



Charity Number 1182014  
Basingstoke and District Young Carers  
The Orchard White Hart Lane  
Basingstoke RG21 4AF

### Safeguarding Policy & Procedures

BDYC-POL-001	VERSION – 5.0
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<b>Approved by Trustees:</b>	21 <sup>st</sup> July 2023	<b>Review Due:</b>	21 <sup>st</sup> July 2025
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**The above policy has been discussed and approved by the Board of Trustees:**

Name Ian Pett      Role Chair of Trustees

Trustee Signature *Ian Pett*

**PLEASE DESTROY ALL PREVIOUS VERSIONS**  
Due to the vast amount of information this policy has a content list for ease of use

## Table of Contents

<b>POLICY STATEMENT</b> .....	<b>3</b>
<b>ORGANISATIONAL RESPONSIBILITIES</b> .....	<b>4</b>
<b>SAFEGUARDING INFORMATION</b> .....	<b>5</b>
Definitions of harm .....	<b>5</b>
General safeguarding advice .....	<b>6</b>
<b>REPORTING PROCEDURES</b> .....	<b>6</b>
<i>Responding to a disclosure</i> .....	<b>7</b>
<i>Report a Concern</i> .....	<b>7</b>
<i>Reacting to a disclosure</i> .....	<b>8</b>
<b>ESCALATION POLICY</b> .....	<b>9</b>
<b>ALLEGATIONS MADE AGAINST STAFF AND VOLUNTEERS</b> .....	<b>10</b>
<b>CONFIDENTIALITY AND WHISTLE BLOWING</b> .....	<b>10</b>
<b>SAFER RECRUITMENT POLICY STATEMENT</b> .....	<b>10</b>
<b>ADDITIONAL RELEVANT POLICIES/ PROCEDURES</b> .....	<b>11</b>
<i>(Appendix 1) Incident / Disclosure Report Form</i> .....	<b>12</b>
<i>(Appendix 2 – Early Help)</i> .....	<b>17</b>
<i>(Appendix 3 - Safeguarding Leads &amp; Training cycle)</i> .....	<b>18</b>

## POLICY STATEMENT

This Policy applies to anyone working on behalf of Basingstoke & District Young Carers including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practise, and sound procedures.

We believe the safety and well-being of children and young people is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding: the safety, protection and well-being of all children and young people that Basingstoke & District Young Carers supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

*'Young Person' means those under 18 years old including all of those up to their 18<sup>th</sup> birthday- as designated a 'child' within the terms of the Children's Act 1989.*

Basingstoke & District Young Carers encourages a culture of listening to and engaging in dialogue, with children seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and "Working Together to Safeguard Children 2018". [Working together to safeguard children \(PDF\)](#) (DfE), 2018 provides the key statutory guidance for anyone working with children and young people. All procedures and policies pertaining to safeguarding should be regularly reviewed and updated on an annual basis.

This policy was last reviewed on:

Date:... 14<sup>th</sup> July 2024

Signed:... *Jan Pett*

Position....Chair of Trustees

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead, CEO, or your board of trustees and should include name and job title].

## **ORGANISATIONAL RESPONSIBILITIES**

Basingstoke & District Young Carers will be initially responsible for the implementation of the Safeguarding Policy and may designate a certain member of staff to manage the Safeguarding Policy and its implementation.

It is the responsibility of the Designated Safeguarding Lead Designated Safeguarding Lead to take appropriate action following any expression of concern and make referrals to the appropriate agency.

Basingstoke & District Young Carers will ensure that the designated Designated Safeguarding Lead (DSL) participates in regular safeguarding training on an annual basis so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

All staff/ volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction and their contract of employment.

All staff/ volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding. More information can be found here; [Training - Hampshire Safeguarding Children Partnership \(hampshirescp.org.uk\)](https://www.hampshirescp.org.uk)

Basingstoke & District Young Carers will work in accordance to guidance and good practice from the Hampshire Safeguarding Children Partnership. More information can be found at: <https://www.hampshirescp.org.uk/>

### **Designated Safeguarding Lead Responsibilities**

Basingstoke & District Young Carers will ensure that all members of staff/ volunteers have timely and relevant safeguarding training.

Training for the DSL can be accessed from Hampshire Safeguarding Children Partnership. Staff and volunteers can also access a range of multi-agency safeguarding training. More information can be found here; [Training - Hampshire Safeguarding Children Partnership \(hampshirescp.org.uk\)](https://www.hampshirescp.org.uk)

The Safeguarding Manager will take appropriate action following any expression of concern, disclosure or reported incident and make referrals to the appropriate agency.

A poster with Safeguarding Leads Contact details will be displayed in venues we as Basingstoke & District Young Carers operate in.

## **Staff and Volunteer Responsibilities**

Any new member of staff or volunteer with direct contact with young people will be taken through this safeguarding policy as part of the induction process and offered training soon after commencing their post.

All staff and volunteers to participate in timely and relevant training.

All staff have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy.

If in any doubt about what action to take, employees must seek advice from one of the named DSL or in their absence, the Chairman of the r board of trustees.

## **SAFEGUARDING INFORMATION**

### **Definitions of harm**

For the purpose of this policy, Basingstoke & District Young Carers has defined harm as:

- Neglect - the persistent failure to meet the basic physical and physiological needs of the young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick.
- Abandonment - leaving a child alone and unattended in circumstances that are inappropriate for their age and/ or level of ability.
- Emotional abuse – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of children and young people.
- Physical abuse – hitting, kicking, shaking, slapping, and throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of, or deliberately causes ill health to a child or young person within their care.
- Racial abuse – any type of verbal or physical abuse that is directed at an individual or group because of their racial or ethnic background.
- Witnessing ill treatment, including domestic abuse of another person- this may impact the health or development of a child or young person.
- Sexual abuse or sexual exploitation - forcing or enticing a child or young person to participate in sexual activities, whether or not the child or young person is aware or has knowledge of what is happening. It includes child prostitution, encouraging children or young people to watch or participate in the production of pornographic material, online grooming, encouraging children and young people to behave in sexual inappropriate ways. Sexual acts include penetrative (rape or buggery) and non-penetrative acts such as touching or stroking.
- Online Abuse – use of social media to insult or abuse young persons

The Sexual Offences Act 2003 defines 'consent' as 'if he agrees by choice and has the capacity to make that choice'. The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/ young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children / young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to young people under the age of 13, consent is irrelevant. The law says 'a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity'.

**The Police must be informed immediately of any sexual activity involving a child under 13 years of age.**

### **General safeguarding advice**

- Remember not to be a young people's friend, always maintain a professional manner when working with them.
- Do not accept a young person as a friend on any social networking site that you use.
- Always keep a record of any text or email exchanges with a young person (staff will use work telephones where available).
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Do not meet a young person alone, this is for the safety and well-being of the young person but also yourself. Where this is necessary, try to use public spaces for one-to-one meetings if you are not meeting in the Basingstoke & District Young Carers office or premises.
- Avoid detailed discussions about your personal experiences e.g. drugs, alcohol, sex.
- Never speak to the press about a child or young person without permission from Basingstoke & District Young Carers.

### **REPORTING PROCEDURES**

In all cases it is vital to take every action which is needed to safeguard the child, children and young person(s). *Immediate* action may be necessary in the following situations;

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.
- If the child or young person is in immediate danger the police should be contacted by calling 999.
- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Designated Safeguarding Lead.

- Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Designated Safeguarding Lead must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Designated Safeguarding Lead is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Hampshire Children’s Services, details below. This form must be kept strictly confidential and stored securely and logged on Lamplight.
- It is the responsibility of the Safeguarding Manager or in their absence the CEO/ person who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Hampshire Safeguarding Children Partnership/ Hampshire Children’s services or the Police.

The DSL or chairperson of trustees will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate. It is also the responsibility of the DSL or chairperson of trustees to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff & volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children’s Trust and endorsed by HSCP. Details can be found here; [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/information-sharing-advice-for-practitioners.pdf). In addition to this, whilst respecting cultural differences, the basic requirements for children is that they are kept safe across social, ethnic and cultural boundaries.

### Responding to a disclosure

If the child or young person is not in immediate danger or requires immediate medical attention, contact;

Colette Bibby Designated Safeguarding Lead <a href="mailto:coletteb@bdyc.org.uk">coletteb@bdyc.org.uk</a> 07516815604 01256 423 824	Trustee Board Member Miranda Smith Vice-Chair of Trustees <a href="mailto:miranda@bdyc.org.uk">miranda@bdyc.org.uk</a> 07855416355
Trustee Board Member Ian Pett Chair of Trustees / Welfare Officer <a href="mailto:ian@bdyc.org.uk">ian@bdyc.org.uk</a> 07714096639	

### Report a Concern

### **Worried about yourself, a friend or a child or young person you know?**

For children living in the Hampshire Local Authority Area, the [Interagency Referral Form](#) should be used when making a referral. The [Hampshire Safeguarding Children Partnership and Children's Trust Thresholds Chart](#) can help you to identify the risks and types of services a family may need.

You do not need to know everything about the child before contacting Children's Services. If you are concerned, it is important that you talk to someone about this.

More information on how to make a referral can be found on the [HIPS procedures website](#). In an emergency, call 999.

### **Hampshire Children's Services**

Public phone number: 0300 555 1384

Professionals should complete the online [Interagency Referral Form](#). For urgent Child protection enquiries, professionals can phone: 01329 225379. The [FAQ](#) section includes detailed information regarding the Children's Reception Team (CRT) and the Multi-Agency Safeguarding Hub (MASH).

### **Concerned about someone working with children?**

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity), contact the Local Area Designated Officer (LADO) on 01962 876364

### **Services for Children**

For further information on all services for children, young people and their families in Hampshire please see the Family Information and Services Hub: <https://fish.hants.gov.uk>

### **PREVENT referral**

PREVENT is the name given to a national strategy which aims to stop people becoming involved in extremism or radicalisation. If you have concerns for a young person being at risk then you should complete the [Inter-Agency Referral Form](#). Further information for PREVENT can be found at the [Hampshire PREVENT Partnership Board Website](#).

### **Other Local Authority Contacts**

#### **Hampshire Adult Services**

Phone: 0300 555 1386

### **Reacting to a disclosure**

- Listen carefully rather than asking leading questions.
- Never *promise* any particular action or NOT to disclose any information shared.
- Allow silence and/or allow child, young person to be upset.



- Try to relate to the age, understanding or special needs of the child or young person.
- Write down carefully the information you have been given as soon as possible, preferably within 24 hours and only including what you have been told.
- Discuss this as soon as possible with the Designated Safeguarding Lead/Designated Safeguarding Lead.
- Any decision not to tell the parents must be discussed with the safeguarding lead/line manager unless the child or young person is in immediate danger.

## Parents/ carers

It is good practise to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parent's/ carer's in the following circumstances:

- Where sexual abuse or exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated or induced illness is suspected.
- Where female genital mutilation is a concern.
- In cases of forced marriage.
- Where contacting parents / carers would place a child / young person or others at immediate risk.

## ESCALATION POLICY

Effective working together depends upon an open approach and honest relationships between agencies and a belief in genuine partnership working. Any disputes about the safety and well-being of a child should be resolved in a timely way with all agencies working together in the best interests of the child so that the welfare of the child remains paramount.

The Partners recognise that complexity of need and range of intervention/support will not always fit into a simple formula that leads to *'the right solution'*. Often there may be no right or wrong answer and quite legitimately practitioners may exercise their professional judgement differently. It is also the case that exceptionally, the needs of some young people and families may not easily fit within a conventional application of thresholds. The purpose of the SSCP Escalation Policy is to create a transparent process that enables multi-agency practitioners to exercise their professional judgement and provide the best possible service in a timely and safe way.

It is of vital importance that children, young people and their families do not become entangled in professional disagreements. Neither should disputes detract from the focus on the child, delay effective decision making, nor lead to protracted disputes that negatively impact upon the child and/or family and on inter-agency relationships and working practice. In reaching resolution, it is essential that at all times disputes are approached in a considerate manner and one which both respects and seeks to understand the views and concerns of others from their experience and perspective when engaging with the young person/family.

Disagreements should be resolved through child centred discussion between agencies. This escalation policy outlines the process to be followed when professionals are unable to agree about what is in the best interests of the child. The detailed policy can be accessed here: [7.3 Escalation Policy for the Resolution of Professional Disagreement | Hampshire, Isle of Wight, Portsmouth and Southampton \(hipsprocedures.org.uk\)](https://hipsprocedures.org.uk)

## **ALLEGATIONS MADE AGAINST STAFF AND VOLUNTEERS**

When any form of complaint is made against an employee or volunteer, it must be taken seriously. The complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the DSL or Chair of Trustees must be informed.

The senior staff member must report the complaint immediately to the DSL giving details of the circumstances. The DSL or Chair of Trustees may contact the Local Authority Designated Officer. Further information can be found here [6.1 Allegations Against Staff or Volunteers | Hampshire, Isle of Wight, Portsmouth and Southampton \(hipsprocedures.org.uk\)](https://hipsprocedures.org.uk) They will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone. Basingstoke & District Young Carers, will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

*This action does not imply in any way that the person suspended is responsible or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.*

It is the responsibility of the DSL or the Board of Trustees to make the decision as to whether to inform Social Services and/or the Police Child Protection Unit, depending on the nature of the allegation. In matters of allegations against staff or volunteers working in child protection, information must be provided to the local designated officer.

## **CONFIDENTIALITY AND WHISTLE BLOWING**

- Basingstoke & District Young Carers operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of a child or young person.
- Any staff or volunteers with concerns about anybody providing services to children and young people should report this to their Line Manager, Safeguarding Manager/ CEO or trustee board member as appropriate. They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy published by HM Government, adopted by the Children's Trust and endorsed by HSCP. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child that they will keep secrets/ not disclose potentially harmful information.

## **SAFER RECRUITMENT POLICY STATEMENT**

Basingstoke & District Young Carers will apply the Working Together to Safeguard Children 2018 and SSCP Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking activities with children and young people including teaching, training or instruction, care or supervision, providing guidance or treatment, fostering and childcare. It could also include specific positions such as school governor, Director of children's social services, and any work carried out in a limited range of specific settings such as schools where children should always be able to build relationships of trust with the people working with them.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm adults at risk, children or young people are deterred from applying for jobs or volunteering opportunities.
2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview
3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks\* and ensuring all new staff and volunteers are given an appropriate induction.
4. To identify and manage any identified risks.
5. Maintain a safe and vigilant culture.

Multi-agency training on safer recruitment is available through the Surrey Children's Services Academy: [Hampshire SCP - Learning Management System \(event-booking.org.uk\)](http://event-booking.org.uk)

#### \*Disclosure and Barring Service (DBS) Checks

All new staff, Trustees and volunteers shall have a DBS check before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Safeguarding Manager, CEO and/or trustees. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database.

The database will be reviewed annually by the Safeguarding Manager to identify those persons whose DBS Certificates are due to expire and shall notify them accordingly of their renewal date. The Safeguarding Manager shall also track the renewal process to ensure that their application is successful.

A risk assessment will be completed if there is a positive DBS check sent back.

#### **ADDITIONAL RELEVANT POLICIES/ PROCEDURES**

This safeguarding policy should be read alongside our organisational policies, procedures, guidance and other related documents.

Digital Media Policy	Capability, Disciplinary and Grievance Policy	Clubs & Activities Policy	Communication Policy
Confidentiality Policy	Health & Safety Policy	Professional Boundaries Policy	Staff Recruitment Policy
Volunteers Policy	Whistleblowing Policy	Equality & Diversity Policy	Comments, Suggestions and Complaints Policy
Social Media Policy	Management of Medication	Lost Child Policy	Code of Conduct

Located on SharePoint: Basingstoke & District Young Carers/Team BDYC - Documents/2. Governance

## References

- [- Hampshire Safeguarding Children Partnership \(hampshirescp.org.uk\)](http://hampshirescp.org.uk)
- Working Together to Safeguard Children 2018
- Information Sharing Advice for Practitioners' guidance 2018

## (Appendix 1) Incident / Disclosure Report Form

Basingstoke & District Young Carers is fully committed to the safeguarding of children, young people and vulnerable adults by protecting them from neglect, physical, sexual and emotional harm or abuse.

**Is this a Disclosure or Incident report (Please highlight)**

Disclosure	Incident
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Date of Incident / Disclosure		Time	
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Please answer the following questions:

- Are you reporting your concerns? YES / NO
- Are you passing on those of someone else's YES / NO

The Principles of Confidentiality governs all our work. Basingstoke & District Young Carers seeks to safeguard the rights of the individual and personal information will not be shared with other parties without prior consent except; in very exceptional circumstances it may be necessary to break confidentiality

These are:

- 1) When there is a danger to self or others.
- 2) When not to do so would be breaking the law
- 3) When the safety of a child is at risk

- Has the confidentiality policy been explained to the child/young person you are reporting about? YES / NO
- Do they understand the process? YES / NO
- Is the person involved aware of this incident / disclosure report YES / NO

About the person who was involved with the Incident / disclosure			
Full Name			
Address			
Postcode		D.O.B	
Male / Female		Contact Number	

Activity being undertaken at time of the Incident / Disclosure	
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About the person reporting the Incident (staff member)			
Full Name			
Address			
Postcode		Line Manager	
Position in Basingstoke & District Young Carers		Contact Number	
Role being undertaken at time of the Incident / Disclosure	<i>(i.e. Youth Worker supervising young carers session)</i>		

Background information supporting the Incident / Disclosure
Please provide background around this incident / Disclosure. Was there a build up to these events? Is there any other supporting information that we should know about the person involved with this Incident / Disclosure

About the incident / Disclosure – what happened (please attach any relevant documents / notes to this form)

How did the Incident happen? What was the cause?	
If there were any injuries – what were they? (any physical signs, Behavioural signs, Emotional signs etc.)	
Are there any witness's for this incident / disclosure, if so please give details	(Name (s), Address(s), Telephone Number(s), Relation to the person(s))
Are there any other organisations involved with this incident / disclosure (if yes please state)	

Working as an employee or volunteer of Basingstoke & District Young Carers it is important that you have taken the time to read the Basingstoke & District Young Carers Safeguarding Policy and Procedures.

By reading this policy and understanding the procedures within it I believe this incident / disclosure form to be a true account of the incident / disclosure that took place and I am happy for this to be taken further under the safeguarding policy & procedures.

Signature		Date	
Print Name		Time	

**Please send this form with the relevant supporting documentation to the Safeguarding Lead immediately**

Please send this form to the safeguarding lead, if the lead is not available please contact the relevant lead as below:

Colette Bibby Designated Safeguarding Lead <a href="mailto:coletteb@bdyc.org.uk">coletteb@bdyc.org.uk</a> 07516815604 01256 423 824	Trustee Board Member Miranda Smith Vice-Chair of Trustees <a href="mailto:miranda@bdyc.org.uk">miranda@bdyc.org.uk</a> 07855416355
Trustee Board Member Ian Pett Chair of Trustees/ Welfare Officer <a href="mailto:ian@bdyc.org.uk">ian@bdyc.org.uk</a> 07714096639	

Basingstoke & District Young Carers Trustees will be made aware of all cases of serious child/adult protection issues, the action and outcomes put in place by Basingstoke & District Young Carers relating to the issue however, they will not be made aware of names etc due to confidentiality.

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**Action by Safeguarding Lead/Chair of Trustees**

Please describe actions taken to resolve this incident or what measures have been put in place to protect this person.

Does this case need to be referred to children & adult Social Services? YES / NO

Does this case need Early Help Assessment form completed? YES / NO



If No to any of the above please describe your reasons for this decision.

If Yes please report here on the next steps (what did social services agree, what are your actions)

**Safeguarding Lead**

I have done everything in my power as the DSL for Basingstoke & District Young Carers to ensure that the correct safeguarding measures have been completed.

Signature		Date	
Print Name		Time	

**Case closed and filed on:** Date:

Time:

**(Appendix 2 – Early Help)**

**Early Help Hub Venue**

Honeycomb Children’s Centre  
Chiltern Way  
Basingstoke  
RG22 5BB

Tel: Direct Line to Honeycomb 01256 776189 and 01256 776197



**Directions**

- From M3 take A339 / Ringway East
- Turn left on to A340 / Ringway West
- At roundabout, take 3rd exit on to B3400 / Churchill Way West
- Pass through 2 roundabouts, remaining on B3400
- Turn left on to Chiltern Way

**Meeting Day and Time**

The Early Help Hub will take place on Thursday’s 9:30am-12pm.

**Who to contact in the event of a query**

Karen Bamford – 01256 776136 – Family Support Service Team Manager

**(Appendix 3 - Safeguarding Leads & Training cycle)**

Basingstoke & District Young Carers Appointed Safeguarding Leads & Training cycle

Roles that require training

Role	Safeguarding Training Required Yes / No	Frequency	Type

Chair of Trustees	Yes	Yearly	Full Training
Safeguarding Lead	Yes	Yearly	Full Training / Safer Recruitment
Management supporting staff who have contact with children and young people	Yes	Yearly	Full Training then subsequent refresher courses
Staff and Volunteers working directly with children and young people	Yes	Yearly	Full Training then subsequent refresher courses