

Children and young people safeguarding policy

February 2024

Purpose and scope

At Imperial College Health Partners (ICHP), our mission is to effectively help our members and clients navigate and deliver complex change throughout the health and care sector. Our ambition and values are aligned to the wider health and care community – just like the members and clients we support, we are here to create healthier populations. We do this through providing expert support to our members, and others, across the health and care sector.

Our work actively involves people with lived experiences – children and young people, patients, carers, families and public groups - so that they have opportunities to share their knowledge, experiences and views to shape and influence what we do to improve health and care in North West London and beyond.

Throughout the work of ICHP, the safety and wellbeing of children and young people is a priority. Safeguarding is everyone's responsibility.

We have developed our Safeguarding Policy to ensure that:

- The safety, welfare and wellbeing of individuals and groups we work with is paramount.
- Appropriate actions are taken to protect everyone's safety, welfare and wellbeing
- ICHP staff understand their safeguarding responsibilities and how to act upon concerns to protect individuals and groups
- People working with ICHP have an understanding of our organisational responsibilities to protecting their safety, welfare and wellbeing, and how to raise safeguarding concerns.
- Partners we work with are aware of our organisational responsibilities and how we raise and report safeguarding concerns

This policy outlines the principles, commitments and processes that apply to everyone at ICHP who work with children and young people, including staff, interns and other representatives. This policy is operated in conjunction with UK safeguarding legislation and guidance, including Children Act 1989 and 2004, Working Together to Safeguard Children 2023 and Care Act 2014.

The policy should be read in conjunction with our 'Standard Operating Procedure for safeguarding children' document.

Policy review:

This policy will be reviewed as necessary, always following an incident which is reported to Local Authority, when legislation changes and at least once every two years. The policy was last reviewed in March 2024 and approved by Amy Darlington, Director and Safeguarding Lead, and is due for review in March 2026.

ICHP safeguarding contacts:

If you have any questions relating to safeguarding and this policy, please contact the safeguarding contacts below. This team can also help you in deciding if actions should be taken and support you through the reporting process.

Name	Email address
Erika Aquino, Sadie Myhill (Safeguarding Officers)	safeguarding@imperialcollegehealthpartners.com
Amy Darlington (Safeguarding Lead)	safeguarding@imperialcollegehealthpartners.com

What is safeguarding and who does it apply to?

Safeguarding is the actions that we can take to protect a child's health, wellbeing and human rights — enabling children to live free from harm, abuse and neglect. It is fundamental to high-quality health and care and therefore is at the heart of the work that we do.

Safeguarding applies to all children and in this policy, a child is defined as any person under 18 years old.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child and can be inflicting harm or failing to act to prevent harm. It doesn't matter whether there was an intention to cause harm via abuse or neglect. Abuse or neglect can be carried out by anyone: from family members and friends, to care provisioners, to staff within an organisation.

There are many different types of abuse and neglect that children can experience, including:

- Physical abuse (causing physical harm, e.g. hitting, slapping, spitting)
- Sexual abuse (forcing or enticing a child to take part in sexual activities e.g. inappropriate touching, sharing of sexualised images)
- Child Sexual Exploitation (a type of sexual abuse where a child receives something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them)
- Emotional abuse (causing severe and persistent adverse effects on the child's emotional development)
- Neglect (persistent failure to meet a child's basic physical or psychological needs, resulting in serious impairment to the child's health and development e.g. failing to provide adequate food, clothing and shelter)

You can find out more about the types of abuse and neglect, and their signs and indicators on the [NSPCC website](#).

Our safeguarding commitments

At ICHP we seek to keep children safe through:

- Having an organisational culture that does not tolerate abuse or harm to the people we work with

- Requiring job candidates to disclose any 'unspent' criminal convictions as part of their pre-employment checks, and requiring staff to report any unspent convictions and/or cautions received during the course of employment at ICHP.
- Clear guidance that ensures all safeguarding concerns are recognised and reported immediately
- Ensuring ICHP staff understand their responsibility for safeguarding and for reporting incidents
- Ensuring people who work with us know who to contact for help if they have a safeguarding concern to raise
- Ensuring all staff complete the ChelWest 'Safeguarding Children Level 1' E-Learning module as part of their induction
- Ensuring that events and activities that may involve children have appropriate Risk Assessments carried out
- Have nominated and visible Safeguarding Officers who will:
 - Be the first point of contact for ICHP staff or interns if they are concerned about safeguarding children and young people in activities carried out by ICHP
 - Provide advice and support for ICHP staff on the design and delivery of work that involves patients and the public, including children and young people, to minimise safeguarding issues
 - Review and update the safeguarding policy and procedures as necessary
 - Undertake appropriate training and maintain an up-to-date knowledge of safeguarding requirements for ICHP
 - Support staff in providing information on appropriate action in relation to concerns raised
 - Monitor and respond to questions and concerns raised through the safeguarding email inbox
 - Ensure that any concerns raised are escalated appropriately, logged and stored securely
 - Maintain up-to-date contact details for relevant statutory agencies (e.g. Local Authority Designated Office (LADO), Local Safeguarding Children Board, Police, Children's Social Work Services).
 - Seek support and input from the Safeguarding Lead in relation to the above as appropriate
- Having a nominated and visible Safeguarding Lead for ICHP who will be responsible for the effective implementation of the organisation's safeguarding policy and procedures and ensure that staff are equipped and supported to meet their responsibilities. The Safeguarding Lead holds ultimate responsibility and accountability for this policy.
- Making sure all safeguarding issues and concerns are recorded and kept in a secure environment (using MS Forms and permissions restriction in Sharepoint)

Our code of conduct

The majority of the activities run by ICHP where staff may come into contact with children constitute one-off interactions where at no time they are on their own with the child or unsupervised by another member of staff. If working in partnership with an organisation that provide services or support children and we hold an activity in their space (e.g. at a youth group or a location determined by a charity), we will follow that organisation's safeguarding policy and procedures.

These types of occasional interactions should not necessitate the need of a disclosure check. However, such a check may be appropriate under special circumstances should the staff have prolonged or regular contact with children. The appropriateness of such a check will be discussed and agreed by the individual affected and the Safeguarding Lead.

The following is recommended with regards to behaviour around children.

DO

- Ensure that whenever practicable the persons who are normally responsible for the children (teachers, parents, carers, guardians, etc) are present during activities or that there is always more than one adult present
- Treat all children and young people with respect
- Act as a role model of good and appropriate behaviour
- Respect a child's or young person's right to personal privacy
- Bear in mind that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that any physical contact with a child or young person may be misinterpreted and so must be avoided whenever possible
- Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

DON'T

- Put yourself in a vulnerable situation that may lead to allegations
- Spend time alone with children and young people away from other adults
- Have inappropriate contact with children and young people – physical, verbal or electronic
- Use inappropriate language – when writing, phoning, email or online
- Do things of a personal nature for children that they can do for themselves
- Allow children and young people to behave inappropriately without being challenged
- Make suggestive or derogatory remarks or gestures in the presence of children and young people
- Show favouritism to any one child or young person
- Be under the influence of alcohol or other substances when working on activities involving children and young people
- Take photographs of children and young people without the express permission of their school, parents, carers, or guardians
- Transfer the personal data of children and young people to third parties without express permission from the child, young person, parents or guardians as appropriate
- Let any allegations a child or young person makes go unrecorded
- Rely on your good name or our good name to protect from allegations of abuse
- Become complacent on the (spurious) grounds that “it could never happen to me”