



Oxford Hub Child Safeguarding Policy

Our child protection policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, interns, volunteers or anyone working on behalf of Oxford Hub. Oxford Hub believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

The purpose of this policy:

- To protect children and young people who participate in Oxford Hub activities. This includes the children of adults who participate in our activities.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal 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 young people's welfare

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

- Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding (see contacts below).
- Adopting child protection processes which ensure we monitor, review, follow up on and learn from safeguarding concerns raised.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, including DBS checks where appropriate.
- Ensuring our staff have the relevant safeguarding training as part of their induction and ongoing learning
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Completing internal reporting and monitoring such as our Cause for Concern form to record, report, monitor, follow up and learn from safeguarding concerns about anyone we are working with.
- Ensuring safeguarding concerns are discussed at a dedicated internal safeguarding

- meeting and learning is incorporated into practice.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health & safety measures in accordance with the law and regulatory guidance.
- Following a clear policy on our use of photos and social media for adults and children.
- 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.

Legal framework

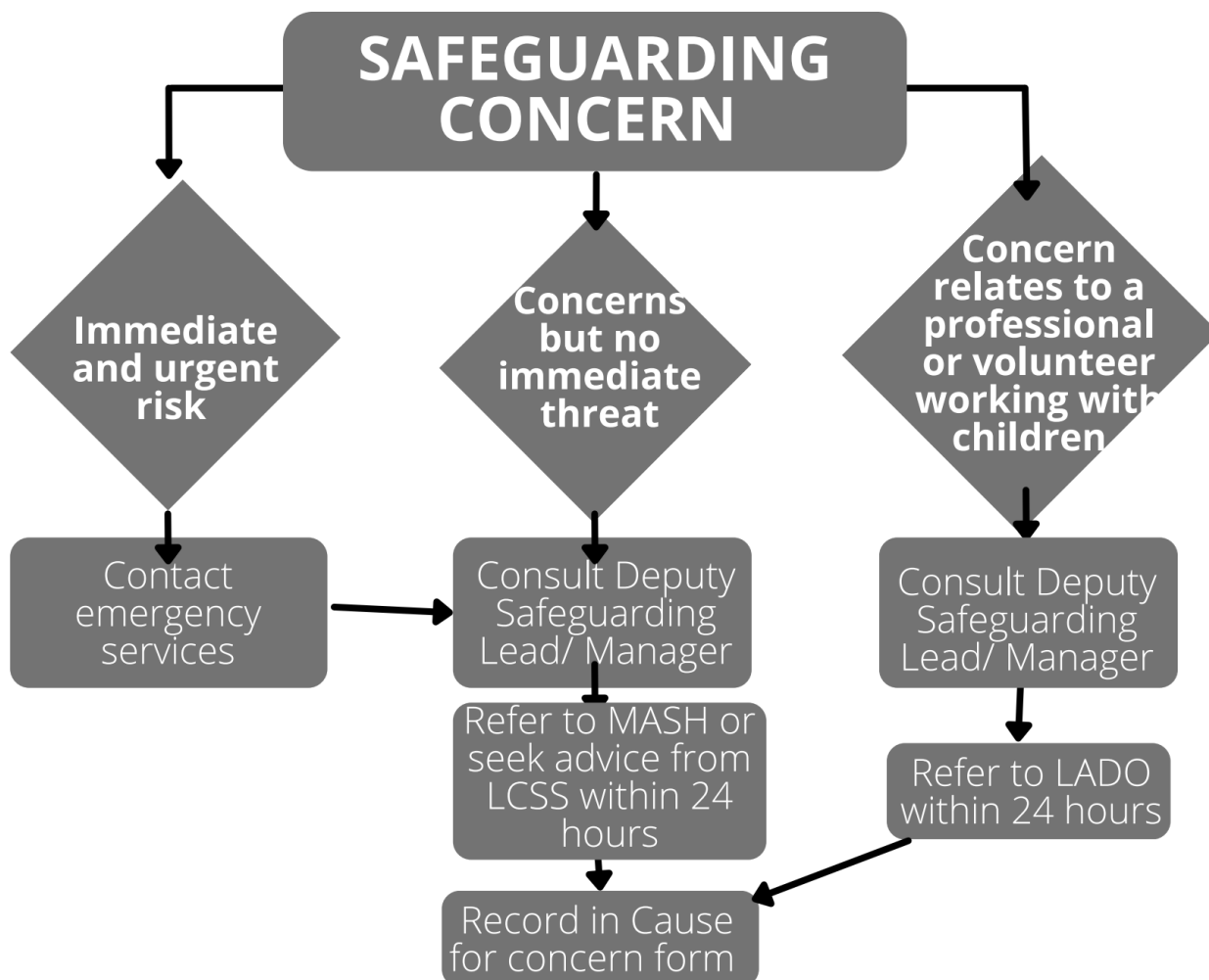
This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015
- General Data Protection Regulations (GDPR) 2018

This policy should be read alongside our policies and procedures on:

- Safer recruitment policy
- Definition of abuse
- Recruitment, induction and training, including of ex-offenders
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child
- Recording and information sharing
- Code of conduct for staff and volunteers
- Managing complaints against staff/volunteers
- Whistleblowing
- Health & safety
- Training, supervision and support
- Lone working policy and procedure

Safeguarding Process



*Cause for concern form found [here](#)

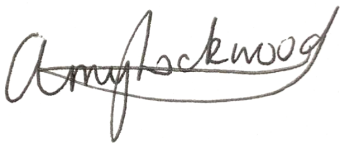
*If a concern arises out of working hours and you are unable to contact line management within 24 hours, continue to the next step (i.e. refer to MASH/ seek advice from LCSS or refer to LADO.)

Contact details

Key Contact Details	
Multi Agency Safeguarding Hub (MASH) or Locality and Community Support Service (LCSS)	0345 050 7666 - for referral during office hours Outside office hours - Emergency Duty Team on 0800 833 408
Local Authority Designated Officer (LADO)	01865 81060 or email lado.safeguardingchildren@oxfordshire.gov.uk
Safeguarding Leads	
Designated Safeguarding Officer	Amy Lockwood - 07802 725297 Amy@oxfordhub.org
Deputy Safeguarding Leads	Donna Jewell (Children) - 07542 554164 Miriam Chappell (Adults) - 07510 699133
Sources of info or advice	
NSPCC Helpline	0808 800 5000
Safeguarding Toolkit	https://www.oscb.org.uk/practitioners-volunteers/multi-agency-guidance-tools/

POLICY REVIEW

This policy and its practice will be reviewed by the Board of Trustees annually or in the light of legislative or organisational change.

Signature	
Name	Amy Lockwood
Position	Lead for safeguarding and Chief Executive Officer (CEO)
Date	18 July 2023