



# JOSIMAH BABY BANK

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS' POLICY

### Introduction

This document outlines Josimah Baby Bank's (hereinafter known as JBB) safeguarding policy and procedures. This policy covers all paid staff, volunteers, and contractors.

### 1. Policy Statement

Everyone, regardless of age, culture, ability, gender, language, racial origin, religious belief, and/or sexual identity, should be able to participate in a safe environment. We commit to taking all reasonable steps to protect every person from harm, discrimination, and degrading treatment and to respect their rights, wishes, and feelings.

We believe **safeguarding is everyone's responsibility**. This policy provides all the guidance necessary for everyone to play their part. Safeguarding should not be left to one or two individuals. If you spot something, you **must** tell someone.

JBB, in the course of carrying out its objectives, works with children, vulnerable adults, and families as part of its activities. These objectives include:

- The donation of new and used children's items received through grants and donations from individuals.
- Advancing and championing events and activities that have proven benefits on the health of the newborn and mothers. This includes educating on breastfeeding, safer sleeping, running support groups for new mothers to promote positive mental health, and other similar activities.

This policy applies to everyone working on behalf of the Charity, including the board of trustees, senior managers, paid staff, volunteers, sessional workers, agency staff, and students. It covers anyone, no matter their age or apparent vulnerability. We recognise that not all vulnerabilities are obvious.

We recognise the expertise staff build by undertaking safeguarding training and managing concerns daily. Staff, therefore, shape and contribute to safeguarding arrangements and policies.

### 2. Legal Framework

This policy has been drawn up in accordance with legislation, such as the Children Act 1989 and the Children Act 2004, both of which are amended by the Children and Social Work Act 2017 and the Care Act 2014, and policy and guidance that seek to protect children and vulnerable adults.

All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.

JBB takes its duty seriously and promotes regular safeguarding training.



### 3. Definitions

The charity uses definitions of the term 'safeguarding' from statutory guidance.

1. Safeguarding children is defined in Working Together to Safeguard Children as:
  - protecting children from maltreatment
  - preventing impairment of children's health or development
  - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
  - taking action to enable all children to have the best outcomes
2. Safeguarding vulnerable adults is defined in the Care and Support Statutory Guidance issued under the Care Act 2014 as:
  - protecting the rights of adults to live in safety, free from abuse and neglect
  - people and organisations working together to prevent and stop both the risks and the experience of abuse or neglect
  - people and organisations making sure that the adult's wellbeing is promoted, including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
  - recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

**Note:** We recognise some adults may not be classed as vulnerable but may present signs of abuse (e.g. domestic violence) or disclose abuse. This procedure, outlined in this policy, can be applied to anyone.

3. Staff: Refers to all staff members, including paid staff, volunteers, and external consultants.

### 4. Purpose

1. The purpose of this policy is to protect children, young people, and vulnerable adults who receive JBB's services and the children of adults who use our services. It also provides parents, staff, and volunteers with the principles that guide our approach to safeguarding and promoting the welfare of children and vulnerable adults.
2. Safeguarding and promoting the welfare of children and vulnerable adults is everyone's responsibility. Everyone who encounters children, vulnerable adults, and their families has a role to play in identifying concerns, sharing information, and taking

prompt action. To this end, JBB ensures that appropriate policies and procedures are in place for appropriate action to be taken in a timely manner.

3. All concerns, discussions, decisions, and reasons for those decisions are recorded in writing and kept confidential.



4. We recognise that the welfare of the child and vulnerable adult is paramount and that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
5. We recognise specifically the vulnerabilities of children and vulnerable adults, and the additional safeguarding challenges and barriers that can exist when recognising abuse and neglect because of:
  - Special Educational Needs,
  - Disability,
  - the impact of previous experiences,
  - their level of dependency,
  - their communication needs, or
  - other issues.
6. Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting welfare.
7. The welfare of children and vulnerable adults is safeguarded and promoted by the Charity by developing child protection and safeguarding policies and procedures which reflect best practice, and by the drawing up and effective implementation of our written Risk Assessment, which takes appropriate action to reduce risks that are identified. The Charity takes a proportional risk-based approach to the level of information that is provided to temporary staff and volunteers.
8. This policy also includes guidance on procedures when a member of staff/ volunteer, faces allegations of abuse.

## 5. Safeguarding Lead

To ensure effective management of this and related policies and its implementation, we have appointed a safeguarding lead and a deputy. Safeguarding is also discussed regularly at trustee meetings.

***The leads are: Fiona Monger (Chairman, Board of Trustees)***

***Deputy: Oluwabukola Adedoyin Benson, (Trustee and Operations Lead)***

## 6. Liaison with other bodies

We have procedures for contacting the local authority on safeguarding issues. We work in partnership with local statutory agencies, including social services, to report concerns. Using our safeguarding procedures, we are able to share concerns and relevant information with other agencies confidentially, where appropriate.

## 7. Recruitment of staff members

For the avoidance of doubt, this applies to all aspects of JBB's operations:

1. We always aim to ensure safe and fair recruitment. Safeguarding and promoting the welfare of children, young people, and vulnerable adults is an integral factor in our recruitment and selection and is an essential part of creating safe environments for children, vulnerable adults



and young people. All staff and volunteers who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and training in good practice and child protection procedures

2. We want to do all we can to ensure that no disqualified or unfit person works in the Charity or has access to children and vulnerable adults. Though not an exhaustive list, this will include checks via the Disclosure and Barring Service (DBS), checks against the appropriate Barred List, prohibition checks (where necessary), employment history, appropriate references and whether a person is disqualified from working with children (including by association, where applicable to the role applied for).
3. Our recruitment procedures comply with these demands.
4. We take particular care to ensure those involved in one-to-one sessions are aware of their safeguarding responsibilities.
5. Applicants for posts within the Charity are clearly informed if the positions are exempt from the Rehabilitation of Offenders Act 1974 (and the Childcare (Disqualification) Regulations, where appropriate). Candidates are informed of the need to carry out checks before posts can be confirmed, and that any job offer will be withdrawn if any check is not satisfactory. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
6. Volunteers who have not been through the full vetting process do not work unsupervised.
7. A number of Charity staff, such as seasonal volunteers who work remotely, have little opportunity for contact with children and vulnerable adults. They are advised about safeguarding on appointment and updated every 3 years.

## **8. External Workers and Visitors**

We take all appropriate steps to ensure that checks are made on any staff employed by another agency working in the Charity.

We take security steps to ensure that no unauthorised person has unsupervised access to the children. All visiting speakers are checked for suitability and are always appropriately supervised.

New paid staff, volunteers, and other workers (such as self-employed contractors, visiting instructors, etc.) who join the charity are required to participate in induction training that is appropriate to their role. This will include, as a minimum:

- The Charity's safeguarding policy.
- The Code of Conduct for staff.
- Whistleblowing procedures.
- Specific reference to online safety and training.

Such induction training will usually take place within the first few weeks of engagement.

All existing staff members who work with children receive updated training at regular intervals. We aim to ensure this happens at least once every three years.



Staff, volunteers, and other workers (such as safeguarding and child protection training) who do not work directly with children receive training as deemed appropriate to their role. This training and supporting guidance will also be updated regularly. We aim to ensure this happens at least once every three years.

Wuraola Adeyinka, the charity secretary, keeps a central record of training in safeguarding and child protection.

## 9. Disclosure and Barring Service (DBS) Checks

Anyone working directly with children and/or vulnerable adults, or who is likely to come into contact with them, will be asked to have a DBS check done before commencing their role with us. The following information will be provided to them:

‘Your employment or volunteer agreement is subject to a satisfactory Disclosure and Barring Service (DBS) disclosure in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997

You are further required to notify the Charity immediately if at any time during your employment, you are charged with or convicted of any criminal offences or are in receipt of any indictments or cautions. Failure to notify the Charity of any such charges, convictions, indictments, or cautions may result in disciplinary action up to and including dismissal for gross misconduct.’

## 10. Staff Obligations

1. All staff in our Charity are required to notify their manager immediately if there are any reasons why they should not be working with children/ vulnerable adults. This includes any staff who are disqualified from childcare or registration, including 'by association', i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here):

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

2. The 'by association' requirement also applies if a member of staff lives in the same household as or is employed in his/her household with someone who has been disqualified from working with children under the Childcare Act 2006.
3. The Childcare (Disqualification) Regulations 2009 apply to those providing early years' childcare or later years' childcare, including clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.
4. The Charity takes its responsibility to safeguard children and vulnerable adults very seriously, and any staff member aware of anything that may affect his/her suitability to work with children must notify the Charity immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive, or if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.
5. Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.



6. JBB will ensure that it promptly reports to the DBS any person (whether employed, contracted, a volunteer or student) whose services are no longer used for regulated activity and the DBS referral criteria are met; that is, they have caused harm or posed a risk of harm to a child.

## 11. Allegations of Abuse Against Staff Members

By this, we mean allegations of serious harm or abuse by any person working or looking after children/ vulnerable adults in our Charity (whether that allegation relates to harm or abuse committed on our premises or elsewhere) or of any other abuse which is alleged to have taken place on the premises or elsewhere. Allegations must be reported immediately.

1. JBB will adhere to the statutory guidance on dealing with allegations of abuse in force at the time, including investigation, with any further action.
2. We will consider and thoroughly investigate any allegation expeditiously, fairly, and consistently, avoiding all unnecessary delays. The aim will always be to ensure a quick resolution to the benefit of all concerned; the nature, seriousness, and complexity of the allegation will affect timescales.
3. In the case of serious harm, the Police will be informed from the outset.
4. Where appropriate, the person who is the subject of an allegation will be notified as soon as practicable and provided with as much information as possible at that time (NB: in some instances, the Charity may not be permitted to disclose full details).
5. Suspension will never be a default option; JBB will always consider whether the circumstances warrant suspension and/or reasonable alternative arrangements (such as redeployment or working under supervision) are appropriate before a final decision is made. The individual will be notified of the reasons and justification for suspension and provided with a named contact within one working day.
6. Allegations that are found to have been malicious will be removed from personnel records. We will not refer to any unsubstantiated, unfounded or malicious allegations in employer references.
7. Whilst care will be taken to ensure the effective protection of the child making the allegation, we will always provide appropriate support to the person who is the subject of the allegation.
8. There are restrictions on the reporting or publishing of allegations against staff, and the Charity will take all reasonable steps to ensure that confidentiality is maintained and guard against unwanted publicity while an allegation is being investigated. These restrictions apply up to the point where the accused is charged with an offence.
9. If the subject of an allegation chooses to resign their employ, JBB will continue with its investigation and will make every effort to reach a conclusion regardless of whether the individual chooses to assist the investigation.

## 12. Whistleblowing

The Charity aims to create and maintain an environment where staff feel supported in their safeguarding role and can raise concerns about poor or unsafe practices and potential failures in the Charity's safeguarding regime.





All staff are required to report to the line manager / Safeguarding Trustee any concern or allegations about Charity practices or the behaviour of colleagues which are likely to put children/ vulnerable adults at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a staff member for making such a report if it is done in good faith.

Further Government advice on whistleblowing can be found here:

<https://www.gov.uk/whistleblowing>

### **13. Suspicions of Abuse or Concerns About a Child's/Vulnerable Adults Welfare**

On appointment and as part of the regular training to update staff on child welfare and safeguarding issues, all staff learn how to report suspicions of abuse or concerns about a child's or vulnerable adult's welfare to the line manager/ Safeguarding Trustee.

When a member of staff wishes to report a suspicion or concern, they are asked to complete a written record, which is always given to the Safeguarding Lead/ Trustee, who will take appropriate action. All records are kept confidential and reviewed regularly so that concerning patterns of behaviour can be spotted.

### **14. Use of Email**

Staff are advised not to use email to write down or report abuse or concerns. If, for any reason, email is considered appropriate to communicate with another party, the child's full name or other features that would identify him/her should not be included. The Safeguarding Lead may use email to report to authorities as long as it is a secure system, e.g. local authorities have provisions for this. The key thing is to check how the authorities want the information.

### **15. Responding to Suspicions of Abuse**

We acknowledge that abuse can take different forms - physical, emotional, sexual and neglect.

- When children are suffering from physical, sexual or emotional abuse, or neglect, this may be demonstrated through changes in their behaviour, or in their play.
- When adults are suffering from physical, sexual or emotional abuse, or neglect, it will also likely be demonstrated through changes in their behaviour.

Where such changes in behaviour occur, or where children's play gives cause for concern and there is a possibility of a child suffering significant harm, the Safeguarding Lead may consult Children's or Adult Services.

We allow investigations to be carried out with sensitivity and follow due process. Staff in the Charity take care not to influence the outcome, either through their words or questions of the children.

Where a child or vulnerable adult shows signs and symptoms of neglect or of a failure to thrive, we make appropriate referrals.

Regarding children, if at any time, it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm or is likely to do so, a referral will be made immediately to the Local Authority's children's social care. This referral can be made by any professional, but would usually be made by the Safeguarding Lead/ Trustee. If any staff member



makes a referral directly to the Local Authority's children's social care, they should notify the Safeguarding Lead/ Trustee as soon as possible.

## **16. Disclosures**

Where a child or adult makes a disclosure to a member of staff, that member of staff:

- Offers reassurance.
- Listens.
- Gives reassurance that she or he will take action.
- Does not question the child/vulnerable adult.
- Must not promise confidentiality.
- Must always refer the matter to their line Safeguarding Lead and complete a written safeguarding report.

## **17. Recording Suspicions of Abuse and Disclosures**

Using the Safeguarding Concern Sheet, staff make a written record of:

- The person's name.
- The date and time of the observation or the disclosure.
- An objective record of the observation or disclosure.
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

These Safeguarding Concerns records are signed and dated and kept in a separate confidential file. All staff are trained in the procedures for recording and reporting by written record.

Whilst cases are active, confidential records are kept and updated regularly by the Safeguarding Lead.

## **18. Taking Concerns Forward**

Where a safeguarding concern exists, the Safeguarding Lead will notify the matter to the appropriate services using the specified forms and procedures. Records will be kept securely and with limited access.

## **19. Informing Parents/Guardians/Caregivers**

Subsequent to a referral to Children's social care, a relevant Duty Social Worker (DSW) will advise on the next steps. The Safeguarding Lead or a suitably trained deputy would usually be responsible for communicating with the parents. In cases where the parent is the likely abuser, the Local Authority investigating officers/ Police will inform the parents.





All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Safeguarding Lead. Confidentiality cannot be promised.

## **20. Summary**

Safeguarding is everyone's responsibility, and we expect all staff members to have read all policies and undergone training so they are aware of what to do should they spot a problem or it is disclosed to them.

## **21. Policy Review and Queries**

- This policy is not contractual and may be subject to change at JBB's discretion in line with government legislation.
- Any questions on the application of this policy should be directed to the Charity by email at [operations@josimahbabybank.org](mailto:operations@josimahbabybank.org).

## **Policy Effective Date and Updated**

- 1st April 2023, JBB
- Updated November 2023
- Reviewed November 2024
- Reviewed April 2025

# **Information on Safeguarding and Confidentiality at JBB**

## **Introduction**

If you are ever worried that you or someone else may be in danger, or if someone is doing something to you or them that makes you or them feel uncomfortable, it is very important that you go to a responsible adult for help. Abuse can take many forms including physical, emotional, sexual and neglect.

## **Who can I talk to in the Charity?**

We would always encourage you to talk to any member of staff at any time if you are worried about something or if you or someone you know is being abused in any way, even if it is happening outside of Charity. The Safeguarding Lead is responsible for Safeguarding within the Charity, but you must



talk to whoever you feel most comfortable with. We will always make appropriate opportunities for you to talk to someone if you need to.

### **What happens next?**

Whoever you talk to in Charity will take you seriously but won't ask too many questions. If we feel that you are at risk, we may have to get the right people, who are experienced in keeping children/ vulnerable adults safe, to come and help you. We promise to do all we can to ensure that the other parts of your life are not disrupted more than is necessary.

Please remember no one can keep this type of information to themselves. They must pass it on so that help can be obtained. However, only those who need to know will be told. We will explain this at the time and tell you who must be told and the reason. We will suggest that you talk to them yourself.

**REMEMBER - nobody has the right to abuse children/ vulnerable adults. It is very important that you tell someone.**

### **Who can I talk to outside of the Charity?**

If you would prefer not to talk to anyone in the Charity, there are other agencies you can contact:

- NSPCC Child Protection Helpline: 0808 800 5000
- Child-Line: 0800 1111
- Police 101

### **Confidentiality with outside agencies**

All suspicions and investigations are kept confidential and shared only with those who need to know.

When sensitive information is shared, which may give rise to a safeguarding concern, it is important that everyone knows that no one can ever offer absolute confidentiality.

### **Role of the Safeguarding Lead**

The Safeguarding Lead (along with trustees) is responsible for implementing this policy. This Policy will be reviewed annually or earlier in the case of a significant change in any relevant legislation or regulatory guidance. We have a Lead, a Deputy Lead and a Trustee Lead. Details are as follows:

#### **The Safeguarding Lead is:**

Fiona Monger; [fiona.monger@josimahbabybank.org](mailto:fiona.monger@josimahbabybank.org)

#### **The Deputy Safeguarding Lead is:**

Oluwabukola Adedoyin-Benson; [oluwabukola.adedoyin-benson@josimahbabybank.org](mailto:oluwabukola.adedoyin-benson@josimahbabybank.org)

#### **The Trustee Safeguarding Lead is:**



Fiona Monger; [fiona.monger@josimahbabybank.org](mailto:fiona.monger@josimahbabybank.org)