

# Safeguarding & Child Protection Policy

Updated: 26 September 2023

Up for review: 26 September 2026

**Safeguarding** is the action taken to promote the welfare of children and protect them from harm.

**Safeguarding means:**

- protecting children from maltreatment;
- preventing the impairment of children’s mental and physical 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** is part of the safeguarding process. It focuses on protecting individual children identified as suffering from, or likely to suffer, significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

We recognise that harm also means where a child or young person witnesses harm to another.

Safeguarding children is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.

**We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.**

## [The purpose and scope of this policy statement](#)

The Pulborough and District Community Care Association (PDCCA) aims to build bridges within the community. We provide services and activities in and around Pulborough to assist residents of all ages, with or without disabilities and we hope to improve their wellbeing. PDCCA takes its responsibility to safeguard children extremely seriously and this charity will train and empower all staff and volunteers to recognise and respond effectively to protect a child who may be at risk of significant harm.

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

- to inform staff<sup>1</sup>, parents, volunteers and trustees about PDCCA’s responsibilities for safeguarding children and provide a clear understanding of how these responsibilities should be carried out. We recognise that all adults, including temporary staff, volunteers and trustees, have a full and active part to play in protecting children from harm and that the child’s welfare is our paramount concern.
- to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- to empower and support our staff where they have concerns for the safety of children and young people who do not attend our setting.
- to protect children and young people who receive PDCCA’s services from harm. This includes the children of 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 PDCCA, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

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<sup>1</sup> Wherever the word “staff” is used, it covers ALL staff on site, including ancillary and supply staff, and volunteers working with children  
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## Legal framework

This policy has been drawn up based on 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/childprotection](https://nspcc.org.uk/childprotection)

## Supporting documents

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

- data protection
- online safety
- safer recruitment
- health and safety
- equality and diversity
- behaviour policy
- complaints
- whistleblowing
- photography and sharing images guidance
- safeguarding and child protection procedures
- safeguarding adults

### **We believe that:**

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, 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 children and 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 vulnerable children safe from abuse.

### **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them.
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and code of behaviour 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 in line with our safer recruitment process.
- recording and storing and using information professionally and securely, in line with data protection legislation
- 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 complaints 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. This forms part of our Code of Behaviour.
- ensuring that we have effective complaints and whistleblowing measures in place.
- 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.
- 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 Lead (Chair of Trustees)**

Name: John Dixon

Phone/email: [eden.consulting@btinternet.com](mailto:eden.consulting@btinternet.com)

### **Deputy Child Protection Lead**

Name: Isla Moran

Email: [isla@pdcca.org.uk](mailto:isla@pdcca.org.uk)

### **Nominated Trustee for Safeguarding**

Name: John Dixon

Email: [eden.consulting@btinternet.com](mailto:eden.consulting@btinternet.com)

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice every 3 years.

This policy has been adopted from the NSPCC Safeguarding Policy

## External Contact Details

### **West Sussex Multi-Agency Integrated Front Door (Formerly MASH):**

Tel: 01403 229900

(Out of Hours – 0330 222 6664)

[WSChildrenservices@westsussex.gov.uk](mailto:WSChildrenservices@westsussex.gov.uk)

### **Referrals to the Integrated Front Door (IFD) for children and young people under 18**

Urgent Referrals should be telephoned into IFD on 01403 229900.

If you believe a child is in immediate danger you must call the police on 999.

Referrals to IFD should be made on the following web-based forms which can be accessed <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

### **Referrals for those aged 18 and over**

1. To discuss concerns relating to a person aged 18 and over please contact West Sussex Adult Social Care on 01243 642121.
2. Referral to adult's social care should be made using the [Adult Social Care Referral Form](#) on-line form.

### **Local Authority Designated Officers (LADO):**

#### **LADO Contact Details**

LADO should be contacted either by email: [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) or by phone, LADO Consultation Contact No. 0330 222 6450 (Mon – Fri 9.00am – 5.00pm)