

Safeguarding & Child Protection Policy

The purpose and scope of this policy statement

Time 4 Children has adopted the following policy to safeguard the welfare of all children and young people with whom it provides one-to-one Emotional Listening support to.

This policy applies to all staff, including senior managers, the Board of Trustees and volunteers or anyone working on behalf of Time 4 Children who must read this policy and the procedure document prepared by Time 4 Children.

Before any contact or work is undertaken for Time 4 Children an Enhanced Disclosure & Barring Service check, under the Rehabilitation of Offenders Act 1974 must be completed. The Management for Time 4 Children will hold this information centrally. Any disclosures, including spent convictions regarding criminal background, are required to prevent the abuse of all children and young people. Therefore, Time 4 Children reserves the right to withhold inclusion of any worker or volunteer considered unsuitable to work for T4C.

Overall aims of T4C: To provide one-to-one sessions of Emotional Listening Support to children in their Primary School settings. Fully trained Volunteer Practitioners use Reflective Listening alongside Non-Directive Play techniques to help improve children's emotional well-being, increase self-esteem, self-worth and self-confidence.

The purpose and scope of this policy statement:

- To protect children and young people who receive Time 4 Children's services from harm.
- To provide staff and all volunteers, as well as children, young people and their families, with the overarching principles which guide our approach to safeguarding and child protection.

Time 4 Children believes that all children and young people should never experience abuse of any kind.

Time 4 Children has a responsibility to promote the welfare of all children and young people and to keep them safe.

Time 4 Children is committed to practise in a way that protects children and young people.

This policy applies to anyone working on behalf of Time 4 Children, including senior managers and the board of trustees, paid staff and volunteers.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Supporting documents

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

- Safe recruitment, induction and training
- Role of the designated Safeguarding Officer
- Dealing with disclosures and concerns about a child or young person
- Child Protection procedures and information sharing
- Records retention and storage (Data Protection)
- Managing allegations against staff and volunteers

Revised date: September 2023

To be reviewed: September 2024

Registered Charity Number: 1111837

- Recording and information sharing
- Code of Conduct for staff and volunteers
- Code of Behaviour
- Working 1:1 with Children
- Anti-bullying
- Complaints
- Whistleblowing
- Health and Safety
- Training, supervision and support
- Lone working policy and procedure
- Child Protection records retention and storage (data protection / privacy)

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.

Time 4 Children recognises that:

- The welfare of the child is paramount in all the work we do and in all the decisions we take. 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.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children and young people's welfare.

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

- Valuing them, listening to them and respecting them.
- Having two appointed Designated Safeguarding Officers (DSO's) for children and young people.
- Adopting child protection and safeguarding practices through our policies and procedures and a code of conduct for staff and volunteers.
- Implementation of an effective e-safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision support, training and quality assurance measures of volunteers work with children – to ensure all volunteers and staff 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 and in place.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance: ico.org.uk/for-organisations.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, parental consent forms and one-to-one discussions.
- Making sure that children and their families know where to go for help if they have a concern.
- Using our safeguarding procedures to share concerns and relevant information with other agencies who need to know, and involving children, young people, parents and carers appropriately.
- Using our procedures to manage any allegations against staff or volunteers appropriately.
- Maintain an anti-bullying environment by having a policy and procedure to help us deal effectively with any bullying that does arise.
- Having an effective complaints and whistleblowing policy in place.

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- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by having in place a health and safety policy and procedures in accordance with the law and regulatory guidance.
- Build a safeguarding culture where staff and volunteers, children, young people and their families, treat one another with respect and are comfortable about sharing concerns.

Contact details:

Lead Designated Safeguarding Officer (DSO)

Name: Lisa Westbury

Phone: 07752 182554

Deputy DSO

Name: Kate Sapara

Phone: 07719 063459

NSPCC Helpline

0808 800 5000

All workers and volunteers are responsible for reporting any abuse disclosed, discovered or suspected to a Designated Child Protection Officer for Time 4 Children as directed in the Time 4 Children Child Protection Procedures.

Workers and volunteers for T4C undertaking supporting children and young people shall convey in a way appropriate to the child's age and/or level of understanding, when it may be necessary to seek further help from other professionals.

Time 4 Children is committed to reviewing our policy and good practice annually.

This policy was last reviewed January 2022 and came into force on 18.01.2022

To be reviewed January 2023

Signed by Lead:



Lead Designated Safeguarding Officer for Children

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