



tree of
HOPE

*The fundraising charity supporting
children's healthcare needs*

Safeguarding Policy for Tree of Hope Suppliers October 2018

**October 2018 minor amendments
Review due October 2019**

Introduction

Everybody has the right to be safe no matter who they are or what their circumstances. Safeguarding is about protecting children, young people and vulnerable adults from abuse or neglect. We all have a responsibility to ensure that we are doing all we can to protect the most vulnerable members in our society.

Tree of Hope 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 keep them safe. We are committed to practice in a way that protects them. All children and young people, without exception, have the right to protection from abuse regardless of their age, gender reassignment, marriage, pregnancy, sex, sexual orientation, religion, race, or disability.

The Tree of Hope due diligence process will include, but is not limited to,

- i) Review of a suppliers safeguarding policies
- ii) The results of any Disclosure and Barring Service disclosures

When reviewing suppliers and authorising them to provide services to our families.

Suppliers are responsible for ensuring they have robust, well managed safeguarding arrangements in place which are compliant with current regulations and legislation to ensure all staff and volunteers are safely recruited, trained and managed. This guidance seeks to give clarity to staff with managing suppliers and suppliers seeking to work with the Tree of Hope Children's Charity.

Policy Scope

This policy is applicable to all suppliers working with children and families that fundraise through Tree of Hope.

Tree of Hope defines a child as any-one who is 0-18 years and a young person as 18-25 years old.

Child Protection/Safeguarding Adults Policies

Suppliers providing Services to children and young people or in environments where children and young people are likely to be present should have a child protection policy in place which is consistent with their Safeguarding Children Board safeguarding and child protection procedures.

Services are any therapies, procedures or operations that the family wish their child to undertake.

Suppliers providing services to potentially vulnerable young adults will have a safeguarding adult's policy in place consistent with guidelines and procedures published on their local Safeguarding Adults Board.

The policies will detail the organisational procedures in place for:

1. Safer recruitment

2. Training, including induction
3. Supervision and Safeguarding Procedure
4. Management of allegations
5. Whistle blowing
6. Information sharing and data protection updated to include GDPR 2018
7. Escalation Policy

1. Safer Recruitment

Safer recruitment is an important part of making sure someone is suitable for the role they are undertaking.

Suppliers should ensure that all the relevant enhanced safeguarding, recruitment and barring checks have been undertaken for all those employed, who are working directly with children or young people and keep appropriate training records on a centralised register and advise Tree of Hope where any cautions/reprimands and warnings have been reported for any employees working with children and young people.

These checks may include, but not be limited to:

- Face-to-face/SKYPE interviews
- Checking Self-Declaration forms for relevancy to the role
- Undertaking criminal record checks in accordance with current guidelines
- Undertaking Barred list checks
- Checking references before confirming appointment
- A probationary and supervision period for new staff
- Conducting personal development reviews
- Monitoring conduct in the role
- Conducting in-role risk assessments

An enhanced criminal record check must be sought for all positions in Regulated Activity as currently defined by the Safeguarding Vulnerable Groups Act 2006 (and as amended by the Protection of Freedoms Act 2012). The Disclosure and Barring Service (DBS) (formerly the CRB) provides clear guidelines relating to posts that meet the definition of Regulated Activity and that are eligible for an Enhanced Disclosure. **Tree of Hope requires all those working directly with children and young people to undertake an enhanced DBS check that is compliant with current government guidelines.**¹

Overseas checks are required when a person has lived/worked abroad for a period of 3 months or more during the last 5 years. Further details can be found on the DBS website www.gov.uk/dbs. In circumstances where the Supplier is prevented, for reasons outside of their control, from obtaining the necessary overseas checks then the Supplier should contact the Tree of Hope for further guidance.

Information, advice and guidance relating to criminal record checking; positive disclosures and suitability decisions; providing services prior to a Supplier receiving a disclosure and any legislative changes as a result of the recent Protection of Freedoms Act (2012) can be obtained from the Tree of Hope. Tree of Hope works with IMAGO to obtain DBS checks

¹ <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

for sole traders or those who do not have a supervisory body that will facilitate such checks.

2. Training

As a minimum, training should always include an explanation of the organisation's safeguarding arrangements, including policies in context and their implementation; this will usually be carried out during staff induction and will be supported by regular refresher sessions. Training for all staff and volunteers should cover:

- being aware of the importance, and their responsibility in appropriately sharing their concern where they are worried that a child, young person or adult at risk of harm may be suffering, or at risk of, abuse or neglect;
- being aware of how to report concerns when worried about the behaviour of a colleague/member of staff;
- understanding and being able to implement safe working practices for individual workers;
- knowing who in the organisation has safeguarding lead responsibility.
- Understanding information collation, holding and sharing as it pertains to individual organisations and changes that may have taken place in the wake of GDPR 2018.²

Suppliers are required to ensure all staff working on the delivery of services to the children of families that fundraise with Tree of Hope have undertaken appropriate and up to date training, including where required to comply with all relevant legislation.

3. Supervision and Safeguarding Procedure

When working on the delivery of services to the children of families that fundraise with Tree of Hope, suppliers must comply with all current and in force Statutory guidance for their sector and any site specific policies that are in place. The Suppliers employees working with Tree of Hope must also comply with the Code of Conduct shown in Appendix A.

4. Management of allegations

Children and young people can be subjected to abuse by those who work with them in any and every setting and all allegations of abuse or mistreatment of children by a professional, staff member, foster carer or volunteer must be taken seriously.

Suppliers must have a clear procedure in place for handling concerns/allegations of abuse or neglect. Responsibility for compliance rests with the Supplier who should have a named senior manager, identified in the Safeguarding Policy, to whom all allegations should be initially referred. In all instances the Tree of Hope CEO should be informed in accordance with our safeguarding arrangements.

5. Whistle blowing

Safeguarding concerns about colleagues or managers may be difficult for staff to raise because of potential repercussions. Suppliers shall have their own internal whistle

² <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

blowing procedures and their staff should be aware of these procedures. Where the supplier is small and without management structures families can contact Tree of Hope directly to whistle blow issues relating to child protection.

6. Escalation Policy (where appropriate)

Occasionally situations arise when workers within one agency feel that the decision made by a worker from another agency on a given safeguarding case is not an appropriate decision. Disagreements could arise in a number of areas, but are most likely to arise around:

- Levels of Need
- Roles and responsibilities
- The need for action
- Communication

The safety of individuals is the paramount consideration in any professional disagreement and any unresolved issues should be addressed with due consideration to the risks that might exist for the individual and will be referred to **Tree of Hope CEO or Senior Management team for further action.**

7. Monitoring Arrangements

- Tree of Hope may monitor the safeguarding arrangements of Suppliers' should it be felt necessary this may be through discussion, site visits or requests for evidence
- It is the suppliers' responsibility to ensure policies are regularly reviewed and updated to ensure they capture the most recent and up to date guidance, compliance and legislative requirements
- Further safeguarding checks may be undertaken and information requested from the Supplier as Tree of Hope deems appropriate
- The Supplier will forward any statutory safeguarding report[s] to the Tree of Hope within 48hrs of such report being created and/or received by the Supplier.

8. Subcontracting Arrangements

Both those directly employed or engaged by the Supplier, including sub-contractors, must comply with the above requirements. When agreed with Tree of Hope subcontractors may use this Suppliers Safeguarding Policy for the purpose of delivering services to Tree of Hope children.

Appendix A

CODE OF CONDUCT FOR SUPPLIERS

Please help us to ensure the safety of our service users by ensuring that all personnel comply with the code of conduct below.

It is the responsibility of all adults to safeguard and promote the welfare of children and young people. The Supplier is asked to ensure that any person directly employed by them or through a subcontractor agrees to comply with the following:

- a) Work safely and take responsibility for own actions and behaviour. Avoid any contact which would lead any reasonable person to question your motivation and intentions
- b) Avoid lone contact with children and young people
- c) Never give personal contact details to children or young people, including your mobile phone number. Contact via social network sites is also unacceptable
- d) Work and be seen to work in an open and transparent way
- e) Do not use profane or inappropriate language
- f) Dress appropriately, i.e. dress in a way that:
 - Is unlikely to be viewed as offensive, revealing or sexually provocative
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive

REMEMBER: Your actions, however well intended could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations