

GARDEN HOUSE HOSPICE CARE

Safeguarding Children Policy

Approval

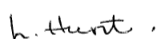
Date policy was formally approved: July 2016

Agreed by:

Signature of Chairman of Trustees:



Signature of Chief Executive:



Type of change: Minor changes

Policy history:

2023: reviewed and updated; online safety section added. 2023 procedure for referring and reference updated. 2024: reviewed, updated; role profile appendices added. 2025: reviewed; links updated. Revised 'seven rules for information sharing', section 8. Revised Appendix 6, training and competency requirements. 2026: updated to include replacing Channel referral form and training and competency requirements with web links. Safeguarding lead trustee role profile added.

Next review

Person responsible for next review: Director of Nursing and Quality

Committee responsible for next review: Clinical Governance Committee

Next review date: May 2027

Policy statement

Garden House Hospice Care (GHHC) is committed to protecting and promoting the welfare of children who come into contact with our services at all times.

All line managers are responsible for ensuring all relevant new staff and volunteers read this document during their first week; all staff are reminded of their responsibility to keep up to date with all organisational policies and procedures.

This policy is to be read in conjunction with the Hertfordshire Safeguarding Children Partnership (HSCP) Manual <https://hertfordshirescp.trixonline.co.uk/> which uses the Working Together to Safeguard Children statutory guidance (HM Government, 2026) https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

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1 Policy statement

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This policy applies to all employees, including interim staff and volunteers, who come into direct or indirect contact with children and their families/carers.

This policy determines the standards required by GHHC to ensure that it complies with its legal obligations and national/local best practice. This policy does not form part of contracts of employment and GHHC reserves the right to amend this policy at any time in line with best practice and regulatory change.

1.1 Purpose of this policy

The purpose of this policy is to:

- Identify the principles of safeguarding children and young people (age 0-18) with whom GHHC may have contact
- Provide information on recognising the signs of possible child abuse
- Provide staff and volunteers with guidance on procedures they must adopt if they suspect a child or young person may be experiencing, or be at risk of, harm.

1.2 Principles

The principles upon which GHHC's Safeguarding Children Policy is based are:

- The welfare of the child or young person is paramount
- The rights wishes and feelings of children, young people and their families will be respected and listened to. Their needs will be identified and respected by the staff and volunteers working with them. GHHC will promote anti-discriminatory practice
- All concerns and allegations will be taken seriously by staff and volunteers and, where appropriate, referred to the Local Authority which has a duty to investigate under section 47 of the 1989 Children Act
- Clear instructions as to how allegations and concerns should be dealt with
- A commitment to share information with other appropriate agencies in the best interests of the child or young person. Advice for practitioners can be sought from HM Government Information Sharing Policy. (Department for Education, 2024b)
- https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf

Children and their carers will, other than in certain circumstances, be kept informed about concerns and proposed action to be taken

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- Allegations against Hospice team members will be fully investigated, and appropriate action taken under [HR05 Disciplinary, Grievance and Appeal Policy](#).
- There will be a commitment to safe recruitment, selection of all staff and volunteers including DBS clearance at identified level per role.

2 Related Hospice policies/procedures/guidelines - see Appendix 1

3 Responsibilities/accountabilities

Trustees	The Trustees are ultimately responsible for safeguarding and promoting the welfare of GHHC beneficiaries. The Trustees will identify a Trustee Safeguarding Lead and: • Actively promote a safe culture and trusted environment • Ensure adequate safeguarding policies, procedures and measures to protect children are in place • Ensure through quality reporting that the policy is robustly implemented across the organisation • Ensure adequate systems are in place to handle incidents and allegations, including reporting to the relevant authorities, including the charity commission • Attend relevant training • Support the safeguarding policy, procedures and practice on behalf of the Board and ensure these are in line with most recent government legislation and best practice • Some of these responsibilities may be delegated to the Chief Executive Officer • Approve this policy at the Clinical Governance Committee and Board of Trustees meetings and ensure through reporting that the policy is robustly implemented across the organisation. • The nominated safeguarding Trustee and Chairman of Trustees will be informed of all reports to the Hertfordshire Safeguarding Children Partnership (HSCP) at the earliest opportunity • Receive a yearly report on the management of safeguarding from the Designated Safeguarding Lead. All Trustees are responsible for ensuring this policy is approved at Board level and is robustly implemented. Some of these responsibilities may be delegated to the Chief Executive Officer.
Chief Executive Officer (CEO)	The CEO has overall responsibility for ensuring the Hospice has sound and robust business processes and management throughout all areas of the Hospice. The CEO has delegated responsibility to ensure that serious incidents are reported to the Charity Commission in accordance with its guidance and that safeguarding allegations, complaints or incidents are reported to other agencies in accordance with the law and best practice.
Director of Nursing & Quality/ Safeguarding Lead	The Director of Nursing and Quality is the designated Safeguarding Lead and works closely with the CEO to ensure the organisation complies with all legislation and requirements in relation to safeguarding children. This role is accountable for ensuring the Hospice complies with the legislation and has the relevant policies, procedures and practices in place.

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	The Director of Nursing and Quality will present a yearly report on the management of safeguarding to the Hospice Care and Clinical Governance Committee.
Safeguarding Champion	The Deputy Director of Nursing and Quality is the nominated safeguarding champion and provides support to the Safeguarding Lead and provide cover for them during periods of absence. The champion is the source of advice and guidance to clinical teams and signpost to available agencies as required.
Director of Human Resources and Volunteering	When an allegation of abuse is made against a Hospice team member, the HR Director must report this using the Local Authority Designated Officer (LADO) referral form.
All managers	All managers are required to ensure that relevant staff and volunteers attend statutory mandatory training as required and provide their full support with any child safeguarding issues, working closely with departments and other agencies as required. Managers also need to ensure that staff follow relevant policies and procedures.
All staff including volunteers	All staff and volunteers have a responsibility to report abuse/neglect or suspected abuse/neglect to their manager, liaise with the Safeguarding Leads and champion, refer to the Children's Safeguarding team if appropriate, and complete a Radar report. All staff and volunteers have a duty to report when abuse, by another Hospice team member, is disclosed or suspected. This may require following OM07 Freedom to Speak Up Policy. All staff and relevant volunteers are required to attend statutory mandatory training, comply with policies and procedures and highlight any concerns at the earliest opportunity, ensuring that the needs of the child come first.
External staff or official visitors including celebrities and VIPs	Any external staff or official visitors including celebrities and VIPs will not be allowed any contact with children visiting the Hospice without the continued presence of a member of GHHC staff.

4 Recognising

Child abuse happens when a person - adult or child - harms a child.

Child abuse falls into four categories:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.

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Children who suffer abuse may struggle to find the words to speak out, so it is vital that anyone working with children or young people are vigilant and aware of the signs of abuse. (See Appendix 2 for signs and symptoms of each of the above four categories.)

Under the Domestic Abuse Act 2021, the new legal definition of domestic abuse is defined as any incident or pattern of incidents of physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological, emotional or other abuse between those aged 16 and over and personally connected to each other.

The act also recognises children as victims of domestic abuse. This is the first time that a child who sees or hears, or experiences domestic abuse, and is related to the person being abused or the perpetrator, is also to be regarded as a victim of domestic abuse in their own right. (See [RM08 Safeguarding Children Policy](#) to report a safeguarding concern regarding a child).

The Department for Education (2024) recognises that child-on-child sexual violence and sexual harassment can occur between two or more children from primary school age and gives clear guidance on management.

5 Responding to a concern

When abuse is disclosed or suspected:

- React calmly
- Reassure the child that they were right to tell and that they are not to blame. Take what they say seriously
- Be careful not to put words in their mouth. Do not ask leading questions
- Do not promise confidentiality
- Inform the child/individual what you will do next
- Don't delay in passing on the information. Except where immediate medical attention is needed
- In situations where there has been or may have been a crime and the police have been called it is important that forensic and other evidence is collected and preserved. Evidence may be present even if you cannot see anything. Try not to disturb the scene, and prevent evidence being destroyed; for example, washing a child or their clothing
- Inform the line manager, Safeguarding Lead or Safeguarding Champion. If they are not available inform the member of staff covering the executive on call. Sharing of the information should be on a need-to-know basis only (see Section 3 above)

Make a full and written statement as soon as possible adding to your record, if necessary, at each stage.

5.1 Immediate actions

If there is immediate danger following disclosure:

- Stay with the child; do not expose the child or yourself to further risk or imminent danger
- Contact the police on 999 if there is risk of immediate harm
- Contact Children's Social Care on **0300 123 4043** and the appropriate emergency service

Do as advised by the police, Children's Services team or the ambulance control.

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If there is no immediate danger but you have concerns about a child's welfare or suspect abuse is taking place and there is no immediate danger:

- Consult with your line manager, Safeguarding Lead, Safeguarding Champion or the Executive on call for action to be taken.

6 Recording

What and where to record information

It is vital that a written record of any incident or allegation is made as soon as possible after the information is obtained:

- The record must include the date and time of the incident, **exactly** what was said, using their own words (their account) about the abuse and how it occurred or exactly what has been reported to you
- The record must be **factual**. If the record does contain opinion or assessment, it should clearly say so and be backed up by factual evidence. Information from another person should be clearly attributed to them
- The incident must be recorded on Radar **by the person who initially raised the concern**. See Appendix 3 GHHC procedure with flowchart
- All decisions taken relating to the process must be recorded
- GHHC will maintain a register of all safeguarding concerns, the actions taken and the outcomes.

7 Reporting/referring

- The responsibility for reporting any safeguarding issues raised by GHHC services lies with the staff member who identifies the safeguarding concern. Please ask Safeguarding Champion/Lead for support or advice with reporting any safeguarding issues.
- Complete the Referral form on the Hertfordshire Safeguarding Children Partnership portal. The person completing the form will need to register first before completing the referral form. Click on link below to register and complete referral form.
<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/report-child-protection-concern.aspx>
- It is good practice to gain parental consent for a referral unless in situations where seeking parental consent would not be appropriate, for example if the child would be placed at increased risk of significant harm through the action of gaining this consent, there would be an impact on a criminal investigation or a delay in making the referral would impact on the immediate safety of the child.
- If you are unsure, then telephone the Customer Service Centre any time to discuss on 0300 123 4043.
- Hertfordshire Safeguarding Children's Partnership must acknowledge referrals in writing within one working day of receipt. If no acknowledgment is received within three working days, the referrer must contact Hertfordshire Safeguarding Children's Partnership again to establish the status of the referral.
- The referrer will be informed of what action has been, or will be taken, in writing, in line with data protection and parental/child consent guidelines. If the referrer made the referral on behalf of someone else or referred on information s/he received, they will be reminded that it is their responsibility to feedback the actions to the person they received the information from.

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- The Gateway, Hertfordshire's multi agency safeguarding hub, will triage the referrals and action in line with their policy document available at: <https://www.hertfordshire.gov.uk/media-library/documents/childrens-services/hscb/professionals/continuum-of-needs-for-children-and-young-people.pdf>
- GHHC will:
 - Participate, as required, in any further investigations instigated by the Hertfordshire Safeguarding Children's Partnership
 - Continue to support the child and family
 - Ensure the referrer and any other Hospice team members involved are supported.

7.1 Allegation of abuse against a member of staff

When an allegation of abuse is made against an adult working with children, including volunteers, this must be reported to the Local Authority Designated Officer (LADO). Every local authority must have a LADO in place who is responsible for co-ordinating the response to the allegation. Referrals must be made by the organisation who are aware of the abuse.

[Safeguarding and child protection - Hertfordshire Grid for Learning](#)

7.2 Escalating a concern

If a difference of opinion occurs in the outcome of a concern raised with Hertfordshire Safeguarding Children Partnership, discuss with the GHHC manager and contact Herts Safeguarding Children Partnership with concerns again. See

<https://hertfordshirescp.trixonline.co.uk/chapter/resolution-of-professional-differences-including-escalations>

8 Information sharing

HM Government advice on Information Sharing (2024b) states that sharing information is an intrinsic part of any front-line practitioner's job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum, it could be the difference between life and death.

Information sharing between organisations is essential to safeguard children. Advice for practitioners can be sought from HM Government Information Sharing Policy. See https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf

The seven golden rules for sharing information (including personal information):

1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them. The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm.

2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information

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with, what information you will be sharing and why. You are not required to inform them if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because their carer(s) may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).

3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm. You need a lawful basis to share information under data protection law, but when you intend to share information as part of action to safeguard a child at possible risk of harm, consent may not be an appropriate basis for sharing. It is good practice to ensure transparency about your decisions and seek to work cooperatively with a child and their carer(s) wherever possible. This means you should consider any objection the child or their carers may have to proposed information sharing, but you should consider overriding their objections if you believe sharing the information is necessary to protect the child from harm.

4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case. Do not leave a child at risk of harm because you have concerns you might be criticised for sharing information. Instead, find out who in your organisation/agency can provide advice about what information to share and with whom. This may be your manager/supervisor, the designated safeguarding children professional, the data protection/information governance lead (e.g., Data Protection Officer), Caldicott Guardian or relevant policy or legal team. If you work for a small charity or voluntary organisation, follow the NSPCC's safeguarding guidance.

5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.

6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support and only share the information they need to support the provision of their services. Sharing information with a third party rarely requires you to share an entire record or case-file - you must only share information that is necessary, proportionate for the intended purpose, relevant, adequate and accurate.

7. Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information. When another practitioner or organisation requests information from you, and you decide not to share it, be prepared to explain why you chose not to do so. Be willing to reconsider your decision if the requestor shares new information that might cause you to regard information you hold in a new light. When recording any decision, clearly set out the rationale and be prepared to explain your reasons if you are asked

The CQC must be notified as soon as possible of any incident that is/has been investigated by the police or if any abuse or allegation of abuse in relation to a service user has occurred.

The CQC must be notified as soon as possible about abuse or allegations of abuse concerning a person using our service if any of the following applies:

- The person is affected by abuse
- They are affected by alleged abuse

- The person is an abuser
- They are an alleged abuser.

Please use the notification form available at:

<http://www.cqc.org.uk/content/notifications-non-nhs-trust-providers>

<https://www.cqc.org.uk/guidance-regulation/providers/notifications/allegations-abuse-safeguarding-notification-form>

Serious incidents are reported to the Charity Commission in accordance with its guidance and that safeguarding allegations, complaints or incidents are reported to other agencies in accordance with the law and best practice.

9 Prevent duty

What is Prevent?

The Prevent Strategy, published by the Government in 2011 and refreshed in 2018 and 2023, is part of the overall Counter-Terrorism Strategy, CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

The 2018 and refreshed 2023 Prevent Strategy specific objectives:

- Tackle the ideological causes of terrorism
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

‘Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm.’

The Prevent Strategy

What is the different between extremism and terrorism?

Extremism: The vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.

Terrorism: The use or threat of action, both in and outside of the UK, designed to influence any international government organisation or to intimidate the public. It must also be for the purpose of advancing a political, religious, racial or ideological cause.

The Prevent Duty is concerned with all forms of terrorism and extremism. It also includes some forms of and non-violent extremism:

- Far right and extreme far right groups
- Religious extremist groups
- Environmental and animal rights extremism
- Unclear ideology (school massacre, InCel).

GHHC is also subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This duty

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is known as the Prevent Duty. It applies to 'specified authorities' that are described in Schedule 6 of the Act.

All relevant staff will recognise vulnerability to being drawn into terrorism, (which includes someone with extremist ideas that are used to legitimise terrorism and are shared by terrorist groups), including extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups, and be aware of what action to take in response, including local processes and policies. See Channel programme below.

<https://www.gov.uk/guidance/making-a-referral-to-prevent>

10 Channel programme

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk
- Assessing the nature and extent of that risk
- Developing the most appropriate support plan for the individuals concerned.

Sections 36 to 41 of the [Counter-Terrorism and Security Act 2015](#) set out the duty on local authorities and partners of local panels to provide support for people vulnerable to being drawn into any form of terrorism.

Always seek advice from the Safeguarding Lead or Safeguarding Champion and the GHHC lead for data protection.

11 Online safety

'Internet abuse' relates to primary areas of abuse to children:

- Sharing and production of abusive images of children (although these are not confined to the internet)
- A child or young person being groomed online for the purpose of sexual abuse
- Exposure to pornographic images and other offensive material via the internet
- The use of the internet, and in particular social media sites, to engage children in extremist ideologies or to promote gang related violence.

The term digital (data carrying signals carrying electronic or optical pulses) and interactive (a message relates to other previous message/s and the relationship between them) technology covers a range of electronic tools. These are constantly being upgraded and their use has become more widespread as the internet can be accessed easily on mobile/smart phones, laptops, computers, tablets and games consoles.

Social networking sites are often used by perpetrators as an easy way to access children and young people for sexual abuse. In addition radical and extremist groups may use social networking to attract children and young people into rigid and narrow ideologies that are intolerant of diversity: this is similar to the grooming process and exploits the same vulnerabilities.

Internet abuse may also include cyberbullying or online bullying. This is when a child is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another

child using the internet and/or mobile devices. In the case of online bullying it is possible for one victim to be bullied by many perpetrators. In any case of severe bullying it may be appropriate to consider the behaviour as child abuse by another young person.

Sexting is a term which many young people do not recognise or use, therefore it is important that when discussing the risks of this type of behaviour with children and young people the behaviour is accurately explained.

Sexting (some children and young people consider this to mean 'writing and sharing explicit messages with people they know' rather than sharing youth-produced sexual images) or sharing nudes and semi-nudes are terms used when a person under the age of 18 shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows images and messages to be shared.

Sexting may not be criminally motivated and can be consensual, but creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law if they:

- Take an explicit photo or video of themselves or a friend
- Share an explicit image or video of a child, even if it's shared between children of the same age
- Possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created.

However, if a young person is found creating or sharing images, the police can choose to record that a crime has been committed but that taking formal action is not in the public interest.

With effect from 29 June 2021, section 69 Domestic Abuse Act 2021 expanded so-called 'revenge porn' to include threats to disclose private sexual photographs and films with intent to cause distress.

E-safety is the generic term that refers to raising awareness about how children, young people and adults can protect themselves when using digital technology and in the online environment and provides examples of interventions that can reduce the level of risk for children and young people.

Any Hospice team member with concerns relating to a child and internet abuse should contact the Safeguarding Lead or Safeguarding Children's Champion for further advice.

12 Policy monitoring and review

This policy will be reviewed following introduction of any new legislation, following a significant incident/event or, as a minimum, every year.

13 Audit

A yearly audit of compliance against this policy will be scheduled into the Clinical Audit programme and published in the Safeguarding Annual Report. The report on the outcomes of the findings and the improvement plan for any improvements to be made will be reported to the Board of Trustees committee via the Clinical Governance Committee.

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Audits will be against national, local and organisational policy and will include, where necessary audits resulting from incidents or complaints. Learning will be shared with front line staff and teams to promote improved future practice.

14 Training requirements

The Intercollegiate Document Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff: February 2026 sets out minimum training requirements for people working in health and social care.

GHHC expects all staff and volunteers to know how to:

- Recognise, record and report abuse
- Take any immediate action to protect further harm
- Access help and advice for the child(ren) and or young person/people at risk.

15 Compliance with statutory/professional requirements

Children Act 1989 and 2004

Health & Social Care Act 2008 (Regulated Activities) Regulations 2014, regulations:

11 - Need for consent

12 - Safe care and treatment

13 - Safeguarding service users from abuse and improper treatment

CQC registration regulations should be adhered to <https://www.cqc.org.uk/guidance-regulation/providers/regulations-service-providers-and-managers>

2009: Regulation 18 - Notification of Other Incidents

HM Government (2026) Working together to safeguard children - Statutory guidance on multi-agency working to help, protect and promote the welfare of children

https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

Data Protection Act 2018

Human Rights Act 1998

Crime & Disorder Act 1998

Caldicott Guardian Principles

Public Interest Disclosure Act 1998.

www.gov.uk/government/publications/prevent-duty-guidance

Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'.

Communications Act 2003

Protection of Children Act 1978

Sexual Offences Act 2003

Serious Crime Act 2015

Department for Education (2026) Keeping children safe in Education: statutory guidance for schools and colleges.

16 References

Hertfordshire Safeguarding Children Partnership Continuum of need for children and young people 2025-26. <https://www.hertfordshire.gov.uk/media-library/documents/childrens-services/hscb/professionals/continuum-of-needs-for-children-and-young-people.pdf>

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Hertfordshire Safeguarding Children Partnership (HSCP) Manual uses the Working together to safeguard children statutory guidance (HM Government, 2023). If in any doubt about the procedure to follow, please access this at <https://hertfordshirescp.trixonline.co.uk/>

NICE: CG89 When to Suspect Child Maltreatment, <https://www.nice.org.uk/guidance/cg89> updated April 2025

HM Government (2026) Working together to safeguard children - Statutory guidance on multi-agency working to help, protect and promote the welfare of children (December 2026) https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

Safeguarding Children and Young People: Roles and Competences for Healthcare Staff: Intercollegiate document February 2026
<https://www.rcn.org.uk/Professional-Development/publications/rcn-safeguarding-children-and-young-people-and-children-and-young-people-in-care-uk-pub-012-420>

Children Act (2004), <http://www.legislation.gov.uk/ukpga/2004/31>
<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

Department for Education (2024b) Information sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers. Accessed from https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf

<https://www.hertsandwestessex.ics.nhs.uk/documents/safeguarding-policy/>

Appendix 1. Related policies, procedures and guidelines

[CM02 Admission Policy](#)

[CM04 Discharge Policy](#)

[CM06 Consent Policy](#)

[HR02 Recruitment and Onboarding Policy.pdf](#)

[HR05 Disciplinary Policy.pdf](#)

[HR07 Learning & Development Policy.pdf](#)

[HR11 Disclosure & Barring \(DBS\) Policy.pdf](#)

[HR13 Grievance Policy.pdf](#)

[OM06 Complaints Policy.pdf](#)

[OM07 Freedom to Speak Up Policy.pdf](#)

[OM12 Confidentiality Policy.pdf](#)

[OM21 Privacy, Dignity and Respect Policy.pdf](#)

[OM31 Data Security and Protection Policy.pdf](#)

[OM51 Chaperone Policy](#)

[RM09 Lone Worker Policy.pdf](#)

[RM25 Incident \(Event\) Reporting and Management Policy.pdf](#)

Appendix 2. Definitions, types and recognition of abuse (page 1 of 3)

For full and detailed information about the recognition of abuse, please refer to Recognition of Abuse (5th Edition) at:

<https://hertfordshirescp.trixonline.co.uk/chapter/definitions-and-recognition-of-abuse-and-neglect>

Definition of child abuse:

A child or young person under eighteen years is regarded as abused where he or she has been the victim of, or is believed to be at significant risk of, physical injury, neglect, emotional abuse or sexual abuse. Most child abuse is committed by someone known to, and trusted by, them, either within the family, among their friends, or in the local community.

GHHC workers should be alert to signs of stress affecting the care and parenting of children and should feel able to offer help and support to parents to prevent a situation escalating to the point where a child may be at risk.

Child abuse is generally classified as (or a combination of) the following:

- Physical
- Neglect
- Emotional
- Sexual.

Pointers to the possibility of abuse:

This summary gives a brief outline of some of the signs and indications that should alert you to the possibility of child abuse.

Physical abuse:

The first evidence of abuse may not be an obvious severe injury.

Bruises: see Hertfordshire Safeguarding Children Partnership 'Bruising Policy' for infants under six months (updated 2024).

<https://hertfordshirescp.trixonline.co.uk/chapter/management-of-suspicious-bruises-marks-in-infants-under-6-months-old>

Burns and scalds:

- Burns and scalds
- Burns with a clear outline are suspicious
- Circular burns from cigarettes
- Linear burns from hot metal rods or electric elements
- Burns of a uniform depth over a large area
- Friction burns from being pulled across the floor
- Scalds produced from a water line immersion or pouring of hot liquid
- Splash marks around the main burn area caused by hot liquid being thrown
- Old scars indicating previous injury.

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Fractures

Any fractures in young children should be assessed. If the clinician is unable to rule out abuse or neglect the case should be investigated by Hertfordshire Safeguarding Children's Partnership.

Neglect

This is often difficult to identify but leads to the physical and emotional harm of a child. The signs and indicators include:

- Failure of a parent to provide adequate food, clothes, warmth, hygiene, medical care or supervision
- Failure of a child to grow within the normally expected pattern, they show pallor, weight loss and signs of poor nutrition
- Failure of parents to provide adequate love and affection in a stimulating environment
- A child may look listless, apathetic or unresponsive with no apparent medical cause
- A child may be observed thriving when away from the home environment.

Emotional abuse

Again, this is difficult to identify. It is the result of ill treatment in the form of:

- Coldness
- Hostility and rejection
- Constant denigration
- Seriously distorted emotional demands
- Extreme inconsistency when parenting.

Some signs and indicators that might suggest this are:

- Low self-esteem apathy
- Being fearful and withdrawn or displaying "frozen watchfulness"
- Unduly aggressive behaviour
- Attention seeking behaviour
- Constantly seeking to please
- Over-readiness to relate to anyone, even strangers.

Sexual abuse

Can be suspected based on physical signs, the child's behaviour or following a direct statement by the child. It is often investigated because of a combination of these signs.

Signs of possible sexual abuse:

- A level of sexual knowledge inappropriate to the child's age
- Sexually provocative relationships with adults
- Sexualized play with other children
- Self-harm, mutilation, or suicide attempts or threats
- Recurrent urinary tract infections

Appendix 2. Definitions, types and recognition of abuse (page 3 of 3)

- Sudden onset of soiling or wetting
- Truancy, running away from home
- Uncharacteristic difficulty in learning, poor concentration
- Recurrent abdominal pain
- Promiscuity
- Requests for contraceptive or other sexual advice
- Severe sleep disturbance
- Change of eating habits
- Social isolation and withdrawal.

Children may communicate the abuse through other methods than the use of language e.g., through drawings, painting, play behaviour and so on.

Other abuse

The following do not fall within the four main categories of child abuse but require further investigation:

See Hertfordshire Safeguarding Children Partnership website for further information and updates regarding the following:

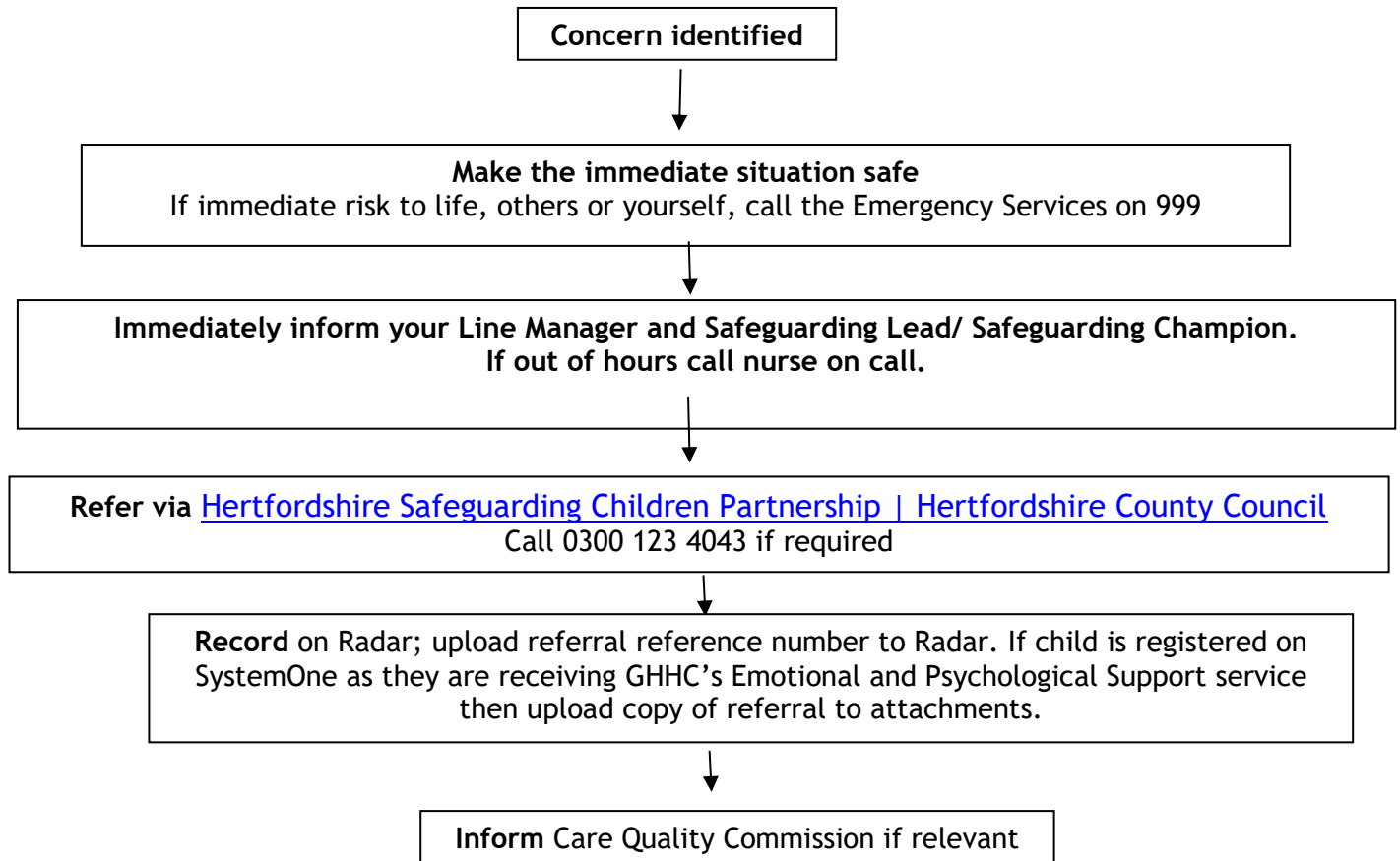
- Domestic Abuse. The Domestic Abuse Act 2021 now recognises children as victims of domestic abuse. This is the first time that a child who sees or hears, or experiences domestic abuse, and is related to the person being abused or the perpetrator, is also to be regarded as a victim of domestic abuse in their own right.
- Honour-based violence
- Forced marriage
- Female genital mutilation
- Child sexual exploitation
- Trafficking
- Modern day slavery
- Radicalisation.
- Attendance at school.

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Appendix 3. GHHC Safeguarding children at risk of abuse flowchart

Safeguarding Lead - Director of Nursing & Quality

Safeguarding Champion for Children and Young People- Deputy Director of Nursing & Quality



Appendix 4. Safeguarding Champion role profile

Overall purpose

The Safeguarding Champion will be aware of safeguarding issues relating to adults, children, young people, and their families to support the national requirements of commissioning agencies, including the local authority and clinical commissioning group.

To act as a resource and a point of contact for colleagues who require support and guidance within possible safeguarding concerns. However, it is not the role of the Safeguarding Champion to be responsible for the submission of referrals on behalf of the service area.

What is a Safeguarding Champion?

A person who works within Garden House Hospice Care who:

1. Through training and experience understands what adult safeguarding definition.
2. Has received specific safeguarding training to level 4
3. Understands the different types of abuse.
4. Knows how to report any safeguarding concerns and offers safeguarding advice to colleagues, service users/customers, families, and carers.
5. Is a lead member of the Safeguarding group contributing to the delivery of the safeguarding team workplan alongside the Safeguarding lead.
6. Is responsible for the monitoring and review of safeguarding reported concerns and notifications.
7. Participates, arranges and contributes to professional meetings inclusive of contact and liaison with external agencies and healthcare professionals as needed.
8. Raises awareness with others on recognising and reporting adult abuse through provision of training including signposting to external safeguarding teams where appropriate.
9. Leads as appropriate as link with external agencies (with service links as designated)
10. Shares and learns from good practice and experiences.
11. Supports staff to maintain accurate and professional documentation within patient records.
12. Ensures the organisation has up to date adult and children safeguarding policies, procedures, and guidance in place.
13. Listens and provides relevant feedback that can help inform future safeguarding priorities and practice.
14. Leads on the delivery and updating of agreed training across the organisation in conjunction with the Learning & Development team.
15. Completes safeguarding alerts as required.

Who is best placed to undertake the role

The Safeguarding Champion will be a member of staff employed by GHHC who has skills, experience and confidence in the specific area. The role agreed with their line manager and the safeguarding lead

Anyone who works with or comes into contact with adults who may have care and support needs can be a Safeguarding Champion.

Where an individual requires additional knowledge, they must be willing to undertake the necessary training in order to develop the knowledge and skills required to undertake the role. This training will be agreed to be provided/supported by GHHC.

Appendix 5. Safeguarding Link role profile

Overall purpose

The Safeguarding Links will be aware of safeguarding issues relating to adults, children, young people, and their families to support the national requirements of commissioning agencies including the local authority and clinical commissioning group.

To act as a resource and a point of contact for their teams who require support and guidance within possible safeguarding concerns. However, it is not the role of the Safeguarding Link to be solely responsible for the submission of referrals on behalf of the service area.

What is a Safeguarding Link?

A person who works within Garden House Hospice Care who:

1. Has received specific safeguarding training to level 3 or above. Through this training understands safeguarding responsibilities and understands the different types of abuse
2. Is an active member of the Safeguarding group contributing to the delivery of the safeguarding team workplan.
3. Raises awareness and advice with those within their teams and wider colleagues as needed on recognising and reporting abuse.
4. Leads as appropriate as link with external agencies (with safeguarding champion support and guidance as needed)
5. Listens and provides relevant feedback that can help inform future procedures.
6. Ensures any concerns identified within their area are reported via the use of the electronic reporting system (Radar) discussing any immediate concerns Safeguarding team, Safeguarding lead, deputy leads, champion, Medical Director
7. Ensuring staff in their teams are released and able to attend the mandatory safeguarding adults training.
8. Providing support for staff involved in any safeguarding incident.

Who is best placed to undertake the role?

The Safeguarding Link will be a member of staff employed by GHHC who most likely is a team manager who has received training and support to minimum level 3 and has access to supervision through attendance at the safeguarding group meetings.

Where an individual requires additional knowledge, they must be willing to undertake the necessary training in order to develop the knowledge and skills required to undertake the role. This training will be agreed to be provided/supported by GHHC.

Appendix 6. Safeguarding lead trustee role profile

LEAD TRUSTEE ROLE¹

1. Overall purpose

The Board of Trustees of Garden House Hospice Care may appoint lead trustees to:

- Take the lead on an area of its responsibilities
- Help monitor a specific improvement priority
- Utilise an individual's experience and skill set.

The role of lead Trustee does not remove the Board's collective responsibility and as such that the area assigned is covered on the agenda of full Board and committee meetings as appropriate so that all members of the Board remain informed of the key issues, strategy outcomes and areas for development.

2. Who is best placed to undertake the role?

The lead Trustee will, in most cases, be a volunteer from within the board who has skills, experience and confidence in the specific area. Where an individual is without knowledge they must be willing to undertake the necessary training in order to develop the knowledge and skills required to undertake the role. The role is taken on in addition to their wider responsibilities as a Trustee and does not remove the Board's collective responsibility.

- 3. Governance** It is good practice to ensure that the role and responsibilities are described in writing, agreed by the Board and reviewed regularly. This should include the scope of any formal decision-making authority delegated to them and how they should report to the Board the use of powers in an appropriate fashion.

The Chair should make sure that the lead Trustee for a specific area has the required knowledge, skills, and experience or is supported to develop these. This can include:

- Setting up regular meetings together with the lead/link Trustee, CEO and organisational lead with responsibility for the area
- Making sure the lead Trustee is allocated enough time at meetings to provide full and detailed feedback/reports
- Encouraging the lead Trustee to take part in local and national partnerships relevant to the area.

¹ Approved by the Board of Trustees on 27 September 2023.

LEAD TRUSTEE FOR SAFEGUARDING AND FREEDOM TO SPEAK UP (FTSU)

‘Safeguarding is the responsibility of all trustees. If a charity appoints a lead trustee, it should be clear that they are not to be the only person among the trustees who understands safeguarding.’

The Charity Commission (2019)

Responsibilities relating to safeguarding

Strategic

- Consider strategic plans and make sure they reflect safeguarding legislation, regulations specific to the organisation’s activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the CEO and the designated safeguarding lead regularly to review whether the processes and procedures the organisation has put in place have established and are maintaining a safe culture for its people.
- Check the risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees liability.
- Be aware of how ready the organisation is for CQC inspections and respond to any reports which follow.
- Make sure there is space on the Board/committee agendas for safeguarding reports and help Trustees understand and challenge those reports.

Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to the Board of Trustees.
- Understand the monitoring the organisation does to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) when they are needed.
- Learn from case reviews locally and nationally, to improve the organisation’s policies, procedures and practices.
- Oversee safeguarding allegations against staff or volunteers, together with CEO and designated safeguarding lead.
- Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the Trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground.
- Work with the Chair of the Board of Trustees, CEO, designated safeguarding lead and communications team in order to manage all serious safeguarding cases.

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- Support regular safeguarding updates for staff, volunteers and beneficiaries.
- Ensuring ways of gathering the views of staff and volunteers are in place in relation to safeguarding and sharing these with the Board.

Freedom to Speak Up (FTSU)

Freedom to Speak Up Guardians are employed across all NHS Trusts; the role was a result of recommendations from Sir Robert Francis following his review of Mid-Staffordshire. His recommendations encourage all staff and volunteers across the Trusts to speak up about any areas of concern which were identified such as:

- Patient safety or quality of care
- Inadequate training
- Unsafe working conditions
- A culture of bullying and harassment
- Suspicion of fraud, corruption or bribery.

Having a healthy speaking up culture is an indicator of a well-led organisation and GHHC is committed to creating a culture which enables all to speak out over any concerns they may have.

In accordance with national guidance², GHHC has appointed a named executive and a named non-executive (Trustee) who are able to articulate GHHC's vision and key learning from issues that employees/volunteers have spoken up about and regularly communicate the value of speaking up.

The FTSU Trustee will be knowledgeable and up to date about FTSU, aware of guidance from the National Guardian's Office and clear about their role and responsibility. They will support the named FTSU executive and FTSU Guardian(s) to ensure that speaking up arrangements within GHHC help to protect and improve the experiences of employees and volunteers.

Specific responsibilities of the FTSU Trustee:

- Ensuring they are aware of latest guidance from National Guardian's Office
- Holding the chief executive, executive FTSU lead and the Board of Trustees to account for implementing the speaking up strategy. Where necessary, they should robustly challenge the Board of Trustees to reflect on whether it could do more to create a culture responsive to feedback and focused on learning and continual improvement.
- Role-modelling high standards of conduct around FTSU.
- Acting as an alternative source of advice and support for the GHHC FTSU Guardians.
- Overseeing speaking up concerns regarding Board members.

Depending on the circumstances, it may be appropriate for the Trustee for FTSU to oversee an investigation and take on the responsibility of updating the member of staff/volunteer. Wherever the Trustee for FTSU does take the lead, they should inform the FTSU Guardian,

² Guidance for boards on Freedom to Speak Up in NHS Trusts and NHS foundation Trusts (May 2018).

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confidentially, of the case; keep them informed of progress; and seek their advice around process and record-keeping.

Support from the Chair of the Board of Trustees

The Chair should make sure that the lead Trustee for Safeguarding and FTSU either has the required knowledge, skills, and experience or is supported to develop these.

This can include:

- Setting up regular meetings together with the link Trustee, CEO and the Director of Nursing and Quality, Safeguarding Lead and named executive for FTSU
- Making sure the link Trustee is allocated enough time at meetings to provide full and detailed reports on safeguarding
- Encouraging the link Trustee to take part in local and national partnerships to keep up to date with safeguarding and FTSU messages, trends and priorities.

Approval and sign off

Safeguarding section approved by Board of Trustees on 27 September 2023.

Freedom to Speak Up Trustee section added by Jennie Williams, Lead Trustee for Safeguarding and FTSU, and approved by the Clinical Governance Committee on 22 November 2023.