



# **Dementia-friendly Alton**

## **Safeguarding Children Policy**

**Charity Number - 1202095**

**Date approved – April 2025**

**Date for review – April 2026**

Dementia-friendly Alton abides by the duty of care to safeguard and promote the welfare of children and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation has an equal right to protection from all types of harm and 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 children's welfare

## **Purpose:**

Dementia-friendly Alton will:

- Protect children and young people who participate in any aspect of our service or attend the venue (Alton Assembly Rooms) from harm. This includes the children and grandchildren of adults who use our services, and students who attend our Centre for Work Experience / Internship.
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding

This policy applies to anyone working on behalf of Dementia-friendly Alton or Alton Assembly Rooms including the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation / venue.

## **Definitions:**

**The Children Act 1989** definition of a child is: anyone who has not yet reached their 18<sup>th</sup> birthday, even if they are living independently, are a member of the armed forces or is in hospital.

**Child Abuse:** Children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are 4 main categories of abuse, which are: sexual physical, emotional abuse and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Domestic abuse
- Emotional abuse

- Female genital mutilation
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse

**Safeguarding children:** Safeguarding children is defined in [Working Together to Safeguard Children 2023](#) as:

- providing help and support to meet the needs of children as soon as problems emerge;
- protecting children from maltreatment, whether that is within or outside the home, including online;
- preventing the impairment of children's mental and physical health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children; and
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

## **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk/>

## **Thresholds:**

Dementia-friendly Alton refer to and seek guidance from the Threshold Framework held by Hampshire Safeguarding Children Partnership.

The Threshold Framework 'Accessing the right help at the right time' is the overarching document for the whole of the children's workforce. This multi-agency threshold framework is a guidance tool that all agencies, professionals and volunteers can use to consider how best to meet the needs of individual children and young people. The Threshold Framework is available on the Hampshire Safeguarding Children Partnership website - <https://www.hampshirescp.org.uk/professionals/toolkits/early-help/early-help/>

## **Prevent Duty:**

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is

known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations
- Other organisation may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. More information available on the Hampshire Safeguarding Children Partnership website.

## **Training & Awareness:**

Dementia-friendly Alton will ensure an appropriate level of safeguarding training is available to its trustees, employees, volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children safe
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

Hampshire Safeguarding Children Partnership provide safeguarding training for private and voluntary sectors. Professionals – Multi-agency Training, Hampshire

Safeguarding Children Partnership website

(<https://www.hampshirescp.org.uk/professionals/training/> )

## **Confidentiality & Information Sharing:**

Dementia-friendly Alton expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm\* or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding see - Dementia-friendly Alton's Data Protection Policy & Processes – Full Version 2024 – 2025

## **Consent:**

For any concerns related to safeguarding of children – these should be discussed with a member of the Safeguarding Team (see display in Foyer). Consent/agreement is not required for child protection referrals; however, you, as the referring professional, would need to where possible discuss with and inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk.

## **Recording & Record Keeping:**

A written record must be kept about any safeguarding concerns – see Report of Concern form. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). See Dementia-friendly Alton's Data Protection Policy & Processes – Full Version 2024 – 2025

## **Safe Recruitment & Selection:**

There is a duty under Section 11 of the Children's Act 2004 for Dementia-friendly Alton to be committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Dementia-friendly Alton has policies and procedures that cover the recruitment of all trustees, employees and volunteers.

## **Social Media:**

All employees and volunteers should be aware of Dementia-friendly Alton's social media policy and procedures (Dementia-friendly Alton's Data Protection Policy & Processes – Full Version 2024 – 2025) and the code of conduct for safeguarding children on digital platforms.

## **Use of Mobile Phones & Other Digital Technology:**

All employees, trustees and volunteers should be aware of Dementia-friendly Alton's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities. (Dementia-friendly Alton's Data Protection Policy & Processes – Full Version 2024 – 2025)

## **Escalation:**

Professional providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting the welfare within the framework of discussions, meetings, conferences and case management.

On occasions situations may arise where there is professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and this policy seeks to identify how such resolution can be achieved where there are professional differences of opinion.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. This policy identifies a non- exhaustive list of potential areas of disagreement, guidance and resolving disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

## **Whistleblowing:**

It is important that people within Dementia-friendly Alton have the confidence and support to come forward and speak or act if they have concerns that have not been addressed by the escalation policy. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises concerns about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer.

## **Important Contacts:**

### **Senior Lead for Safeguarding:**

- Name: Karen Murrell
- Email Address: karen.murrell@dementia-friendly-alton.org.uk
- Telephone Number: 07922 022321

### **Deputy Senior Lead for Safeguarding:**

- Name: Sarah Gardner
- Email Address: sarah.gardner@dementia-friendly-alton.org.uk
- Telephone Number:

### **Trustee for Safeguarding:**

- Name: Debbie Parr
- Email Address: debbie.parr@dementia-friendly-alton.org.uk
- Telephone Number: 01420 551455

### **Hampshire Children Services:**

- 0300 555 1384 (Mon – Thurs, 8.30am – 5pm and Fri, 8.30am – 4.30pm)
- Emergency Duty Team (outside office hours) 0300 555 1373
- Email: childrens.services@hants.gov.uk

### **Police:**

- Emergency – 999
- Non-emergency – 101

### **NSPCC Helpline:**

0808 800 500

# **Appendix 1 – Example Role Description: Safeguarding Lead**

The designated person within an organisation has primary responsibility for putting into place procedures to safeguard adults at risk, and for managing concerns about adults at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding adult policy, procedures and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the Trustees to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Provide advice and support to county safeguarding officers and play a lead role in their recruitment, selection and training.
- Represent the organisation at external meetings related to safeguarding.



## Appendix 2 – How to record concerns

Information passed to the Children Services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:

- The name of the child at risk.
- Age of individual and date of birth
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else?
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?
- Witnesses to the incidents.
- The child at risks' account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the family/carer been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the adult at risk making the report has the individual concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

## Appendix 3 – Expression of Concern Form

### Safeguarding Expression of Concern Form

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

Details of Visitor or Child:

Child or visitor name:

Details of the person(s) reporting concerns:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A;

If NO, omit section A and move straight to Section B

Section A:

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Section B:

Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:

**For completion by the Designated Safeguarding Lead (DSL):**

DSL Response:

**Action taken by DSL:**

**Rationale for decision making/actions taken:**

T

**Outcome of action taken by DSL:**

**Follow up action by DSL:** See Over – dated ongoing actions

Signed by DSL:

Date:

Full Name:

Checklist for DSL:

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion and hearsay?
- ✓ Own words used? (Swear words, insults or inflammatory vocabulary should be written down verbatim)

✓ Jargon free – to the point

✓ Free from discrimination/stereotyping or assumptions?

✓ Concern recorded and passed to DSL in a timely manner?

Ongoing actions where appropriate:

Date /Time	Incident / Activity	Action taken