



TITLE	Safeguarding Children Policy and Procedure
APPLICABLE TO	All employees and volunteers working for Weldmar Hospicecare who come into contact with patients and their families or are employed specifically to work directly with children on behalf of Weldmar
REVIEW DATE	November 2026
KEYWORDS	Child Protection / Safeguarding Children / Abuse
POLICY NO	11v7

Group	Approved Date
CLG	November 24

	Author	Lead Reviewer	Approved by	Authorised by
Name	Jane Johnson	Sandra Francis		
Title	Head of Operations	Children & Young People's Counsellor	CGSG	CCG
Date	August 2013	November 24	November 2021	

Weldmar Hospicecare Policy Equality Impact Assessment (EQIA)

An EQIA should be completed by the author/reviewer for every for new policy and when a policy is being reviewed.

The purpose of the EQIA is to identify if any Weldmar policy could have any negative or unfavourable impact on certain groups of individuals known to have protected characteristics, as stated in the Equality Act 2010.

For any help in completing this assessment please contact People Services

Name, number and version of the Policy	Safeguarding children policy and procedure
Aims and objectives of the Policy:	It is the responsibility of every employee of Weldmar Hospicecare to: <ul style="list-style-type: none"> ensure the protection of promote the welfare of all children with whom they have contact.
Who is the policy intended for:	Staff & Volunteers
Date of Assessment:	21/10/25
Name and Job Title of assessor:	Jenny Wood, Patient & Family support Lead

Stage 1 Initial Assessment

Consider how this policy could have a potential impact on individuals who have one or more of the nine protected characteristics as stated in the Equality Act 2010.

Please tick all that apply.

Protected Group	Summary of impact	Negative Impact	Neutral Impact	Positive Impact
Age	This policy relates to the protection of children and young people, and so has a positive impact on this group of people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage and Civil Partnership		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Race		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion of Belief		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>What evidence or information is there to support your decision? E.g., have you consulted with other people to assess any possible impact on protected groups or referred to other sources?</i>				
What's next? Go on to complete Stage 2 if you identify any negative impact. If only positive or neutral are ticked then please set a date below for a further initial screening when the policy is reviewed.				
Stage 2 Asses the level of risk and Mitigation				
Please list the impacts, and who is affected and assess any risk of the impact using the matrix in the Policy Process.				
What is the impact and to whom	Likelihood X	Severity =	Risk	Any Proposed changes to the policy and how this has reduced the risk
<i>Please add more rows if required</i>				
How will you monitor changes to the policy?				
If any impacts negative remain please provide an explanation				
Date of review for this EQIA		Nov 2026		
Signature		J Wood		

Please forward a copy of this form/policy to People Services.

1. Aims of the Policy

It is the responsibility of every employee of Weldmar Hospicecare to ensure the protection of and promote the welfare of all children with whom they have contact.

Although not all employees will enter into direct contact with children within their professional role within the Charity, it is important that they have an understanding of Safeguarding Children issues should a particular concern be brought to their attention.

Any professional who has direct or indirect contact with children must be able to identify a child who is at risk of abuse and know how to respond accordingly.

Training is an essential part of ensuring “best” practice. Employees who have a primary role for working directly with children on behalf of the charity should have a good understanding of Child Protection/Safeguarding Children issues. All employees should have an awareness of safeguarding children.

The protection of children is integral to Weldmar’s “Duty of Care” principle.

Weldmar Hospicecare has a specific role and responsibility in relation to child protection and has a duty to safeguard and promote the welfare of all children with whom they have contact.

All employees must always act on a child’s behalf if concerns arise within their area of work, either within the hospice or the community.

Weldmar Hospicecare believes that:

- All children and young people have the right to be treated with respect.
- All children and young people have a right to privacy.
- All children whatever their age, race, culture, gender, disability, religion or sexual identity have the right to protection from abuse.
- All children have a right to family life.
- Every child and young person, whatever their background or their circumstances, should have the support they need to:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

2. Glossary/Abbreviations

DSL Designated safeguarding lead

CQC Care Quality Commissioner

3. Policy Applicable to

All staff and volunteers.

4. Policy

Definition

This policy relates to children and young people under the age of 18. Adults over the age of 18 are protected by Weldmar's Safeguarding Adults at Risk Policy.

For the purpose of this document the term "child abuse" is used to describe ways in which children are harmed by adults and by other children, and often by those they know and trust.

Child abuse can be:

- physical
- emotional
- sexual
- neglect

Prevent - Safeguarding people and communities from the threat of terrorism and violent extremism

The main aim of Prevent is to stop people from becoming terrorists or supporting violent extremism.

At the heart of Prevent is safeguarding children and adults. Providing early intervention to protect and divert people away from being drawn into terrorist activity is crucial.

Prevent addresses all forms of extremism, but continues to ensure resources and effort are allocated on the basis of threats to our national security.

Any individuals who are identified as being vulnerable to radicalisation are referred to a multi-agency Channel Panel. This ensures the appropriate interventions are put in place to protect the individual. Like child protection, Channel is a multi-agency safeguarding programme run in every local authority in England and Wales. It works to support vulnerable people from being drawn into terrorism. It provides a range of support such as mentoring, counselling, assistance with employment etc.

Making a referral to Prevent

If you believe that someone is at risk of radicalisation you can help them obtain support and prevent them becoming involved in terrorism by raising your concerns and making a referral. You may have concerns about a potentially vulnerable institution that is being exploited for the purpose of promoting an extremist ideology. In either case, a dedicated team is ready to help.

To make a referral, call the National Police Prevent advice line on 0800 011 3764, or complete a copy of the [Prevent National Referral Form](#) sending it to dorsetprevent@dorset.pnn.police.uk

For general advice before making a referral in Dorset, call 01202 222777 or email dorsetprevent@dorset.pnn.police.uk

5. Roles and Responsibilities

Policy Lead

Jenny Wood, Patient & Family support Lead & Dr Paul Barker, Associate Specialist

- To keep updated with legislative and local/national policy changes or developments in relation to Safeguarding Children.

- To ensure Safeguarding Policies have set review dates.
- To liaise with Dorset Safeguarding Children Partnership Local Safeguarding Teams or Lead Officers for Safeguarding Children when necessary.
- To liaise with Line Managers/Workforce Development Team to ensure all employees have an understanding of Safeguarding Children issues and their responsibilities.
- To contact Dorset Council's Family Support and Advice Line on 01305 228558, in order to discuss any uncertainty regarding the raising of a safeguarding alert. Opening hours are Monday to Friday 8am to 10pm; Saturday, Sunday and bank holidays 9am to 10pm. For out of hours emergencies call 01305 221000. A duty social worker will talk through your concerns and together you will agree the best way forward to meet the needs of the child and to support the family. You will not need to fill in a referral form.
- To ensure any incident or allegation highlighted in connection with a patient or family member and concerning child protection, is recorded appropriately and within confidentiality principles (i.e. accessible to all clinical staff only on a need to know basis and in consideration of the patient's clinical care).
- Request the Registered Manager informs the CQC of any incidents of harm or abuse which have occurred while an individual has been accessing Weldmar Hospicecare services.
- To inform NHS Dorset of any serious incidents in line with Safeguarding Standards.
- To contact Dorset Council's Family Support and Advice Line again within 3 working days if no response to a referral has been received from them and daily thereafter until a satisfactory response is received.

Clinical Governance Steering Group

- To ensure the implementation of this policy is monitored, reviewed and evaluated.
- To ensure all employees have access to this policy by whatever means necessary, including access via the intranet.
- To ensure ongoing review of this policy.

People Services

- To ensure that all relevant post holders, e.g. paid staff and volunteers new to the organisation undergo a Disclosure and Barring Service (DBS) check in line with Weldmar Employment Policies.
- To ensure that where staff members have been implicated as alleged perpetrators of abuse that correct disciplinary procedures and reporting have been followed and accused staff should be advised to contact his/her union or professional association.

Education and Development:

- Ensure all employees, new and existing have access to this policy to support them in practice.
- Ensure ongoing staff development and refresher training is provided to all key members of staff as required.
- Provide awareness and introduction to Safeguarding as part of Induction training for all new staff and volunteers.

Line Managers:

- To ensure that any staff members employed to work directly with children on behalf of Weldmar Hospicecare attend regular Safeguarding Children Awareness and Refresher training.
- To use supervision and appraisal meetings to ensure relevant employees working directly with children have attended and understood the training offered in relation to Safeguarding Children.
- To inform the policy lead of further development/training needs of any supervisee who works directly with children with regard to Safeguarding Children.
- To ensure staff under their management understand issues of consent and confidentiality and recognise the principle of sharing information on a 'need to know' basis only.
- To ensure that all concerns brought to their attention are responded to in line with this policy.

All other employees:

- To ensure that they attend training and refresher training appropriate to their role including annual Weldmar Learning hub.
- To ensure they read and understand the Charity's Safeguarding Children Policy.
- To discuss with their line manager or a senior manager if they do not understand what is expected of them.
- In liaison with a senior manager or most senior clinical lead, to undertake a risk assessment to identify the possibility of immediate harm being caused to a child and to contact Children's Social Care and/or the Police without delay if an immediate risk to child safety is identified.
- To ensure that if they have cause to feel any suspicion or concern about a child with whom they have contact during their work that they raise this concern with their line manager or the most senior member of staff on duty/or the Children & Young People's Counsellor or either of the DSLs/Children's Safeguarding Lead.
- Not to undertake an investigation. All incidents of suspected or actual harm of children must be reported to Dorset Council's Family Support and Advice Line to investigate (as they hold the lead responsibility for doing so) or, in an emergency, directly to the Police.
- To keep a careful note of the concern, identifying all that has happened, including a date, times and what was said by whom, ensuring the persons 'own words/language' used is recorded. This information may be needed later.

Clinical Documentation

- Electronic database recording systems (including patient /clinical notes) will support staff recording of incidents or concerns relating to Safeguarding Children.
- All concerns regarding the safety and welfare of a child must be recorded and all recording systems must ensure the safety, privacy and security of such information in accordance to the Data Protection Act 1984.

6. Dissemination, Implementation & Monitoring Compliance

All employees will be advised to familiarise themselves with this policy and informed of its availability on Weldmar's Intranet. Line Managers must ensure that all staff who are unable to access the Intranet or who require this policy in other accessible formats are provided with a copy as part of their Induction Programme.

Any member of staff who is employed to work directly and specifically with children will be required to access higher level training predominantly provided by Dorset Council Learning and Development Department.

7. Related Policies

Public Disclosure (Whistleblowing) Policy
Disciplinary/Grievance Procedure
Complaints Policy
Equality and Diversity Policy
People Services Policies
Safeguarding Adults Policy
Dorset Multi-Agency Safeguarding Policies and Procedures Manual

8. Related Information

Dorset Safeguarding Children Partnership
The Data Protection Act 1998
Health and Social Care Act 2008
CQC Essential Standards of Quality and Safety (Outcome 7, 20)

9. References

www.doh.gov.uk
The Children Act 2004
Dorset Council Children's Social Care [Worried about a child - Dorset Council](#)

10. Appendix

Appendix A – Referral process flow chart

APPENDIX A

Flowchart for Children's Safeguarding Concerns

If you have a suspicion or concern that a child is at risk of, or experiencing harm or abuse, follow these steps:

1: Protect the child

If the child is at immediate risk of harm or abuse, contact the emergency services without delay, on 999.



2: Discuss your concerns

with your Line Manager or senior person on duty and/or contact Sandra Francis (Children & Young Person's Counsellor) or Weldmar Hospicecare's Designated Safeguarding Leads for support

Jenny Wood – Patient & Family Support Lead
Dr Paul Barker – Associate Specialist
on 01305 215300



3: Inform the child and family that a referral has been made

The children's Safeguarding team will write to the parents / guardians to make them aware an alert has been raised and how they plan to take it forward.

To ensure clear and transparent practice, it is always good practice to let the child, family/carers know a referral is being made. However, this might not always be appropriate or possible depending on the allegation / abuse.

Please seek support from Sandra Francis, or the Designated Safeguarding Leads where you are unsure.



4: To make a child safeguarding enquiry or to report a concern,
contact Dorset Council's Family Support and Advice Line on 01305 228558

Opening hours are Monday to Friday 8am to 10pm; Saturday, Sunday and bank holidays 9am to 10pm. For out of hours emergencies call 01305 221000.

If there is an immediate risk of abuse to a child contact the above number or the Police on **999**



5: In all cases, complete a Vantage safeguarding report and ensure the concerns and actions are recorded on the patient record on SystemOne.