

# WONDERFUL GOSPEL MINISTRIES

## QUALITY POLICY STATEMENT QP-80

### Title **SAFEGUARDING CHILDREN WHEN STAFF ARE ON DUTY**

#### **1.0 INTRODUCTION**

- 1.1 During the course of their duties staff visiting Service Users may encounter children who they think may be of risk of abuse or harm in various forms.
- 1.2 The abuse may be committed by the staff of agencies providing care or by others who could be in a trusting relationship with a child.
- 1.3 It is our duty and the duty of all staff to do everything possible to prevent abuse, but also to report and address it wherever we come across it.

#### **2.0 POLICY**

- 2.1 To ensure that staff are aware of their responsibilities and duties to safeguard children from abuse or harm who they may encounter when providing a service, and to report any concerns to their line manager who will follow safeguarding procedures to prevent any abuse.

#### **3.0 REPORTING ABUSE**

- 3.1 Any member of staff who knows or believes that abuse of a child is occurring has a duty to report it as quickly as possible to their manager, but if necessary, as a direct alert to the local children's safeguarding authority.
- 3.2 Where there is evidence of criminal abuse to the police. With any decision, the safety of the child must be the paramount consideration, and staff who report abuse of children will, in doing so, be protected by the Agencies whistleblowing policy.

#### **4.0 ACTION IN EMERGENCY SITUATIONS**

- 4.1 If the situation is an emergency, with a child in immediate danger, staff should call for assistance as soon as possible. They should give any necessary first aid and contact appropriate emergency services if necessary. If the abuser remains present, staff should seek to calm the situation. However, staff have a right to avoid putting themselves at risk of violence or other harm.

#### **5.0 ACTION TO BE TAKEN BY MANAGERS**

- 5.1 When a manager receives a report of suspected, imminent or actual abuse of a child, an internal investigation should be opened as soon as possible but care should be taken not to prejudice any action to be taken by police or social services.
- 5.2 If the suspected abuser is a member of staff, the manager should initiate appropriate steps under the disciplinary procedure. Staff will take all possible steps to co-operate with further investigations by social services or the police.
- 5.3 The manager must ensure that staff complete [DC-001, Accident / Incident Near Miss Report Form](#) that provides an accurate record of the incident.

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### **6.0 REFERRAL TO CHILDREN'S SERVICES LOCAL SAFEGUARDING CHILDREN'S BOARD**

6.1 The situation should be reported without delay to the local authority children's services department and/or Safeguarding Children Board (or where in operation, Multi-Agency Safeguarding Hub (MASH)), which will carry out its own investigation under local procedures, involving other agencies as necessary.

### **7.0 REPORTING TO THE POLICE**

7.1 If it is suspected that a criminal act might have been committed, the manager must ensure that the situation is reported to the police. Every effort should be made not to interfere with possible evidence.

### **8.0 CQC NOTIFICATIONS**

8.1 The manager must ensure that the Care Quality Commission (CQC) notification procedures are followed.

### **9.0 STAFF TRAINING**

9.1 As part of the safeguarding training that our staff receive, they will be made aware of children's safeguarding that will help them to identify possible harm and who to contact and seek advice from if they have concerns.

9.2 The training we provide regarding safeguarding of children will help our staff to:

- recognise possible signs of child maltreatment, such as physical abuse and illness, emotional or sexual abuse, and neglect (including child trafficking and female genital mutilation).
- Equip our staff to have an understanding of how parents' or carers' physical and mental health affects the child's well-being and development.
- Give staff an understanding of the impact violence within the home. Inform staff of the risks associated with the internet and online social networking.
- Equip staff to understand the importance of children's rights.
- Have a basic knowledge of relevant legislation.
- Inform staff of the appropriate action if there are concerns, including reporting your concerns safely and seeking advice.

### **10.0 RECORDS**

10.1 A clear accurate record must be kept of all details associated with allegations of abuse. The record will be securely kept and the Service's rules on confidentiality carefully followed. Reports will be made available as required to the Care Quality Commission.

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### **11.0 CONTACT DETAILS**

Local Authority Children's Services.

Contact the Sandwell Safeguarding Team on 0121 569 3100 and speak to someone from Social Care. It is a Social Worker's job to help you if you need to be protected from harm.

Local Safeguarding Children Board/MASH.

Contact the Sandwell Safeguarding Team on 0121 569 3100

Police.

Speak to West Midlands Police on 101 (24 hour non-emergency number). In an emergency always dial 999. It is the job of the Police to protect you from harm and stop crimes being committed against you or other children.

### **12.0 REVIEW OF POLICY**

12.1 This policy was reviewed by: The Trustees Wonderful Gospel Ministries

Designation: Administrators Date: 01/01/2024

12.2 This policy will be reviewed in Jan 2025 by:

Name and designation: Alex Ogunwale (Church Administrator)

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## REFERENCED DOCUMENTS TO BE USED WITH THIS POLICY

**1. Other Policies**

None.

**2. Procedures**

None.

**3. Forms & Logs**

[DC-001, Accident / Incident Near Miss Report Form.](#)

**4. Files & Books**

None.

**5. Legislation, Standards and Guidance**

None.