

SAFEGUARDING POLICY

Abbreviations used in this policy

OBCG	Oxford Baby Cafés Group	http://www.obcg.org.uk
OSCB	Oxfordshire Safeguarding Children Board	http://www.oscb.org.uk
DSL	Designated Safeguarding Lead	
MASH	Multi-agency Safeguarding Hub	https://www.oxfordshire.gov.uk/cms/content/multi-agency-safeguarding-hub
LCSS	Locality and Community Support Service	https://www.oxfordshire.gov.uk/cms/content/locality-and-community-support-service

1. Principles

Oxford Baby Cafés Group recognises that:

- The welfare of the child is paramount.
- All children have a right to equal protection from all types of harm and abuse.
- Babies are the most vulnerable group in society, and some (for example due to prematurity or additional health needs) are more vulnerable than others.
- Working in partnership with parents, carers and other agencies is essential in promoting children’s welfare.
- All staff and volunteers have a full and active part to play in protecting children from harm.

2. Framework

This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with the following:

- Working Together to Safeguard Children 2015
- Framework for the Assessment of Children in Need and their Families 2000
- What to do if you are worried a Child is being Abused 2015
- Oxfordshire Safeguarding Children Board guidelines

3. Aims

- To ensure that all staff and volunteers have been checked as to their suitability

- and have received safeguarding training appropriate to their role.
- To raise awareness of all staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse/neglect.
- To set out procedures which will be followed by all members of staff and volunteers in cases of suspected abuse/neglect.

4. Procedures

- All staff and volunteers will be checked for suitability prior to recruitment. This will include a DBS check and two references.
- All staff and volunteers will have training appropriate to their role:
- All staff will have a minimum of OSCB Generalist Safeguarding training plus one additional training (Advanced Safeguarding or DSL).
- OBCG will have two Designated Safeguarding Leads, with OSCB DSL training.
- The Volunteer Coordinator will have OSCB Safer Recruitment training.
- OBCG will have a Designated Safeguarding Trustee with responsibility in relation to the Whistleblowing policy (see section 9, below).
- For volunteers, the minimum level of training is the OSCB online course “introduction to safeguarding” (or equivalent from Oxford University Hospitals Trust, for volunteers who are also healthcare professionals). Volunteers are also encouraged to do OSCB Generalist Safeguarding training.
- All training will be regularly updated in accordance with OSCB recommendations.
- New staff and volunteers will be made aware of this policy, the procedures for child protection and the name and contact details of the DSLs and Designated Safeguarding Trustee, prior to beginning work for OBCG.

5. Responsibilities

All staff and volunteers will follow Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse. These can be found at <http://www.oscb.org.uk/professionals/>

- If there are concerns within a Baby Café session about a child’s welfare, possible abuse or neglect, the session facilitator must be informed within the session or as soon as possible afterwards.
- The session facilitator will consult with a DSL (if the facilitator is not a DSL).
- The DSL will consult with and/or refer to the LCSS and/or MASH, as appropriate.
- Detailed and accurate written records of concerns about a child (using OBCG’s “Record of Concern” form) will be kept even if there is no need to make an immediate referral.
- All such records will be kept confidentially and securely.
- All records of concern (whether or not a referral is made) will be shared with the relevant health visiting or midwifery team as soon as possible: by the next working day if a referral is made or within 3 working days if a referral is not

made.

- Information about safeguarding concerns will be shared with other OBCG personnel, agencies and professionals on a need-to-know basis.

6. Confidentiality

- OBCG recognises that all matters relating to child protection are confidential.
- However, all staff and volunteers must be aware that they have a responsibility to share information in order to safeguard children.
- All staff and volunteers must be aware that they cannot promise to keep secrets that might compromise the safety or well being of a child or vulnerable adult.
- OBCG will always undertake to share the intention to refer a child to Social Care with their parents /carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the LCSS/MASH.
- OBCG will take no names consultations with the LCSS/MASH to discuss concerns we may have, but we understand that if they then ask for a name we will disclose those details and it will become a referral.

7. Supporting Staff and volunteers

- We recognise that OBCG staff and volunteers who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- The DSLs will be available to give both practical and emotional support to staff and volunteers regarding any safeguarding matter.

8. Protecting staff and volunteers

- No staff member or volunteer should pick up or hold a baby/child without a specific request or permission from parents/carers.
- Staff members and volunteers should take all reasonable steps to avoid being alone with a child (other than their own child) during a Baby Café session.

9. Whistleblowing

- If a staff member or volunteer has a concern or complaint about the attitude or action of another staff member or volunteer, this should be discussed as soon as possible with one of the DSLs.
- If the concern relates to one of the DSLs, it should be reported as soon as possible to the other DSL, or (if the DSL is not available) to the Designated Safeguarding Trustee. Contact details can be found in section 10, below.

10. Contact details

OBCG Designated Safeguarding Leads

1. Lisa Mansour (Project Lead): 01235 851566, Mobile: 07533 439761
Email: oxfordbabycafes@gmail.com

2. Jayne Joyce (Volunteer Coordinator): 01865 557405, Mobile: 07940 812964
Email: jaynejoyce71@gmail.com

Designated Safeguarding Trustee: ?

For immediate safeguarding concerns:

MASH: 0345 050 7666

To make a no names consultation:

Locality and Community Support Service (LCSS)

- North: 0345 2412703
- Central: 0345 2412705
- South: 0345 2412608

Monitoring and Review

This policy will be available on the OBCG website for staff, volunteers, parents/carers and visiting health professionals and students to view.

This policy was adopted on.....11 September 2017.....

The policy will be reviewed and updated at least every 2 years.

Next review dateSeptember 2019.....