

Sandwich Toll Bridge Fund Safeguarding Policy

This policy applies to all staff, including the Trustee, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Sandwich Toll Bridge Fund (herein “the Charity”).

The purpose of this policy:

- To protect children and young people who receive the charity’s services. This includes the children of adults who use our services;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Sandwich Toll Bridge Fund believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe from harm. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1981
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

This policy should read alongside:

- Employee handbook
- Health and Safety procedures
- Lone working policy and procedures
- E-Safety policy

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1981
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or 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 young people's welfare

We seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (the Clerk to the Trustee) for children and young people, a deputy (the Assistant Town Clerk) and a lead member of the Trust (Cllr David Wood)
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers (contained in the Employee Handbook)
- Developing and implementing an effective e-safety policy and related procedures (*outstanding at June 2017*)
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place (see the Complaints Policy and Employee Handbook)
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Contact details:

Designated Safeguarding Officer:

Miss Laura Fidler
townclerk@sandwichtowncouncil.gov.uk

Deputy Safeguarding Officer:

Ms Anna Irwin
mayor@sandwichtowncouncil.gov.uk

Senior lead for safeguarding:

Cllr David Wood
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Policy approved 26th June 2017 and will be reviewed annually