

Safeguarding Policy

Introduction

The Mission Statement of the National Association of Child Contact Centres (NACCC) says that the organisation aims to: "Keep children in touch with parents following separation".

NACCC believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises it has a responsibility in safeguarding the welfare of all children and young people by being committed to promoting a practice that protects them.

NACCC recognises that:

- The welfare of the child is paramount.
- All children regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm and abuse.
- Working in partnership with children, parents, carers, and other agencies is essential in promoting children's welfare.

Accountability

Copies of this policy and its accompanying Statement of Commitment will be made available to all of Littlehampton Child Contact Centre's volunteers. They will be required to read this policy and then sign and return the Statement of Commitment.

Basic Principles

- 1) Littlehampton Child Contact Centre (LCCC) believes that children and young people need safe environments in which they can grow and develop in confidence.
- 2) LCCC recognises that organisations working with and supporting children and young people have a duty to keep them safe.
- 3) LCCC places Safeguarding children and young people and Child Protection at the centre of its activities.
- 4) LCCC works in accordance with the guidance set out in "Working together to safeguard children" (DfE -21 March 2016) and follow the guidelines issued by the West Sussex Safeguarding Children's Partnership (www.westsussexscp.org.uk)
- 5) LCCC believes that children and young people should not be exposed to negligence or avoidable risks.
- 6) LCCC recognises that Safeguarding and promoting the welfare of children are emotive issues that need to be handled both sensitively and carefully.
- 7) LCCC is committed to creating and implementing policies and procedures that will ensure that where risks need to be taken regarding children and young people they are both calculated and carefully managed.

- 8) LCCC is committed to ensuring that all its volunteers and Management Committee are aware of, kept up to date with, and operate in accordance with, good practice in relation to Safeguarding and Child Protection. This will mean that they will have the ability to recognise, respond to, report, record and refer issues of Safeguarding and Child Protection.
- 9) LCCC subscribe strongly to the view that safeguarding is everyone's responsibility. Everyone who works with children has a responsibility for keeping them safe. No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- 10) LCCC endorses the guidance in "Working Together" about the importance of developing a "child centred approach". It states:

"Effective safeguarding systems are child centred. Failings in safeguarding systems are too often the result of losing sight of the needs and views of the children within them or placing the interests of adults ahead of the needs of children."

"Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs. A child-centred approach is supervised by:

- the Children Act 1989 (as amended by section 53 of the Children Act 2004). This Act requires local authorities to give due regard to a child's wishes when determining what services to provide under section 17 of the Children Act 1989, and before making decisions about action to be taken to protect individual children under section 47 of the Children Act 1989. These duties complement requirements relating to the wishes and feelings of children who are, or may be, looked after (section 22(4) Children Act 1989), including those who are provided with accommodation under section 20 of the Children Act 1989 and children taken into police protection (section 46(3)(d) of that Act);
- the Equality Act 2010 which puts a responsibility on public authorities to have due regard to the need to eliminate discrimination and promote equality of opportunity. This applies to the process of identification of need and risk faced by the individual child and the process of assessment. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs; and
- the United Nations Convention on the Rights of the Child (UNCRC). This is an international agreement that protects the rights of children and provides a child centred framework for the development of services to children. The UK Government ratified the UNCRC in 1991 and, by doing so, recognises children's rights to expression and receiving information."

Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Intentions

Managing safeguarding and promoting the welfare of children within LCCC

Littlehampton Child Contact Centre will have one named person who will be responsible for ensuring that the Policy and its processes are implemented and adhered to. This person is the Co-ordinator: Jackie Roberts.

LCCC will also have one member of its Management Committee who will have specific responsibilities for all matters referring to Safeguarding and Child Protection. This person is: Jane Dahill.

Recruitment

See separate Recruitment and DBS Policies.

Education and Training

The LCCC induction process will include Safeguarding training for all volunteers. This is mandatory. Records of all training will be kept by the Co-ordinator.

Support and Supervision

All volunteers with direct access to information about, or relating to, children will be given on-going support and supervision.

Sharing Information

LCCC volunteers will follow a procedure that ensures that every safeguarding issue is logged correctly, using official NACCC guidelines and forms, and then followed up on to ensure that information is shared correctly with the relevant agencies.

Providing Advice and Support

LCCC will ensure that Safeguarding is an on-going item in all volunteer supervision.

Failure to follow, or non-compliance with, recognised procedures and good practice in relation to Safeguarding and promoting the welfare of children by LCCC's volunteers will generate support, information and training.

Distribution of LCCC's Safeguarding Policy

Copies of this policy will be:

- made available to all volunteers
- made available to those on LCCC's Management Committee
- placed in the Policies Handbooks that are available at each contact session for both resident and non-resident parents to refer to
- placed on LCCC's website

Review of LCCC's Safeguarding Policy

This will take place annually. Additional changes to take account of new legislation and practice directions, as directed by NACCC, will also be made as and when required.

Reviewed and approved: August 2026

Due for review on or before: August 2027