Summary Statement of FSW Safeguarding Policy -covering children and adults

Aims

"A strong family for every child in Sussex". This is the single aim of the Chichester Diocesan Association for Family Support Work (FSW). Set up to help those on the margins of society- those least able to support themselves-FSW works with families who are the most at risk of slipping through the safety net offered by the state, and supports parents as they try to ensure that their children have the best start in life.

This policy outlines the steps FSW will make to safeguard an adult or child with care and support needs if they are deemed to be at risk or are at risk. This policy sets out the roles and responsibilities of FSW in working together with other professionals and agencies in promoting children & adult's welfare and safeguarding them from abuse and neglect.

. **The purpose of this policy statement is**:

• to protect children , young people and adults at risk, who receive Family Support Work's services from harm. This includes all children and adults who use our services.

• to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Family Support Work, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/child protection.

Supporting documents

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

• role description for the designated safeguarding officer
• dealing with disclosures and concerns about a child , young person or adult at risk
• managing allegations against staff and volunteers
• recording concerns and information sharing
• child protection records retention and storage
• code of conduct for staff and volunteers
• behaviour codes for children and young people
• photography and sharing images guidance
• safer recruitment
• online safety
• anti-bullying
• managing complaints
• whistleblowing

• health and safety
• induction, training, supervision and support
• adult to child supervision ratios.

We believe that:
• children, young people and adults at risk of harm should never experience abuse of any kind.
• we have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe and to practise in a way that protects them.

We recognise that:
• the welfare of children is paramount in all the work we do and in all the decisions we take working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
• all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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.
• extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Find out more about:
• https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities

• https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children

• https://learning.nspcc.org.uk/safeguarding-child-protection/lgbtq-children-young-people

• https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send

We will seek to keep children and young people safe by:
• valuing, listening to and respecting them
• appointing a nominated safeguarding lead for children, young people and adults at risk, deputies and a lead trustee/board member for safeguarding
• adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
• developing and implementing an effective online safety policy and related procedures
• providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
• recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made through safer recruitment processes.
• recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]
• sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
• making sure that children, young people and their families know where to go for help if they have a concern

• using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
• using our procedures to manage any allegations against staff and volunteers 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.
• ensuring that we provide a safe physical environment for our children, young people, adults at risk, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
• building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated Child protection/Safeguarding lead
Name: Elaine Waight
Phone/email: elaine@familysupportwork.org.uk 01273 041 400/ 07879 498164

Deputy Child protection/Safeguarding leads
Names:

1) Becky Long becky@familysupportwork.org.uk 07545 092 807
2) Phillipa Fleming phillipa@familysupportwork.org.uk 07545 092 825
3) Stephanie Laurence stephanie@familysupportwork.org.uk 07933 171 945

Trustee/Senior Lead for safeguarding and child protection
Name: Gill Siggs
gill@justproperty.net

What should I do if I am concerned?

Children:

Staff and volunteers at FSW who have any Child safeguarding concerns should:

1. Respond
   - Take emergency action if someone is at immediate risk of harm /in need of urgent medical attention. Dial 999 for emergency services
   - Get brief details about what has happened but do not probe or conduct a mini-investigation

2. Report
   - Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above) Report to Elaine Waight or any of the deputies mentioned above.

3. Record
   - Using the Record of Concern form and give full details of the incident. Send to the Safeguarding lead or deputy. Upload onto the secure database and save information.
   - As far as possible, records should be written contemporaneously, dated and signed.
   - Keep records about safeguarding concerns confidential.

4. Refer- In making a decision whether to refer or not, the designated safeguarding lead should take into account: the safety or wellbeing of the children.

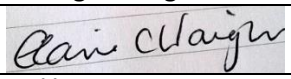
Adults:

Staff and volunteers at FSW who have any Adult safeguarding concerns should:

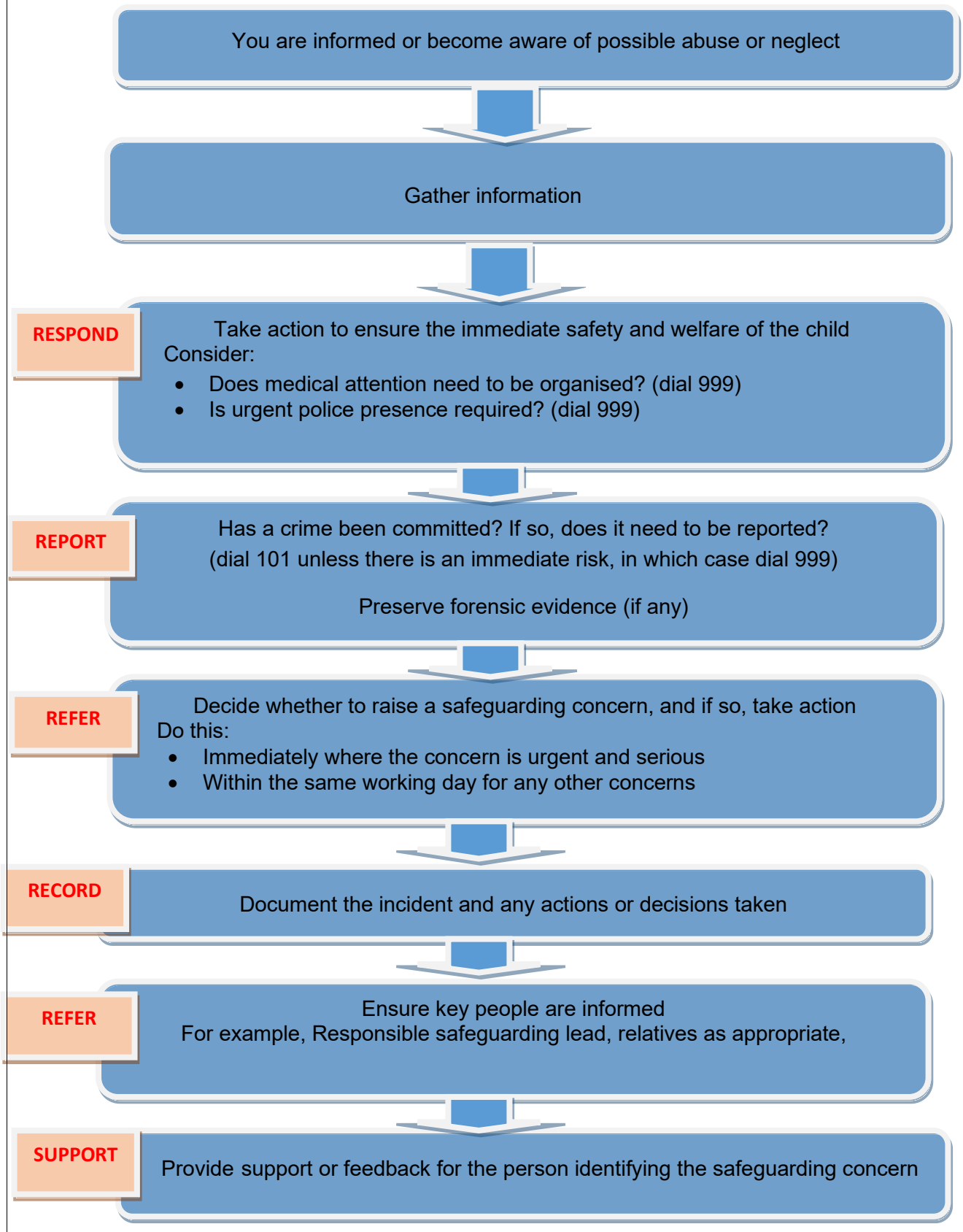
5. Respond
   - Take emergency action if someone is at immediate risk of harm /in need of urgent medical attention. Dial 999 for emergency services
   - Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
   - Seek consent from the adult, if appropriate, to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.
6. Report
   - Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above) Report to Elaine Waight or any of the deputies mentioned above.
7. Record
   - Using the Record of Concern form and give full details of the incident. Send to the Safeguarding lead or deputy. Upload onto the secure database and save information.
   - As far as possible, records should be written contemporaneously, dated and signed.
   - Keep records about safeguarding concerns confidential and in a location where the alleged perpetrator will not have access to the record.
8. Refer- In making a decision whether to refer or not, the designated safeguarding lead should take into account:
   (1) the adult's wishes and preferred outcome
   (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
   (3) the safety or wellbeing of adults with care and support needs
   (4) whether there is a person in a position of trust involved
   (5) whether a crime has been committed

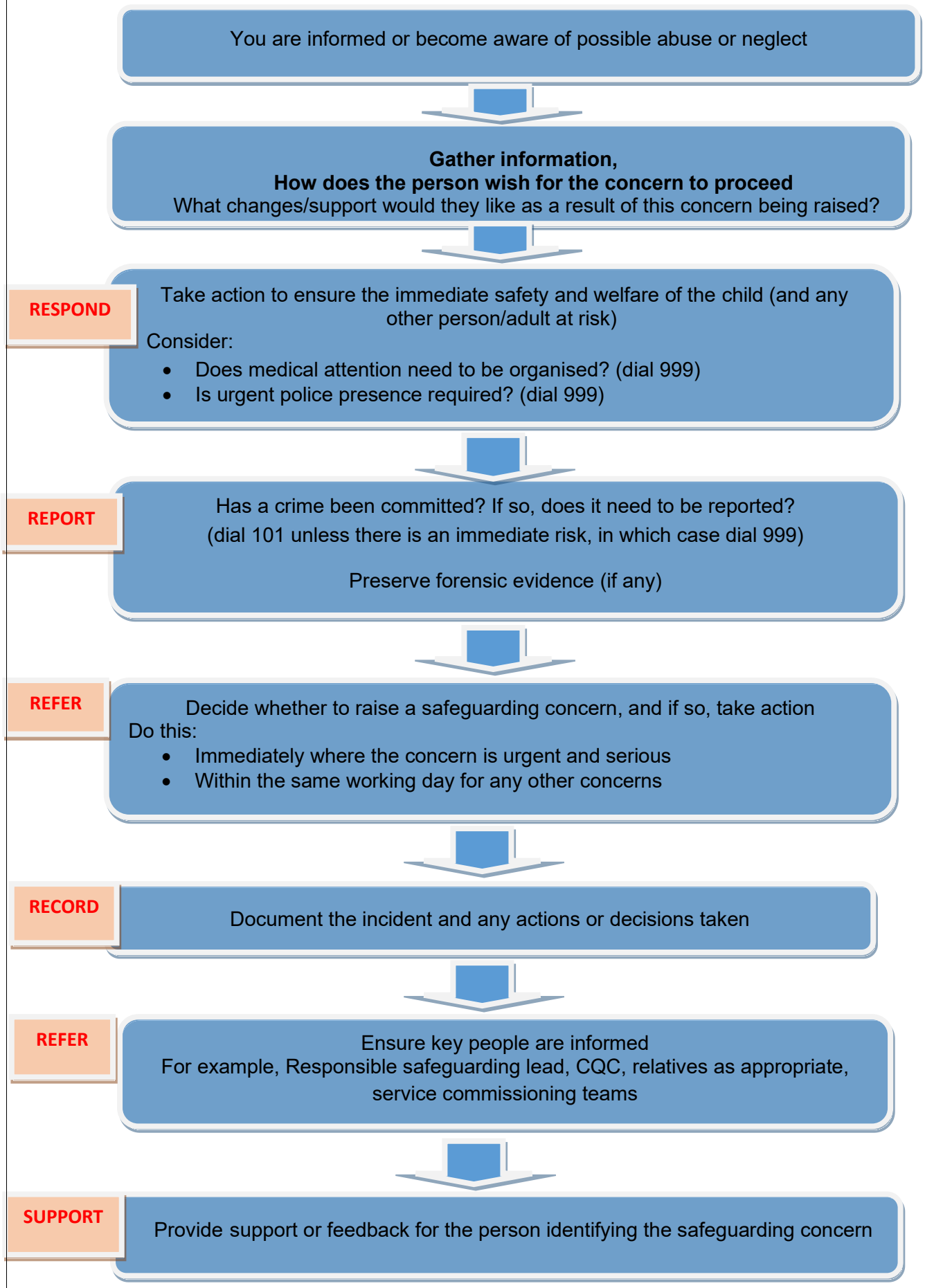
This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- East Sussex CC, West Sussex CC & Brighton & Hove Access & Advice Team (part of adult social services) for possible safeguarding enquiry
- relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- service commissioning teams
- family/relatives as appropriate (seek advice from relevant social care team)
- The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

We are committed to reviewing our policy and good practice annually. Last reviewed	**Date 19 Nov 2025**
Named Safeguarding Lead	Elaine Waight
Next Review Date	Nov 2026
File Location	Garton House & Company Shared Drive : Safeguarding
Signed	
Lead Trustee	Gill Siggs 27/11/25

Raising a Safeguarding Concern - Child



For Adult flow chart see adult policy document

Raising a Safeguarding Concern - Adults