



Neurohive CIC Wakefield Safeguarding Child Policy

October 2024

The procedures apply to all staff and volunteers and are consistent with those of Wakefield District Safeguarding Children Board WDSCB/West Yorkshire Consortium Procedures. <http://westyorkscb.proceduresonline.com/index.htm>

This policy will enable Neurohive CIC to demonstrate its commitment to keeping safe the children with whom it works alongside. Neurohive CIC acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is vital that all members of Neurohive CIC community are alert to the signs of abuse and understand the procedures for reporting their concerns. The Designated Safeguarding Lead (DSL) will record and appropriately store any concerns. The DSL will act on identified concerns appropriately by reporting concerns to Children's Social Care and support the provision of Early Help to help prevent concerns from escalating.

Terminology

Child/children - includes everyone under the age of 18

Safeguarding and promoting the welfare of children – refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child Protection – refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Early Help - providing support as soon as a problem emerges at any point in a child's life. It is about providing support quickly whenever difficulties emerge to reduce the impact of problems.

Staff – refers to all those working for or on behalf of The Neurohive CIC, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Parent – refers to birth parents and other adults who are in a parenting/carer role, for example step-parents, foster carers and adoptive parents.

Designated Officer – a post in local authority to coordinate and manage allegations against staff.

Social Care Direct – Wakefield's children social care/Family services

WDSCB – Wakefield District Safeguarding Children Board – strategically oversee and scrutinise safeguarding in the district.

Signs of Safety – a new approach to family intervention work in the Wakefield district

DSL – Designated Safeguarding Lead

DSP – Designated Safeguarding Persons (deputies)

Roles and Responsibilities

The DSL for Wakefield is:

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All staff have a responsibility for safeguarding no matter what their role.

DSL Responsibilities:

Manage referrals

- Refer cases of suspected abuse to the local authority social care direct as required

- Support staff who make referrals to local authority social care direct
- Refer cases where a crime may have been committed to the Police as required

Work with others -

- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Act as a source of support, advice and expertise for staff
- Liaise with police, social services, WDSCB etc to support ongoing safeguarding investigations

Undertake training

- updated at least every 2 years

Raise awareness

- Ensure that The Neurohive CIC's safeguarding and child protection policies are known, understood and used appropriately
- Ensure that the policy is reviewed at least annually
- Ensure that the policy is available publicly

Safer Recruitment

We endeavour to ensure that we do our utmost to employ 'safe' staff (including volunteers). This includes:

- Verifying identity
- Enhanced DBS (disclosure and barring service) check for those in regulated activity
- References being sought

Photography and Images

To protect The Neurohive CIC's clients/service users we will:

- Seek their consent for photographs to be taken or published (e.g. on our website or in newspapers or in other publications)
- Seek parental consent if appropriate
- Not use full names with an image
- Ensure that the subjects are appropriately dressed
- Ensure that personal data is not shared

- Store images appropriately, securely and for no longer than necessary
- Encourage subjects to tell us if they are worried about any photographs that are taken of them

Categories and Definitions

To ensure babies and children are safe from harm, we need to understand what constitutes abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm.

Abuse may be committed by adult men or women and by other children and young people.

There are four categories of abuse:

- Physical abuse including fabricated or induced illness
- Emotional
- Sexual abuse
- Neglect

It is very important that staff report and record their concerns as they occur – they do not need ‘absolute proof’ that the child is at risk.

Taking Action

Safeguarding is everyone’s business: Children’s Acts 1989 and 2004

All staff need to be aware of and recognise early signs of abuse and other vulnerabilities and possible issues and be familiar with procedures.

We actively encourage a ‘never do nothing’ attitude and also that ‘it could happen here’. Safeguarding is everyone’s responsibility

Recognise – the signs and symptoms of abuse.

Respond - An allegation from a child against a member of staff/volunteer, a disclosure from a child, suspicions regarding the conduct of other staff members or concerns from a staff member regarding a child.

Report - To designated safeguarding lead, it is their responsibility to make further decisions.

Record - Exactly what has happened using the words said by the child. This information should be signed, dated and kept in a secure place.

Refer - This will be the role of the designated safeguarding lead who will make all further decisions.

Seven Golden Rules of Information Sharing

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom, and for what purpose.

(Taken from [Information sharing Advice for practitioners providing](#)

[safeguarding services to children, young people, parents and carers \(HM Government, March 2015\)](#))).

Neurohive CIC's Safeguarding Childrens Policy

Instigated: October 2024

Next review: October 2025

An earlier review may be needed if local and/or national legislation and guidance is in place.