

Safeguarding Children Policy

1. Purpose

This policy explains how disAbility Cornwall & Isles of Scilly protects children from harm. It meets duties under the Children Act 2004 and *Working Together to Safeguard Children (2018)*.

2. Scope

Applies to all staff, volunteers, directors, and contractors who work with or support anyone under 18.

3. Definitions

Child: Anyone under the age of 18.

Abuse: Harm to a child's safety, dignity, or development. Includes physical, emotional, sexual abuse and neglect.

Designated Safeguarding Lead (DSL): Person responsible for managing child safeguarding concerns.

4. Safeguarding Principles

We are committed to:

- Acting in the best interests of the child
- Prompt reporting and action
- Inclusive and fair safeguarding
- Sharing concerns on a need-to-know basis
- Following the same values of empowerment, prevention, proportionality, protection, partnership, and accountability

5. Types of Abuse

Includes, but is not limited to:

- Physical, emotional, sexual abuse, neglect
- Bullying (including online), child sexual exploitation
- Grooming, trafficking, domestic abuse
- FGM, harmful sexual behaviour, deprivation of liberty
- Criminal exploitation (e.g. County Lines)

6. Recognising Abuse

Look for signs like:

- Unexplained bruises or injuries
- Withdrawal or fearfulness
- Inappropriate sexual behaviour
- Bruising in non-mobile children (must be reported immediately)
- Changes in mood or communication

7. Roles and Responsibilities

All staff and volunteers must report concerns immediately to their line manager and a DSL who will assess risk and advise on appropriate action.

8. Reporting & Records

Concerns must be recorded using:

The relevant client case management system (service specific) and the dC Incident and Safeguarding Reporting Centre and include:

- Date and time
- Child's name and details
- Factual description only
- Actions taken
- Person receiving the disclosure

9. Safeguarding Process

(See Appendix 2 – Flowchart)

Steps:

1. Identify concern
2. Inform Line Manager and DSL
3. Record in client case file
4. Undertake a referral to MARU if needed (via online form)
5. In emergency, call 999
6. Support the child and maintain confidentiality
7. Refer to DBS if required

10. Confidentiality and Information Sharing

Safeguarding takes priority over confidentiality. Information is shared on a need-to-know basis and handled in line with GDPR.

11. DBS Referrals

Make a referral to DBS when a staff member or volunteer is removed from regulated activity due to a safeguarding concern.

12. Safer Use of Social Media

Staff must follow the Social Media Protocol (Appendix 1). Key points:

- Never post identifiable photos without consent
- Keep all communication professional
- Don't connect with people who use our services on personal accounts
- Report any online concerns to a DSL

13. Safeguarding Tools

Use your service case management system to maintain accurate, confidential records.

Discuss the course of action with a DSL.

Use the Threshold Tool to determine the right course of action.

Contact MARU for advice if needed.

Use the dC Incident and Safeguarding Reporting Centre.

14. Contact Information

DSLs:

- *Theresa Court*
- *Romy Johnson*

MARU (Cornwall):

0300 123 1116 (Mon–Fri, 8:30am–5:00pm)

Out of hours: 01208 251300

Isles of Scilly:

Telephone: 0300 1234 105 (choose Option 5)

Out of Hours: 01720 422699

Police (non-emergency): 101

Emergency: 999

15. Monitoring & Review

The DSLs and Governance & Compliance Officer review this policy annually or sooner if guidance changes. The CEO approves updates. All staff are notified.

16. Associated Legislation and Policy

- Acceptable use of IT Policy
- Code of Conduct
- Data Protection & Confidentiality Policy
- Whistleblowing Policy
- Recruitment & Selection Scheme
- Working Together to Safeguard Children (2018)
- Children Act 1989 and 2004
- Equality Act 2010
- Human Rights Act 1998
- Local MARU referral procedures

17. Appendices

Appendix 1 – Safeguarding Flowchart process

Appendix 2 – Completing a Safeguarding Concern/Alert (documentation process)

Appendix 3 – MARU Contact & Referral Info

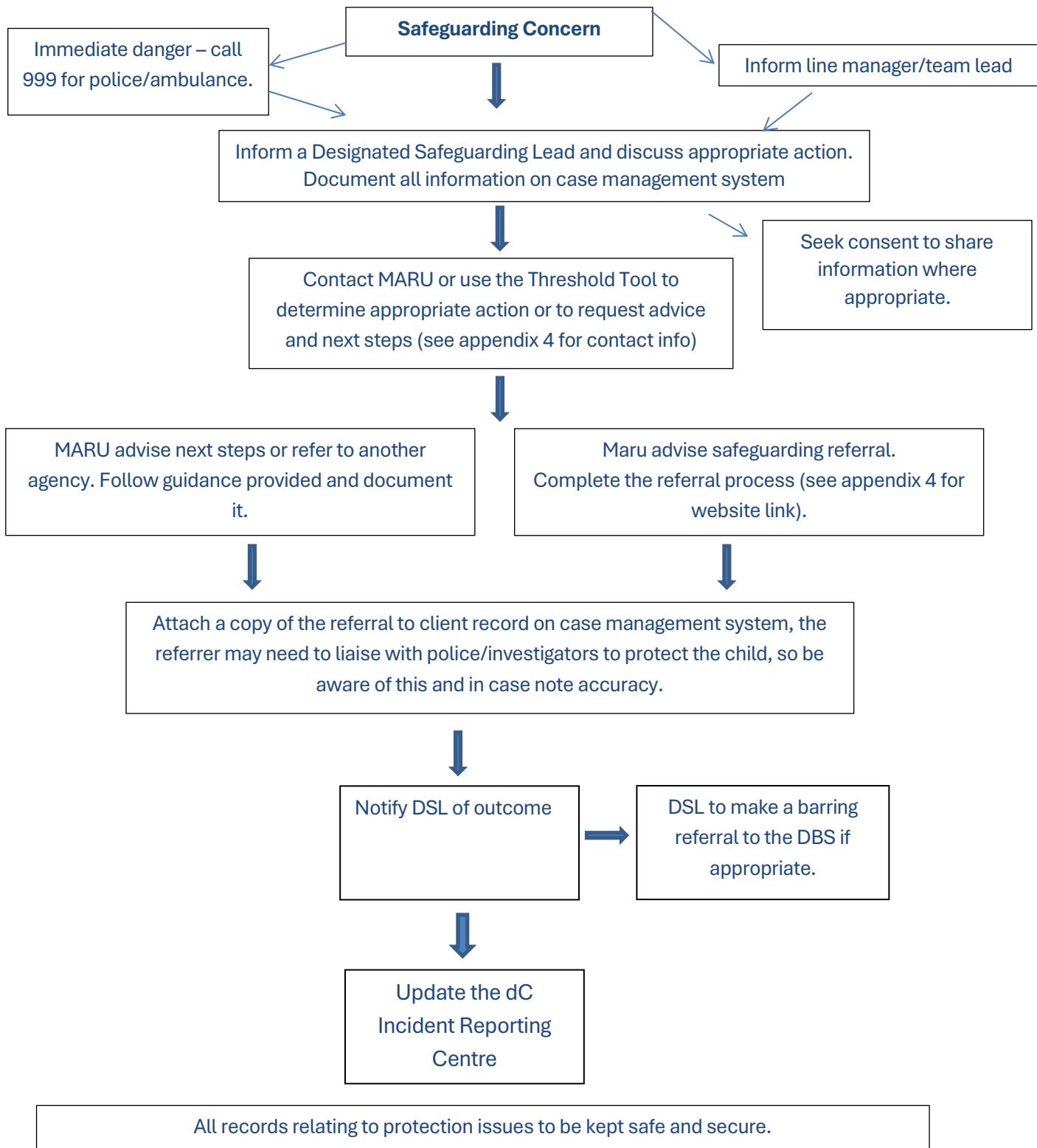
Appendix 4 – Social Media Protocol

18. Equality and Human Rights Statement

This policy has been reviewed for its impact on equality and human rights. It supports our organisational commitment to inclusion, diversity, and fairness for all employees and stakeholders.

Document Control				
Version	Date	Review Due	Author/s	Approved by
V1	June 2025	June 2026	Designated Safeguarding Leads Governance & Compliance Officer	

Appendix 1 - Safeguarding Children Process



Appendix 2 – Completing a Safeguarding Concern / Alert:

The Advice Team including Dementia Together

Charity Log must be updated for all safeguarding concerns.

If you have a Safeguarding concern:

1. Follow the flow chart process
2. In Charity Log on the clients' Personal Details Page enter SG in the 'Victim of Crime' field, then after completing your case notes and all the required sections for case recording, click on Extension Databases on the bottom left-hand side:
3. Open the Safeguarding Extension Database and complete the fields. If you have only raised a concern enter 'No' under 'Alert Made'.
4. Update in the dC Incident Reporting Centre whether a referral was made or not. (See link below).

Humans Cornwall

Pipedrive must be updated for all safeguarding concerns.

If you have a Safeguarding Concern:

1. Follow the flow chart process
2. On Pipedrive on the clients board, document any concerns and decisions made with your line manager, DSL, and advice given by MARU.
3. Attach a copy of the safeguarding referral to the clients board if one is made.
4. Update the dC Incident Reporting Centre whether a referral was made or not. (See link below).

dC Incident Reporting Centre link

https://disabilitycornwall.sharepoint.com/sites/SecureFolders/_layouts/15/listforms.aspx?cid=YTImOGM0YzgtMTVlNi00NDE5LTgzNWltZDdkNmRlZmRjYjZi&nav=NTk1ZmlxYjYtMGUyNi00ODMyLWE0ZTEtZjk0MjI0YjAxNWMx

All actions around safeguarding concerns must be documented.

Appendix 3 - The Multi Agency Referral Unit (MARU)

The Multi Agency Referral Unit (MARU) provides a multi-disciplinary response to concerns about the welfare or safety of a child or young person. This is in line with Statutory Guidance from Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly.

MARU will try to help by signposting to the service that can best help meet the child's needs. Sometimes they will recommend speaking to the Early Help Hub and they will complete an Early Help assessment.

Where there is concern about the safety or welfare of a child/child(ren), the Children and Families Service will carry out an assessment to consider the most appropriate help.

You can contact the MARU using the following methods:

Cornwall:

Telephone: 0300 123 1116

Out of Hours: 01208 251300

Isles of Scilly

Telephone: 0300 1234 105 (choose Option 5)

Out of Hours: 01720 422699

Email: multiagencyreferralunit@cornwall.gov.uk

Complete an online referral to MARU:

[Child protection and safeguarding - Cornwall Council](#)

Before making a referral, the Threshold Tool must be consulted to ensure the appropriate level of intervention. You can access the document at [oscp_threshold_tool_2024.docx](#)

Appendix 4 – Social Media and Online Safety

Social media helps us share, connect, and promote our work. But it also comes with risks, especially for children and young people. This guide outlines how to use social media safely and responsibly.

Risks to Children and Young People

Children can be harmed online. Common risks include:

- Cyberbullying and grooming
- Sharing personal details (e.g., location)
- Viewing harmful or explicit content
- Peer pressure and emotional harm
- Exposure to hate, racism, or self-harm content
- Risky or illegal behaviour
- Identity theft or misuse of personal data

Even positive engagement can lead to harm without adult guidance. Children may not see the full risks in what they post, share, or watch.

Managing Our Social Media

To keep accounts safe:

- Assign named staff to manage accounts
- Learn each platform's features and privacy tools
- Use secure login details
- Limit who can post or comment
- Review and moderate content regularly
- Include clear contact details (website or phone number)

Online Safety Rules

Age limits:

Don't engage with underage users (e.g., under 13 on Facebook). Report accounts to the platform and, with Designated Safeguarding Lead (DSL) or CEO approval, inform parents.

Personal details:

Never ask for addresses, school information, or phone numbers.

Photos and videos:

- Use stock or model images if possible
- Never name children in posts
- Always get written parental consent
- Don't allow user-uploaded images of children
- Only tag organisations, not individuals

Campaign content:

- Parental consent required for videos

- Prefer YouTube with links (not direct uploads to Facebook)
- Disable sharing when appropriate.

Posting Safely

- Think before posting, ensure all content is safe and suitable
- Always get parental consent before posting anything with a child
- Add safeguarding or support links when helpful

Data Protection

When collecting personal info via social media:

- Keep data secure and confidential
- Follow our Data Protection and Confidentiality Policy

Reporting Concerns

If you suspect abuse, illegal activity, or unsafe content:

- Report to a DSL or CEO at once
- For illegal sexual content: report to the [Internet Watch Foundation](#)
- For grooming or suspicious behaviour: report to CEOP Safety Centre
- In an emergency, call 999

Consent for Using Images

We will not use photos or videos of children without written parental or guardian consent. Complete our Digital GDPR Consent Form before using any image or recording.