



# Birmingham Parent Carer Forum (BPCF)

## **Safeguarding Policy & Procedures**

### **Aim of the Policy**

The aim of this policy is to provide members of the BPCF Steering Committee with clear guidance about their role and responsibilities in safeguarding children, and to provide information for parents and carers about the safeguarding measures that BPCF employs to ensure that it meets its responsibilities to promote the welfare of, and safeguard children and young people.

The BPCF Steering Committee does not have direct contact with children and young people, however by the nature of the organisation we work directly with parent carers of disabled children and young people. Therefore, it is essential that we have robust policies and procedures.

All Steering Group members are expected to be familiar with, and comply with this policy and procedures.

### **Legislation and guidance that underpins this policy**

This Policy and Procedures have been developed in line with the principles of The Children Act 1989 and The Children Act 2004, and Working Together to Safeguard Children 2010

### **Policy**

Parent carers of children who are members of BPCF need to be aware that any concerns that a child or vulnerable adult may be or has been experiencing harm, and comes to the attention of Steering Committee may be referred to the local authority safeguarding team.

Whilst recognising that the BPCF Steering Committee will have no direct unsupervised contact with children and young people, its work with parent carers means that they may indirectly have contact with children and young people, and certainly have contact with parent carers who often live in particularly challenging situations.

## **Safeguarding disabled children and young people**

There is clear evidence that disabled children and young people have an increased vulnerability to being abused, and that the presence of multiple impairments further increases their vulnerability. There are many reasons for this, and it is important that all those who work with disabled children and young people have some understanding of these reasons, and ensure that they offer appropriate support to any child or young person who discloses abuse.

### **Should we tell parent / carers if we are going to make a referral?**

It is good practice to be as open and honest as possible with parent carers about any concerns and you if you need to make a referral to social care, you should normally discuss this with the parent carer before you do. However, inability to inform parent carers should not prevent a referral being made.

## **Reporting Procedures – DO NOT DELAY**

### ***Emergency Situations***

If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.

If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection

### ***Other situations***

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

**Annexe A below has a form for completion to gather all required information.**

## ***Annexe A***

This form will be used to record disclosures or suspicions of abuse. The completed form should be sent to [info@birminghampcf.org](mailto:info@birminghampcf.org)

Your name	Your position
Place of work	Contact phone number
<b>The child's details</b>	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
<b>Details of the allegations/suspensions</b>	
Are you recording: <ul style="list-style-type: none"> <li>• Disclosure made directly to you by the child?</li> <li>• Disclosure or suspicions from a third party?</li> <li>• Your suspicions or concerns?</li> </ul>	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspensions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible</i>	
Action taken so far:	
Signed	Date