



# Safeguarding Policy

## Purpose

The purpose of this policy is to protect people, particularly children, young people and other beneficiaries of Leicestershire Cares' programmes, and to keep them safe from any harm. This includes harm arising from:

- The conduct of staff or personnel associated with Leicestershire Cares
- The design and implementation of Leicestershire Cares' programmes and activities

This policy also aims to protect Leicestershire Cares staff and other associated personnel<sup>1</sup> from any harm that may be caused in the course of carrying out their roles. The policy lays out the commitments made by Leicestershire Cares and informs staff and associated personnel of their responsibilities in relation to safeguarding.

## What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and at risk adults and protect them from harm.

Safeguarding means:

- protecting children and young people from abuse and maltreatment
- preventing harm to children and young people's health or development
- ensuring children and young people grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

## Scope

This policy applies to anyone working on behalf of Leicestershire Cares, including paid staff and associated personnel, such as the board of trustees, volunteers, sessional workers, agency staff and students.

## Policy Statement

Leicestershire Cares believes that everyone we work with, regardless of race, nationality, ethnic or national origins, sex, marital status, sexual orientation, disability, religious beliefs, transgender identity or age, has the right to be protected from all forms of harm, abuse, neglect and exploitation. Leicestershire Cares will not tolerate abuse and exploitation by staff or associated personnel. Leicestershire Cares commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and at risk adults in England. A summary of the key legislation is available from [learning.nspcc.org.uk/safeguarding-child-protection](http://learning.nspcc.org.uk/safeguarding-child-protection) and [lrsb.org.uk/adults](http://lrsb.org.uk/adults).

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<sup>1</sup> See 'Scope' for definition of associated personnel

## Leicestershire Cares' responsibilities

Leicestershire Cares has a duty of care to safeguard and promote the welfare of the children, young people and at risk adults with whom we work.

Leicestershire Cares will:

- Value, listen to and respect the children, young people and adults with whom we work
- Appoint a designated safeguarding lead in our senior leadership team
- Appoint a lead trustee for safeguarding on our Board
- Adopt robust safeguarding practices through detailed procedures and a code of conduct for staff and volunteers. This includes an effective e-safety, lone working policy and related procedures
- Ensure all staff and associated personnel have access to, are familiar with, and know their responsibilities within this policy and our safeguarding procedures
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel, including enhanced DBS checks for those working with children aged under 18
- Incorporate and maintain a database to monitor DBS renewal dates for current staff and an archiving process for historical staff records.
- Ensure staff and associated personnel receive safeguarding training (and refresher training) at a level commensurate with their role in the organisation.
- Ensure, through regular supervision, staff seek out and undertake learning and development on new and emerging issues that may pose a risk to young people such as radicalisation, knife crime and county lines.
- Assess and mitigate against any risks that its programmes and activities may present to participants, staff/associated personnel and members of the public
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Leicestershire Cares. This includes the way in which information about individuals in our programmes is gathered and communicated
- Ensure children, young people, at risk adults and their families know about the organisation's safeguarding policies and what to do if they have a concern
- Follow up on reports of safeguarding concerns and cases of disclosure revealed by DBS checks promptly and according to due process
- Provide regular bi-monthly reports to its Board about safeguarding issues that arise and how they have been addressed.

## Enabling reports

Leicestershire Cares is committed to ensuring that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers, children, young people, at risk adults, parents/carers and wider agencies we work with.

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Designated Lead or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Designated Lead or line manager, they may

report to any other appropriate staff member, such as a senior manager or a member of the HR Team. They may also report to the lead trustee for safeguarding Staff members who raise complaints or concerns will be protected under Leicestershire Cares' whistleblowing policy.

Leicestershire Cares will share information about safeguarding and good practice with children, young people, at risk adults and their families via leaflets, posters, group work and one-to-one discussions to ensure that they know where to go for help if they have a concern. Leicestershire Cares will also accept complaints from external sources such as members of the public, partners and official bodies.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Safeguarding and child protection procedures
- Code of conduct for staff and volunteers
- Code of conduct for children and young people
- Lone working policy
- Photography and sharing images guidance
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support

### **Contact details**

#### **Leicestershire Cares designated safeguarding lead:**

Amy Cook, Head of Children and Young People  
[Amy@leicestershirecares.co.uk](mailto:Amy@leicestershirecares.co.uk) 07803 511 211

#### **Leicestershire Cares lead trustee for safeguarding:**

Lyn Warren, CHRO, EVRi

#### **Leicestershire and Rutland Safeguarding Children and Adults Boards:**

<https://lrsb.org.uk/>

#### **Local Social Services Duty Teams:**

Leicester: 0116 454 1004

Leicestershire: 0116 305 0005

Rutland:

During office hours: [01572 758 407](tel:01572758407) or [childrensreferrals@rutland.gov.uk](mailto:childrensreferrals@rutland.gov.uk)

Outside of office hours: 0116 305 0005

**Leicestershire Police:**

Urgent assistance: 999

Non emergencies 0116 222 2222 or 101

**Last updated:** July 2024

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