



Safeguarding Policy

1. Policy Statement

Hearts & Hands is committed to safeguarding and promoting the welfare of all children in our care. We follow statutory guidance including *Working Together to Safeguard Children* and procedures set out by the Kent Safeguarding Children Multi-Agency Partnership (KSCMP).

We believe all children have the right to feel safe, listened to, and protected from harm.

2. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is:

Francesca Paul

Contact: 07842 392245 nightingalekent@gmail.com

The DSL is responsible for safeguarding concerns and will be available during all sessions. Where necessary, the DSL will contact Kent Children's Services or the Local Authority Designated Officer (LADO).

3. Safeguarding Procedures

All staff and volunteers are trained in safeguarding and are alert to signs of abuse or neglect.

Concerns may include:

- Changes in behaviour
- Unexplained injuries
- Concerns about neglect or wellbeing
- Inappropriate behaviour from children or adults

All concerns are reported immediately to the DSL and recorded securely.

4. If a Child Discloses Information

If a child shares a concern, staff will:

- Listen calmly and take them seriously
- Avoid asking leading questions
- Not promise confidentiality
- Reassure the child they have done the right thing

A written record will be made as soon as possible.

5. Safer Recruitment

All leaders at Hearts & Hands hold an Enhanced DBS check (including barred list).

Occasional parent volunteers may support sessions (e.g. art activities). They will never be left unsupervised with children.

6. Allegations Against Staff

Any allegation against a member of staff or volunteer will be reported immediately to the DSL and referred to the Local Authority Designated Officer (LADO), in line with KSCMP procedures.

7. Online Safety

Children do not have access to technology during sessions and should not bring mobile phones or personal devices.

8. Confidentiality

Safeguarding concerns are treated as confidential and shared only with professionals who need to know. Records are stored securely in line with UK GDPR.

9. Policy Review

This policy is reviewed annually or sooner if required.