SAFEGUARDING AND CHILD PROTECTION POLICY

DATE CREATED	February 2024	**DATE OF LAST REVIEW**	June 2025
DATE OF NEXT REVIEW	May 2026		
DATE APPROVED	September 2024		
APPROVED BY	Board of Trustees		
POLICY OWNER(S)	Head of Residential Childcare Services		
DESIGNATION	St Elizabeth's Children's Home		

Purpose of policy	This policy sets out: • The minimum standards that need to be in place to keep children and vulnerable adults safe in our care • The expectations of all staff working within the Children's Home to ensure that no child or vulnerable adult experiences abuse of any kind • The required process for recognising, reporting and responding to concerns around the safety or well-being of any child or vulnerable adult in our care
Intended audience	All Children's Home Staff, Agency Workers, Contractors, Senior Leaders, Trustees and any others working on behalf of St. Elizabeth's Children's Home
Links to other policies	• Safer Recruitment • Speaking Out (Whistleblowing) • Missing Child • Positive Behaviour Support / Behaviour Management • Prevention of Bullying • Reportable Incidents • Compliments and Complaints • Health and Safety

St. Elizabeth's Centre ('the Charity') is committed to keeping safe all those in our care. As part of our on-going commitment, this policy is underpinned by a number of internal policies and procedures alongside local and national policy.

The Charity's guiding principle for Safeguarding is **'See It, Stop It, Report It'**. This clearly defines the expectations of all staff working with or on behalf of our Charity, in the School, Children's Homes, College, Supported Living and Day Opportunities:

See It – If you see or hear something that you are not comfortable with or that just doesn't feel right, 'Trust Your Gut' and….,

Stop It – Intervene and ask those involved to step away. Ensure that the learner, resident or adult at risk is safe and supported, then……,

Report It – 'Don't Delay' - **Immediately** report what you have seen to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead. You can also report to your line manager, the on-call manager, or deputy manager on shift.

If for any reason you cannot report to any of the above, then report the incident to a member of the Executive Team.

1. Policy Statement

St. Elizabeth's Children's Homes strives to ensure the safety and well-being of all children and vulnerable adults in our care at all times.

We believe that all staff have a duty to promote the welfare of children and vulnerable adults and keep them safe.

All staff must be aware of their responsibility in relation to safeguarding including demonstrating their professional curiosity where there may be concerns around the safety or well-being of a child or vulnerable adult.

St. Elizabeth's Children's Homes believe that all children and vulnerable adults have the right to be protected from any form of abuse regardless of their age, gender or gender reassignment, sexual orientation, race, religion or beliefs.

The children and vulnerable adults residing in our service all have diagnoses' consisting of learning and physical disabilities, complex health needs, complex syndromes and other comorbidity's. This makes them particularly vulnerable and at risk of abuse or maltreatment.

It is therefore crucial that all staff working for or on behalf of the service are aware of their individual responsibilities outlined within this policy.

All staff working for or on behalf of the Children's Homes are expected to be efficient and transparent when dealing with matters concerning the welfare or safety of the children and vulnerable adults in our care. All staff have a duty to respond to any concerns immediately with a 'child first' perspective. This means that the first priority must consistently be to ensure the safety of the child or vulnerable adult.

All staff must exercise professional curiosity and ensure that they understand their role within Safeguarding and Child Protection. This may include professionally challenging their peers or colleagues where this is required to ensure that all children and vulnerable adults are kept safe.

Our 'Child First' approach means that those working with our children and vulnerable adults must listen to their views and wishes including taking seriously any concerns they may raise and managing these concerns in line with this policy.

Children and Vulnerable Adults should be provided with regular opportunities to raise any concerns they may have and talk about their emotional well-being. Staff must support children and vulnerable adults to communicate effectively by providing the necessary resources, aids or devices to meet their individual needs.

Safeguarding and Child Protection is embedded into practice from each individual's initial induction and should remain an on-going discussion subject during team meetings and supervision.

Safeguarding is also an agenda item in Senior Leadership and Executive Team Meetings including the allocation of dedicated team members whose primary responsibility is to ensure that Safeguarding remains an area of priority throughout the organisational structure.

2. Terminology and Acronyms

Throughout this policy there will be terms and acronyms used. To ensure clarity, please see meanings and definitions below:

Child – a person who has not yet reached their 18th birthday

Vulnerable Adult – a person aged 18 years of age or older who does not have the physical ability or capacity to care for themselves

Abuse – any knowing or intentional act resulting in physical injury, emotional or psychological harm, non-consensual denial of access to finances, social or personal autonomy to a child or vulnerable adult

Maltreatment – any type of abuse or neglect of a child or vulnerable adult caused by inflicting harm or by failing to act to prevent harm

Neglect – state of being uncared for or failing to care for a person properly

Safeguarding – protecting a child or vulnerable adults' heath, well-being and human rights; enabling them to live free from harm, abuse and neglect.

Professional Curiosity –proactively being aware of safeguarding concerns and ensuring that you do not take things at 'face value' but instead be curious and seek clarity around situations you may not feel comfortable with.

Comorbidity's – when a person has more than one medical condition

Professional Challenge – challenging decisions, practice or actions which may not effectively ensure the safety or well-being of a child or vulnerable adult.

Whistleblowing – reporting wrongdoing at work that affects others

Ofsted – a government body that inspects and assesses children's services across England and Wales

LADO – Local Authority Designated Officer who is responsible for responding to concerns that an adult who works with children may have caused them or could cause them harm.

DSL – Designated Safeguarding Lead – ensuring that all employees follow this policy and the related procedures. DSLs should also ensure that all staff receive their mandatory safeguarding training in line with their role.

DDSL – Deputy Designated Safeguarding Leads are trained to the same standard as the DSL, providing advice, support, and taking part in strategy discussions and inter-agency meetings. In the absence of the DSL, a DDSL takes that position by default.

DSO – Designated Safeguarding Officer – responsible for developing and improving policy around Safeguarding. DSOs must also ensure that policy and procedure is followed whilst monitoring practice. The DSO will be informed of all safeguarding issues across the service.

RIDDOR – Reporting of Incidents, Diseases and Dangerous Occurrences Regulations**.** This law required employers to report certain types of accidents, incidents and ill-health to the Health and Safety Executive.

NOK – Next of Kin – a person nominated to receive information about you, this is usually a member of family.

MDT – Multi-Disciplinary Team – this involves a number of professionals from different service areas to ensure that incidents are managed with the child's best interests at the centre of all decision-making.

3. Guiding Principles

St. Elizabeth's Children's Homes are committed to keeping all children and vulnerable adults safe in our care. As part of our on-going commitment, this policy is underpinned by a number of internal policies and procedures alongside local and national policy.

The Children's Homes guiding principle for Safeguarding is **'See It, Stop It, Report It'**. This clearly defines the expectations of all staff working with or on behalf of our service:

See It – If you see or hear something that you are not comfortable with or that just doesn't feel right, 'Trust Your Gut' and….,

Stop It – Intervene and ask those involved to step away. Remember 'Child First', ensure the child is safe and supported, then……,

Report It – 'Don't Delay' **-** Immediately report what you have seen to a manager. This might be your line manager, the on-call manager or any other manager or deputy manager on shift.

Local and National Policy also underpins our services commitment to Safeguarding and Child Protection. This policy is draws upon the following (this list is not exhaustive):

The Children's Act 1989

- The Children's Act 2004
- Children's Home (England) Regulations 2015
- Working Together to Safeguard Children 2018
- The Human Rights Act 1998

St. Elizabeth's Children's Homes draws on local and national policy to inform all guidance relating to promoting the safety and welfare of all children and vulnerable adults in our care. This includes our internal policies, including;

- Safer Recruitment and Selection Policy
- Speaking Out (Whistleblowing) Policy
- Missing Child Policy
- Reportable Incidents Policy
- Behaviour Management Policy
- Compliments and Complaints Policy

These policies ensure that all staff are aware of and adhere to necessary guidance to ensure that those working with or on behalf of the Children's Homes are suitable to work with children and vulnerable adults and that their practice demonstrates the guiding principles of this policy.

4. Defining and Identifying Abuse

Abuse is identified as 'any knowing or intentional act resulting in physical injury, emotional or psychological harm, non-consensual denial of access to finances, social or personal autonomy to a child or vulnerable adult'.

Within our Children's Service, abuse can be identified in a number of ways and contextualised situations. The below list provides details of this, however is not exhaustive and therefore, our own professional curiosity and professional challenge is crucial in order to ensure that all children and vulnerable adults within our service are kept safe.

Neglect

This may be an isolated incident or an identified pattern of failing to provide care for the development and well-being of a child or vulnerable adult in their care. This may be in a number of areas such as; health, education, emotional, nutrition or providing safe living conditions.

Some examples of neglect within a service likes ours, may be that a child or vulnerable adult has;

- **Unkempt appearance**
- **Body Odour**
- **Dirty Clothing**
- **Ill-health**
- **Poor Oral Hygiene**

Ways of identifying neglect may be:

- **Observing a change in a child or vulnerable adult's demeanour or behaviour**
- **Noticing changes in their appearance**
- **Non-Attendance to School**
- **Withdrawal or Anxiety**
- **Weight Loss / Weight Gain**

Physical Abuse

This is the intentional use of force against a child or vulnerable adult that results in or has a likelihood of resulting in harm to the child or vulnerable adult. Some examples of physical abuse within a service likes ours, may be;

- **Hitting**
- **Kicking**
- **Pushing**
- **Incorrect use of Physical Restraint / Intervention**
- **Poisoning**

Ways of identifying physical abuse may be:

- **Unexplained Marks or Bruising**
- **Unexplained Injuries**
- **Ill-Health**
- **Broken Bones**
- **Observing incorrect use of physical intervention / restraint**
- **Changes in demeanour or behaviour (this may be with particular staff)**
- **Disclosure of abuse from the child or vulnerable adult**

Sexual Abuse

This is any non-consensual / unwanted sexual contact. This includes engaging a child or vulnerable adult in any sexual activity that they are unable to understand or are not developmentally prepared for. This abuse can occur by both adults and/or other children.

Some examples of sexual abuse within a service likes ours, may be:

- **Any sexual activity with a child or vulnerable adult**
- **Allowing a child or vulnerable adult to see supporting staff in a state of undress**
- **Non-consensual touching**
- **Non-consensual kissing**
- **Sexualised Conversations**

Ways of identifying sexual abuse may be:

- **Unexplained Bruising around breasts / genitals**
- **Unexplained genital infections**
- **Unexplained vaginal or anal bleeding**
- **Disclosure of sexual abuse from child or vulnerable adult**
- **Observing inappropriate / sexualised behaviour from one child or vulnerable adult to another**

Emotional / Psychological Abuse

This can occur as an isolated incident or a pattern of incidents over time. This is any behaviour that impacts negatively on a child or vulnerable adults physical or mental health.

Some examples of emotional / psychological abuse in a service like ours, may be;

- **Incorrect or Unnecessary use of Physical Intervention / Restraint**
- **Observing staff acting in ways that would indicate discrimination of a child or vulnerable adult**
- **Observing staff ridiculing or mocking a child or vulnerable adult**
- **Inappropriate restrictions of access to activities / finances**

Ways of identifying this, may be;

- **Being withdrawn or anxious**
- **Changes in child or vulnerable adult's demeanour or behaviour**
- **Nervousness around certain people**
- **Disclosure from the child or vulnerable adult**
- **Changes in communication by the child or vulnerable adult**

These lists are extensive but not exhaustive. There are many types of abuse, and this can be in a number of forms.

See It – If you see or hear something that you are not comfortable with or that just doesn't feel right, 'Trust Your Gut' and…,

Stop It – Intervene and ask those involved to step away. Remember 'Child First', ensure the child is safe and supported, then…,

Report It – 'Don't Delay' **-** Immediately report what you have seen to a manager, DSL or DDSL. This might be your line manager, the on-call manager, or deputy manager on shift.

5. Preventative Measures

In order to prevent abuse of any child or vulnerable adult, there are a number of preventative measures that are in place. These are in the form of;

Safer Recruitment

St. Elizabeth's has a dedicated Human Resources Team who oversee all pre-employment checks to ensure that these meet the robust standards expected. Safeguarding is emphasised throughout the selection process to ensure that all staff are aware of their responsibility towards Safeguarding prior to employment.

Children's Home Managers are trained in Safer Recruitment. All interview panels consist of 2 managers, at least one of whom must be trained in Safer Recruitment.

All pre-employment checks are applicable to both UK-appointed and overseas workers.

Any person who has lived outside of the UK will need to provide a certificate of good conduct from that / those countries as part of pre-employment checks.

Expectations of Practice and Behaviour

St. Elizabeth's have standards of behaviour that must fall in line with our Ethos and Values when working with our colleagues, families, children and vulnerable adults. There is a zero-tolerance approach to any form of bullying, harassment or abuse of any kind from any person working with or on behalf of St Elizabeth's Children's Services.

Any behaviour or practice that falls short of these expectations will be managed in line with our Investigative and Disciplinary Processes and Procedures.

Training

St Elizabeth's Children's Homes strives to provide a safe and transparent environment for staff to improve and learn in relation to Safeguarding.

All staff receive training on safeguarding as part of their induction, and this is refreshed on a yearly basis in line with any changes to national policy or legislation.

Safeguarding policy and procedure is easily accessible to all staff and is an on-going agenda item within meetings across all houses and the wider organisation.

Information around Safeguarding is provided to children and vulnerable adults in formats that are accessible to them. All children are provided with a Children's guide on admission that informs them of our expectations in relation to Safeguarding and who they can speak to if they have any worries or concerns.

Staff are encouraged to be professionally curious and professionally challenge where required to ensure the safety and wellbeing of all children and vulnerable adults in our care.

Risk Assessment and Management

Each child or vulnerable adult has their own person-centred risk assessments developed through the care planning process. These are regularly reviewed and updated to ensure they are reflective of each individual's changing needs.

Specific risk assessments will be developed for individual activities where this is required to ensure that the safety and well-being of the child or vulnerable adult is promoted whilst allowing for them to have meaningful life experiences.

Risk Assessment and Management is used every day and staff are encouraged to identify any need for immediate risk assessment to ensure the safety of the child or vulnerable adult at any moment of time.

Families of any child or vulnerable adult within our care are kept informed of our safeguarding processes and are made aware of who to contact if they have any worries or concerns at any time.

Where a child or vulnerable adult does not have capacity to do so, consent is obtained for the use of any images or pictures to be taken or used by the family of the individual.

St. Elizabeth's Children's Service ensures ethical use of our social media platforms, websites and publications to ensure that any child or vulnerable adult included within these is protected.

Social Media and Device Usage Policy

All staff receive a clear code of conduct at the point of employment in relation to the use of devices when at work and social media use. Staff should not use their own devices when working with our children and vulnerable adults. This ensures that the privacy, dignity and safety of all of our children and vulnerable adults is consistently maintained.

Promoting Psychological Safety and a Culture of Openness

At St Elizabeth's, we are committed to creating a culture where staff feel psychologically safe to report concerns, challenge decisions, and speak up when something is wrong. All staff must feel confident that their voice will be heard without fear of reprisal, judgment, or negative consequences.

We recognise that a healthy safeguarding culture depends not only on policies and procedures but also on relationships, leadership, and emotional safety within the team. Staff are actively encouraged to raise concerns at the earliest opportunity and to challenge any practice that falls short of our safeguarding standards. This includes using supervision, debriefs, or informal routes when needed. Managers are expected to model openness, listen without defensiveness, and respond proportionately to concerns raised.

We reinforce the principle that safeguarding is everybody's responsibility and that challenging

practice or raising concerns is an act of professionalism, not disloyalty.

Whistleblowing

All staff at St Elizabeth's must be aware of and follow the Speaking Out (Whistleblowing) Policy. Whistleblowing is the mechanism by which staff can report wrongdoing that affects others, including concerns about safeguarding, malpractice, or unsafe care, particularly where they feel internal reporting routes have failed or are not safe to use.

To further support staff, an anonymous and independent whistleblowing service is available and promoted throughout the service via Safecall. This provides a confidential route for staff who may fear retaliation or victimisation. Whistleblowing concerns are taken seriously and investigated promptly, and staff who speak out in good faith will be protected from any form of detriment.

Leaders and managers must ensure that whistleblowing routes are well-known, regularly discussed in team forums, and visibly supported at all levels of the organisation.

Online Safety and Use of Artificial Intelligence (AI)

The children and vulnerable adults at St Elizabeth's may use digital technologies as part of their daily routines, education, or therapeutic programmes. Staff must ensure that access to the internet, digital devices, and social media is risk assessed, supervised, and supports children's rights to communication, privacy, and protection.

Staff must be vigilant for signs of online grooming, cyberbullying, or digital exploitation, and follow the safeguarding procedure immediately if concerns arise. Staff must not share their personal devices with children or use personal social media accounts to communicate with anyone in our care.

Any use of artificial intelligence (AI) tools, whether for educational, care planning, or

administrative purposes, must be approved by the leadership team. AI must never be used to make automated decisions about the care, welfare, or rights of a child or vulnerable adult. Safeguarding, privacy, and consent must remain paramount in any use of digital systems, and data must be managed in accordance with GDPR and the Charity's Data Protection Policy.

6. Taking Action

The Children's Homes guiding principle for Safeguarding is **'See It, Stop It, Report It'**. This clearly defines the expectations of all staff working with or on behalf of our service:

See It – If you see or hear something that you are not comfortable with or that just doesn't feel right, 'Trust Your Gut' and…

Stop It – Intervene and ask those involved to step away. Remember 'Child First', ensure the child is safe and supported, then…

Report It – 'Don't Delay' - **Immediately** report what you have seen to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead. You can also report to your line manager, the on-call manager, or deputy manager on shift.

If for any reason you cannot report to any of the above, then report the incident to a member of the Executive Team.

Safeguarding is everyone's responsibility.

Responding to a disclosure

At any time, one of our children or vulnerable adults may disclose maltreatment or abuse to a trusted staff member. In a situation such as this, it is vital that the staff member receiving this information manages this immediately, effectively and with a 'Child First' approach.

Staff should ensure that they respond to a disclosure in a calm and supportive manner. Staff

should avoid asking any 'leading' questions or avoid putting any pressure on to a child to disclose any more information than they have done so.

It is important that staff take any concern raised by a child or vulnerable adult very seriously including ensuring that do not feel that they have done anything wrong.

The victim is never to be blamed.

Staff must ensure to listen to the child or vulnerable adult and record what is said.

It is important that staff are open and transparent with the child or vulnerable adult. This means that they must be informed of what will happen next. This information must be given to the child or vulnerable adult in a format that they will understanding.

Following any disclosure, it is crucial that staff report this immediately in line with our 'See It, Stop It, Report It' strategy.

7. Reporting Concerns

Remember – Safeguarding is everybody's responsibility.

You must not leave shift until the manager you have reported to has confirmed that they have all the required information from you.

8. Reporting Pathway

Following any report of a potential safeguarding concern, managers have a responsibility to follow a robust pathway to ensure that this is thoroughly investigated and reported to the required external stakeholders (See Appendix 1)

Every incident will be managed in a person centred way, ensuring that the child or vulnerable adult is safe throughout the process of the investigation.

Where concerns have been raised around maltreatment, neglect or abuse, it is vital that staff who are aware of this information, maintain confidentiality and information is only shared with those who need to be involved via the reporting process. It is vital that this is treated sensitively in order to ensure the privacy of the child or vulnerable adult involved.

9. Roles and Responsibilities

Safeguarding is everyone's responsibility

There are a number of specific roles across the Children's Service that are in place to ensure that Safeguarding continues to be at the forefront of the work that we do and remains a priority. These roles alongside our entire workforce, means that safeguarding forms an integral part of our culture and concerns raised are managed swiftly and effectively to ensure the safety and well-being of all of those within our care and part of our service.

Designated Safeguarding Leads (DSL)

DSLs are available across all the homes. All Home Managers are trained DSLs and Deputy Managers are trained DDSLs and these should be who you seek in order to report a concern immediately. DSLs and DDSLs are responsible for managing any concerns reported appropriately and in accordance with this policy. The names of DSLs and DDSLs within the Children's Service are:

Sabi Tomkinson - DSL

Head of Residential Childcare Services

T: 01279 844378 (ext. 404)

M: 07711 214937

E: Sabi.Tomkinson@stelizabeths.org.uk

Rachel Brown - DSL

Dual Children's Home Manager (Hadham & Bourne)

T: 01279 843451 (ext. 437 / 434)

M: 07759 124097

E: Rachel.Brown@stelizabeths.org.uk

Craig Joshua - DSL

Dual Registered Manager (Chilton House / Perry House)

T: 01279 843451 (ext. 258 or 436)

M: 07850 653172

E: Craig.Joshua@stelizabeths.org.uk

Tracey Marsh - DSL

Dual Registered Manager (Bishops House & Tye House)

T: 01279 844438 / 844435

M: 07595 466013

E: Tracey.Marsh@stelizabeths.org.uk

Grace Cant - DSL

Children's Home Manager – Cookson House

T: 01279 844265

M: 07889 811980

E: Grace.Cant@stelizabeths.org.uk

Cally Mills - DDSL

Deputy Child Care Manager - Hadham

T: 01279 843451 (ext. 437)

E: Cally.Mills@stelizabeths.org.uk

Sinead Melia - DDSL

Children's Home Deputy Manager - Bourne House

T: 01279 844434 (ext. 434)

E: Sinead.Melia@stelizabeths.org.uk

Pippa King - DDSL

Deputy Manager - Chilton House

T: 01279 844258 (ext. 258)

E: Phillippa.King@stelizabeths.org.uk

Paige Butt - DDSL

Deputy Manager - Perry House

T: 01279 844436 (ext. 436)

E: Paige.Butt@stelizabeths.org.uk

Emily Gurney - DDSL

Deputy Manager – Bishops House

T: 01279 844265 (ext. 265)

E: Lisa.Pagliarulo@stelizabeths.org.uk

Robert Buck - DDSL

Deputy Manager - Tye House

T: 01279 844435 (ext. 435)

E: Robert.Buck@stelizabeths.org.uk

Lisa Pagliarulo - DDSL

Deputy Manager - Cookson House

T: 01279 844265 (ext. 265)

E: Lisa.Pagliarulo@stelizabeths.org.uk

Emma Gurney - DDSL

Dual Registered Manager - Bishops House

T: 01279 844438

E: Emma.Gurney@stelizabeths.org.uk

Safeguarding Key Contacts:

Hertfordshire Safeguarding Children Partnership (HSCP)

- Purpose: Coordinates multi-agency efforts to safeguard children across Hertfordshire.
- Telephone: 0300 123 4043 (24/7)
- Email: AdminHSCPHSAB@hertfordshire.gov.uk
- Website: https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx

Children's Services – Hertfordshire County Council

- Purpose: Handles referrals and concerns regarding children's welfare.
- Customer Service Centre: 0300 123 4043
- Out of Hours Service (SOOHS): 0300 123 4043
- Online Referral Portal: https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/professionals-report-a-concern.aspx

Local Authority Designated Officer (LADO) – Hertfordshire

- Purpose: Manages allegations against individuals working with children.
- Email for Referrals: LADO.Referral@hertfordshire.gov.uk
- Telephone: 01992 555420
- Referral Form and Guidance: https://thegrid.org.uk/safeguarding-and-child-protection/child-protection/allegations-against-staff/local-authority-designated-officer-lado-referrals

Hertfordshire Partnership NHS Foundation Trust (HPFT) – Safeguarding Team

- Purpose: Provides safeguarding support for children and adults within NHS services.
- Telephone: 01727 804717
- Email: hpft.safeguardingteam@nhs.net
- Website: https://www.hpft.nhs.uk/information-and-resources/safeguarding/safeguarding-adults/

Multi-Agency Safeguarding Hub (MASH) – Hertfordshire

- Purpose: Facilitates information sharing and decision-making among agencies.
- Telephone: 01438 843086

Police – Hertfordshire Constabulary

- Emergency: 999
- Non-Emergency: 101
- Joint Child Protection Investigation Team (JCPIT): 01707 355927 / 01438 757330

NSPCC – National Society for the Prevention of Cruelty to Children

- Helpline: 0808 800 5000
- Website: https://www.nspcc.org.uk/

Adult Safeguarding & Social Care

- Hertfordshire Adult Social Care Services
    - Telephone (24/7): 0300 123 4042
    - Online Referrals: Adult Social Care Referral
    - Email (for non-urgent referrals): seeandsolve.east@hertfordshire.gov.uk / seeandsolve.west@hertfordshire.gov.uk
    - Website: https://www.hertfordshire.gov.uk/about-the-council/contact-us/contact-adult-social-services.aspx

Designated Safeguarding Officer (DSO)

DSOs are responsible for developing and improving safeguarding policy and ensuring the all procedures are followed across the service including monitoring practice.

DSOs will ensure that procedures and policies are underpinned by legislative frameworks and meet the requirements of regulatory bodies. DSOs must be aware of and kept informed of all safeguarding issues across the service.

The names of DSOs within the Children's Service are:

1. Sabi Tomkinson
2. Jill Rankin

Designated Safeguarding Trustee

The trustees have a legal duty to the organisation to ensure that children and vulnerable adults are safeguarded from harm. The trustees appoint a designated person to act on its behalf to ensure that the Safeguarding Policies and Procedures are implemented and monitored. The name of the Designated Safeguarding Trustee is Adrian Cullen.

Responsible Individual and Executive Team

The Responsible Individual and Executive Team have direct responsibility for ensuring that this policy and related procedures are adhered to across the service. They also have a responsibility to ensure that the policy meets the needs of the service and is monitored at least annually.

The Responsible individual is Jill Rankin.

Director of Children's Health and Care

This director is the individual who forms part of the Executive Team on behalf of the Children's Service. The Director will have oversight and line management of the work of the Designated

Safeguarding Officers. This person is also responsible for sharing any significant safeguarding concerns with the Executive Team via bi-weekly meetings.

The role of Director of Children's Health and Care is currently vacant; however, the Head of Residential Childcare Services and the RI are sharing the responsibilities and functions of this role whilst an ongoing recruitment effort is underway to fill this position.

All employees and those working on behalf of St. Elizabeth's are responsible for working in a way that promotes the welfare of all children and vulnerable adults alongside proactively ensuring that children and vulnerable adults are safeguarded on a day to day basis.

Employees and those working on behalf of St. Elizabeth's must ensure that they act in a manner that protects them from wrongful allegations of abuse as far as possible. Employees have a duty to ensure that they adhere to training and guidelines set for each individual that they provide care to.

Staff and those working on behalf of the service must ensure that they report any concerns relating to safeguarding to one of the Designated Safeguarding Leads immediately.

10. Appendices

- Appendix 1: Reporting Pathway
- Appendix 2: Guide to Notifying Ofsted of a Serious Event
- Appendix 3: Guide to Informing Hertfordshire of an Allegation Against Staff (LADO)
- Appendix 4: Guide to Reporting a Safeguarding Incident to Hertfordshire (Child)
- Appendix 5: Guide to Reporting a Safeguarding Incident to Hertfordshire (Adult)
- Appendix 6: Bruising Protocol (Children, Young People and Vulnerable Adults- CVAs)
- Appendix 7: Safecall Speaking Out 'Report wrongdoing anonymously online or by phone'