

Safeguarding Policy

The Toby Henderson Trust is committed to complying with our legal obligations and social responsibilities in relation to safeguarding children, young people and vulnerable adults.

The Toby Henderson Trust has other policies that help to ensure compliance, which are contained within the Employee Handbook. These are listed below but it is important to note that this list is not exhaustive and other policies may apply from time to time.

- Social Media Policy
- Mobile Phone Usage (specifically anti-harassment)
- Risk Assessment Procedure
- Health and Safety at work Policy
- Data Protection
- Whistleblowing policy
- Equal Opportunities policy
- Positive Work Environment policy

Under this policy, abuse and neglect are defined as forms of maltreatment to any person. This may be by omission or commission i.e. inflicting harm or failing to prevent harm. We recognise that a person can be abused in a family, institution or community setting by those known to them or by a stranger. Abuse may be by an adult(s) or another child(ren). The main categories of abuse are neglect, physical abuse, sexual abuse, emotional abuse and financial abuse.

The Toby Henderson Trust has a designated Safeguarding Officer who has the responsibility, for ensuring the implementation of the Safeguarding policy. This is Lesley Henderson, CEO.

It is every employee's responsibility to report suspected abuse to the Safeguarding Officer as soon as possible. It is important to note that anyone who reports abuse or suspected abuse to inform only, and never to investigate – this is the role of the Police and Children's Services.

REPORTING AND MONITORING PROCEDURES

Following suspected abuse or a breach of our safeguarding policy the following actions will be required:

- An oral, and then written report should be provided to the designated Safeguarding Officer who will keep a confidential record of any such incidents.
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- If abuse is suspected, the written report should record accurately concerns / observations / persons present, and are required to be signed, timed and dated.
- If abuse is disclosed, record the facts using the words of the person disclosing, do not make judgements or opinions. Note the time, date and context/setting of the disclosure. Ensure that early in the disclosure that the person understands that you will need to report what they are telling you to others.
- Employees should not investigate concerns or allegations themselves.
- As a basic rule, only those people who need to know should be told of the incident or allegation.

CODE OF SAFEGUARDING CONDUCT FOR EMPLOYEES

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of children and/or young people, help to protect staff from any false allegation.

It is best to ensure that, whenever possible, there is more than one adult present or that you are within sight or hearing of others, but in all cases operate within the guidance offered by this code:

- Do not spend excessive time alone with children/young people away from others.
- Do not take children/young people or vulnerable adults alone in a car journey, however short the journey, and never take them to your home.
- Do not allow or engage in inappropriate touching of any form, and exercise caution when initiating any physical contact with a child/young person.
- Do not make over-familiar or sexually suggestive comments or approaches to a child/ young person even as a 'joke' or do not allow over familiar or sexually suggestive comments/approaches made by a child/young person go unchallenged or unrecorded.
- Do not allow inappropriate computer activity whether internet or network related. This includes mobile phone or related technologies. Do not allow such activity to go unrecorded or unchallenged.
- Treat all children/young people with respect and respect their right to personal privacy. Exercise caution when discussing sensitive issues with children/young people or vulnerable adults
- Challenge all unacceptable behaviour and report all allegations, or suspicions of abuse to the safeguarding officer

Please be aware that failure to comply with this policy could result in disciplinary action.