven Cornwall Safeguarding Children Policy

Introduction

Ellie's Haven will bring relief to children with a life-limiting medical condition and their families by providing holidays within a safe and accessible environment that is well equipped to meet the needs of children with a wide range of disabilities.

Ellie's Haven will also provide a sensory room for the use of children with disabilities from the local area.

Children staying at Ellie's Haven and those using the sensory room will be cared for by their families or by their own registered carer. An Ellie's Haven manager will be on site when required to ensure the smooth running of the facility. Maintenance staff will be on site from time to time.

All staff employed will have responsibility for safeguarding and promoting the welfare of children staying at Ellie's Haven. These staff will need to have specific awareness about the needs and vulnerabilities of children with disabilities.

The safeguarding children policy will follow guidance as laid out in Working Together to Safeguard Children (DoH 2010).

Policy Statement

The General Manager, Directors and Trustees of Ellie's Haven will ensure that;

- the interests of the child are paramount
- the rights of all children to protection from abuse will be respected regardless of gender, ethnicity, disability, sexuality or beliefs.
- all staff employed by Ellie's Haven take responsibility for safeguarding and promoting the welfare of the children who are resident with their families at Ellie's Haven.
- no child is at risk from anyone they employ.
- the premises and family units are secure so that no unauthorised persons can gain admission.
- a full risk assessment of the premises takes place regularly by the Health and Safety Executive to minimise risk of accidents.



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Implementation

- A lead director will be appointed to take responsibility for safeguarding to ensure the organisation is complying with national guidance in relation to safeguarding procedures and he / she will provide an annual report to the Trustees.
- At induction all staff will be made aware of their responsibility to ensure that children are not at risk of harm.
This will include;
 - what abuse is and how to spot it
 - the system for reporting concerns as soon as abuse is identified or suspected
 - referral to statutory agencies
 - safe employment including reporting concerns about members of staff
 - arrangements for visitors to Ellie's Haven.
 - systems for recording incidents and complaints.
- All staff will be required to access Child Protection training commensurate with their roles and responsibilities.
- All members of staff, volunteers, directors and trustees who might come into contact with children at Ellie's Haven will have an enhanced Disclosure and Barring Service (DBS) check through a standardised process prior to employment.
 - A single record of all DBS checks will be kept securely and confidentially.
 - All positive DBS Disclosures (i.e. those with details of cautions, convictions, warnings, reprimands, barring and supplementary police intelligence information) should be by the lead director for safeguarding and one other senior staff member.
 - The potential employee / volunteer should be interviewed to discuss details contained within the Disclosure.
 - If potential employee / volunteer is considered suitable for employment despite a positive DBS disclosure this will be discussed with the Local Authority Designated Officer for Cornwall before an offer of appointment is made.
 - An employer's copy of the DBS Disclosure should always be seen if using an agreed portability process, prior to confirming the appointment / engagement.
 - A DBS Disclosure for portability will not be accepted if it is more than 6 months old.



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If a member of staff has concerns

If a member of staff has concerns about possible child abuse they should;

- Follow the guidance set out in 'What to do if you are worried that a child is being abused' (DfES 2006.)
(A copy of this document will be provided to all staff.)
- Document a clear and comprehensive account of their concerns including as many details about the child and family as possible.
- Discuss their concerns with their line-manager.
- If there are immediate concerns for child's safety, the Police should be called by dialling 999.
- If there is no immediate concern for the child's safety, a referral should be made to Children's Social Care, following up the referral in writing within 48 hours.
- Normally parents should be informed about a proposed referral unless this may put the child, themselves or others at risk.

Staff will be given contact details for children's services, police, health and NSPCC helplines.

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Visitors to Ellie's Haven

- No member of the public will be allowed to visit Ellie's Haven without a valid reason.
- The General Manager or a Director of Ellie's Haven must approve all visitors
- No visitor should ever be left unaccompanied.
- Any concerns about the conduct of a visitor should be reported to the lead safeguarding officer in the first instance.

Resources for Parents/Carers

Helpline numbers will be available in communal areas of Ellie's Haven and information provided as to the range of services within Devon and Cornwall which are available for families of children with life-limiting conditions.



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Confidentiality in sharing information

The law allows the disclosure of confidential information necessary to safeguard the welfare of children (DoH 1989). The protection of the child is the most important consideration.

Incidents and Complaints

A system will be in place for recording incidents and complaints which is clear and communicated to all children, parents and carers and staff. These will be responded to promptly. Information will be stored and retained in line with national guidance.

Reporting Serious Incidences

Trustees will report any serious incidents or problems to the Charity Commission who will make sure that the trustees are acting responsibly and taking the right action.

Equity Impact Assessment

Ellie's Haven aims to design and implement services, policies and measures that will meet the diverse needs of the users and employees ensuring that none are placed at disadvantage over others.

Review of policy

The lead director will ensure that the policy is reviewed every 3 years.

Monitoring compliance

The directors and trustees will take responsibility for monitoring compliance of the policy.