# Safeguarding Policy

# January 2025

*A charity dedicated to the happiness and wellbeing of children*

## Key policy information

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|---|---|
| **Chair of Trustees Contact Details** | Bryon Brotherton<br>0116 251 9863<br>bryon@lchcharity.co.uk |
| **Vice Chair of Trustees Contact Details** | June Lim<br>0116 251 9863 |
| **Lead Trustee for safeguarding Contact Details** | Hema Badger-Mistry<br>0116 251 9863 |
| **CEO (and Deputy Designated Safeguarding Officer) Contact Details** | Nichola Moore<br>07841451154<br>nichola@lchcharity.co.uk |
| **Designated Safeguarding Officer/s Contact Details** | Michelle Cullen (DSO)<br>0116 251 9863<br>michelle@lchcharity.co.uk |
| **Policy ratified on** | 21/01/2025 |
| **Policy to be reviewed on** | January 2026 |

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## 1 Introduction

1.1 Leicester Children's Holidays invest in children to inspire dreams, help to unlock potential and create long-lasting memories. We work with a range of partners to provide a wealth of opportunities to ensure that the children that come into contact with our charity have the opportunity to flourish.

1.2 Safeguarding is central to all of the work that we do. We recognise that we are responsible for keeping people safe from harm that may arise from coming into contact with the work of our charity and are committed to keeping all children safe at all times. We understand that safeguarding is everyone's responsibility and everyone has a role to play in protecting children from harm and abuse.

1.3 We recognise that the charity is part of a network of safeguarding partners and we work closely with relevant bodies to promote the welfare of children.

## 2 Purpose

2.1 The purpose of this policy is to;

- provide stakeholders with clear information relating to Leicester Children's Holidays' safeguarding procedures and how we work to protect people from harm;
- promote safeguarding and demonstrate our commitment to safeguarding children;
- support in establishing a culture where abuse and misconduct are not acceptable and ensure that anyone coming into contact with the charity is able to raise safeguarding concerns; and to
- ensure that children are protected from maltreatment or abuse.

2.2 We understand that safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18 and we adhere to these duties at all times.

## 3 Definitions

3.1 Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and/or neglect.

Safeguarding has a particular statutory definition within the context of safeguarding children.

3.2 For the purposes of this policy, safeguarding is defined as;

- protecting all people from harm that could arise from coming into contact with anyone working on behalf of Leicester Children's Holidays or through our work;
- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.[1]

3.3 'Children' refers to anyone under the age of 18 that comes into contact, or may come into contact with, our charity.

3.4 'Staff' refers to anyone directly employed by the charity.

3.5 'Partners' refers to holiday providers, charities, schools, activity providers and therapists.

## 4 Scope

4.1 This policy applies to all trustees, employees, volunteers and any other partners working for, or on behalf of, the charity, either paid or unpaid.

4.2 This policy applies to any activity that is funded by or carried out on behalf of Leicester Children's Holidays, including delivery of activities in person or online.

4.3 We recognise that we work with a range of partners who operate under their own safeguarding policies. We share this policy with partners and confirm/agree safeguarding arrangements in place as part of our commissioning process.

4.4 This policy is publicly available and can be accessed on our website.

## 5 Guidance and Legislation

[1] HM Government, Working Together to Safeguard Children (2018)

5.1 Leicester Children's Holidays adheres to all statutory guidance, Charity Commission guidance and relevant legislation and has regard to all relevant non-statutory, government-recommended guidance.

5.2 This policy has been informed by and should be read in conjunction with;

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)
- After-school clubs, community activities and tuition: safeguarding guidance for providers (2023)

5.3 This policy should be read in conjunction with;

- Charity provision policy
- Complaints Policy
- Whistleblowing Policy
- Privacy Statement

5.4 This policy has been informed by the Charity Governance Code and the Charity Ethical Principles.

## 6 Principles

6.1 Leicester Children's Holidays is committed to the following safeguarding principles;

- All children have the right to be protected from harm;
- Safeguarding and child protection is everyone's responsibility;
- All children have the right to grow up in circumstances consistent with safe and effective care;
- Everyone who comes into contact with the charity, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation;
- We have a zero tolerance policy on bullying and harassment, as well as any kind of abuse or exploitation; and
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## 7 Key roles and responsibilities

### 7.1 The role of the trustees

7.1.1 We recognise that effective safeguarding can only happen when it is identified as a governance priority. Leicester Children's Holidays has appointed a trustee to have particular oversight over safeguarding. The lead trustee for safeguarding is **Hema Badger-Mistry**.

7.1.2 Although the lead trustee for safeguarding will provide specific oversight, all trustees are responsible for promoting safeguarding. The charity will ensure that it has a balanced trustee board and will not let one trustee dominate its work.

7.1.3 Trustees will work together to ensure that;

- safeguarding is promoted and protecting people from harm is central to the charity's culture;
- the charity has appropriate policies and procedures in place, which are followed by everyone working on behalf of the charity;
- the charity follows relevant statutory guidance, good practice guidance and legislation;
- everyone working for or on behalf of the charity is suitable to act in their roles and has been subject to appropriate and robust safer recruitment procedures;
- all charity activity is designed in a way that protects people from risk of harm;
- everyone working for or on behalf of the charity know how to identify and handle safeguarding concerns in a full and open manner;
- the charity has a clear system of referring and/or reporting safeguarding and child protection concerns or allegations of misconduct or abuse against staff to relevant organisations as soon as they are suspected or identified;
- there is an effective complaints and whistleblowing policy in place;
- the charity is quick to respond to concerns and carry out appropriate investigations and will not downplay concerns or ignore failures;
- the charity is able to respond effectively to any historical allegations or abuse or misconduct;
- the charity sets out risks and how they will be managed in a risk register and regularly reviews this;
- the charity has enough resources, to safeguard and protect people; and the trustees;
- will conduct regular reviews of safeguarding policies, procedures and practice, including drawing together an annual report to assist in scrutinising safeguarding practice.

7.1.4 The charity trustees will make available to each new charity trustee or member of staff, on or before their first appointment:

- The Safeguarding Policy
- The Complaints Policy
- The Whistleblowing Policy
- Charity Provision Policy

**7.2 The role of the CEO (Nichola Moore)**

7.2.1 The CEO will uphold the values set out by the trustees and ensure that all charity work promotes the safety and welfare of children at all times.

They will do this by:

- ensuring all staff are subject to suitable safer recruitment procedures;
- ensuring all partners undergo robust quality assurance checks, to ensure that they are able to provide safe and enriching opportunities for children on behalf of the charity;
- organising appropriate training to support the culture of safeguarding;
- promoting a culture of openness and transparency, and responding to any concerns or complaints raised in a fair and timely manner;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- ensuring that there are systems in place for recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers as required;
- reporting relevant information about safeguarding to trustees;
- managing any allegations or concerns about staff as appropriate; and
- creating an environment that minimises the opportunity for bullying, discrimination or abuse.

**7.3 The role of all staff**

7.3.1 All staff will;

- work together to ensure that all work undertaken by the charity supports the welfare and wellbeing of children;
- adhere to charity policies and uphold the charity's principles at all times;
- demonstrate a commitment to safeguarding children at all times;
- raise any concerns about children, staff or partners in line with this policy;
- fully engage with any training opportunities provided.

**7.4 The role of partners**

7.4.1 Leicester Children's Holidays works with a wide range of partners, who deliver a wealth of opportunities and support to children. We expect our partners to;

- demonstrate a commitment to safeguarding children through their policies and practice;
- have suitable safeguarding and child protection policies in place, which are shared with the charity;
- have carried out relevant safer recruitment checks on staff as required;
- have appropriate insurance for activities delivered; and

- raise concerns about our staff and/or our service users in line with this policy.

## 8 Training

8.1 Leicester Children's Holidays is committed to continuously developing awareness and understanding of safeguarding issues.

**8.2 All trustees and members of staff:**

- Read 'Working Together to Safeguard Children'[2] upon appointment and when any updates to this document are released.
- Read the Charity Commission guidance 'Safeguarding and protecting people for charities and trustees'[3] upon appointment and when any updates to this guidance are released.
- Read all relevant Leicester Children's Holidays policies upon appointment and whenever they are updated.
- Are familiar with the local protocols for referral and assessment of children.[4]
- Trustees will complete the NSPCC 'Charity Trustee Safeguarding' training every two years (as a minimum).
- Two members of staff will be DSO trained and complete the training every three years (as a minimum).
- All permanent staff and casual holiday and activity staff will be required to watch a bespoke training video annually.

8.3 Safeguarding is a standing item on the agenda of every meeting with trustees. Safeguarding is included on each CEO report to trustees, which includes updates on the charity's development plan. This includes details of any additional training that trustees or staff have attended, either as part of their charity role or in other paid or unpaid roles.

8.4 Partners are expected to have attended safeguarding training appropriate to their role and are required to provide the charity with confirmation and/or evidence that this training has taken place as part of the commissioning process.

8.5 It is expected that the training undertaken by everyone working on behalf of the charity includes information on specific child safeguarding issues, including (but not limited to):

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[2] https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
[3] https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees
[4] See local safeguarding children partnership websites for more details.

- physical abuse, emotional abuse, sexual abuse and neglect
- sexual harassment, abuse and exploitation
- criminal exploitation
- online abuse
- modern day slavery
- child on child abuse (including bullying)
- extremism and radicalisation
- forced marriage
- human trafficking
- female genital mutilation

8.6 Training requirements will be reviewed regularly to ensure that the charity is meeting its safeguarding responsibilities.

## 9 Checking and Assurance

9.1 As part of the trustees' responsibility to ensure that the charity is protecting people from harm, they will have clear oversight of how safeguarding is managed within the charity. They will;

- record any risks in a 'risk register' and include details of how these are managed;
- consult stakeholders to make sure they understand how to raise concerns;
- consult stakeholders to obtain feedback on past experiences if necessary;
- work with statutory agencies and partners and provide information as required;
- have oversight over training for everyone working on behalf of the charity (whether paid or unpaid) on safeguarding and protecting people from harm;
- record any potential conflicts of interest at any level;
- ensure there is a standing meeting agenda item on safeguarding and protecting people from harm;
- if necessary, review any historical concerns to identify any lessons to be learnt and make sure they were handled appropriately;
- commission external reviews or inspections as necessary; and
- regularly review services that are being provided on behalf of the charity to ensure that they meet necessary statutory requirements for safeguarding.

## 10 Reporting procedures

10.1 We have clear procedures that anyone working on behalf of the charity must follow if they should become aware that a child is suffering, or may be at risk of suffering, abuse or neglect.

10.2 All staff must be alert to signs that a child is experiencing, or is at risk of experiencing harm, abuse or neglect. We expect all partners to do the same.

10.3 In the event that staff, partners or a member of the public has a safeguarding concern about a child they must report this immediately. The context in which they will become aware of the concern will vary, so reporting mechanisms may differ. The person who has the concern should either;

- Report the concern to Leicester Children's Holidays' designated safeguarding officer/s **Michelle Cullen** and/or **Nichola Moore** without delay. See 10.4 for further details.
- Report the concern to the designated safeguarding officer for the activity being undertaken (in the case of 'Broadening Horizons' opportunities, for example) AND report the concern to Leicester Children's Holidays' designated safeguarding officer/s **Michelle Cullen** and/or **Nichola Moore** without delay (see 10.4 for more details).
- In the event that these reporting channels are unavailable, the individual must report the concern directly to children's social care in the relevant local authority; AND report the concern to the charity's designated safeguarding officer/s (**Michelle Cullen and Nichola Moore**) as soon as possible (see 10.4 for more details).
- Any safeguarding action undertaken by the charity will be reported to the lead trustee for safeguarding following the incident/s to ensure rigorous oversight.

**10.4 Child protection concerns and disclosures**

If a child discloses any child protection concerns to a member of staff, or if a member of staff has a concern they must:

1. Record everything that the child has said on a 'Safeguarding Concern Record' (see Appendix A).
2. Give the 'Safeguarding Concern Record' to the charity's Designated Safeguarding Officer (**Michelle Cullen**), or to the group leader if a DSO is not available.
3. The group leader (if applicable) will then contact the charity's DSO immediately.

4. The group leader and DSO will determine what follow up action should be taken.
5. If the concern is to be passed onto the local authority, the group leader will inform the DSO of the appropriate local authority to contact (based on where the child lives) if necessary.
6. The CEO (**Nichola Moore**) will be made aware, if they have not been made aware through the above processes already.
7. The Designated Safeguarding Officer will make a referral to children's social care if necessary, or appropriate action will be agreed and taken by the DSO and the CEO.
8. The charity will contact the designated safeguarding lead at the child's school to share information if necessary.
9. Appropriate, detailed and secure records will be kept.

**10.5 Historic (non-recent) allegations or concerns**

Any individuals wishing to raise an historic (non-recent) safeguarding concern, allegation or disclosure of abuse related to the charity are strongly encouraged to do so. Individuals should contact the CEO, **Nichola Moore** to discuss any historic concerns. Historic (non-recent) abuse can also be reported to the police (101).

10.6 Anyone who is working on behalf of the charity may need to share information with the police, a relevant local authority or regulators. Information will be shared in line with the Data Protection Act 2018 and the General Data Protection Regulation.

10.7 In the event that a member of the public, member of staff or partner has concerns about the conduct of a trustee, or anyone working on behalf of the charity, this should be reported to the CEO, **Nichola Moore**, immediately. In the event that the concern relates to the CEO, a report must be made to the Chair of Trustees, **Bryon Brotherton**.

10.8 Concerns can also be raised directly with the Charity Commission. Details of how to raise concerns can be found on the Charity Commission website[5].

## 11 Safeguarding Monitoring

11.1 The charity is committed to monitoring performance to ensure continuous improvement.

11.2 In order for all trustees to have clear oversight of how safeguarding and protecting people from harm are managed within the charity, they will;

[5] https://forms.charitycommission.gov.uk/raising-concerns/

- ensure that safeguarding is a standing item on the agenda for all trust board meetings;
- discuss any reports from partners at trustee meetings to identify common themes, identify risks and gaps and ensure that any issues are promptly addressed; and
- seek feedback from service users to determine if services provided are meeting the high standards we have set for safeguarding.

## 12 Serious Incidents

12.1 Leicester Children's Holidays will report all serious incidents to the Charity Commission. In the event that a serious incident occurs, there will be a prompt, full and frank disclosure to the Commission.

12.2 The trustees are responsible for making this report. In the event that a serious incident occurs, the trustees will nominate one trustee to contact the Charity Commission. In the event of a safeguarding serious incident, this is likely to be the lead trustee for safeguarding or the Chair of Trustees.

12.3 Trustees will report;

- what happened;
- how the charity is managing and responding to the incident; and
- whether it has been reported to other organisations.

12.4 In the context of safeguarding, a serious incident may include (but is not limited to);

- any serious incidents where a person has been harmed whilst working for, or on behalf of, Leicester Children's Holidays or when attending events or services run by the charity.
- incidents of abuse or mistreatment (alleged or actual) of beneficiaries of the charity (adults or children) which have resulted in or risk significant harm to them and someone connected with the charity, for example a trustee, partner or volunteer, was responsible for the abuse or mistreatment (alleged or actual);
- other incidents of abuse or mistreatment (alleged or actual) of people who come into contact with the charity through its work, which have resulted in or risk significant harm to them and are connected to the charity's activities;
- breaches of procedures or policies at the charity which have put people who come into contact with it through its work at significant

risk of harm, including failure to carry out relevant vetting checks which would have identified that a person is disqualified in law from holding their position within the charity;
- any links to terrorism or extremism; and/or
- harm to Leicester Children's Holidays work or reputation.

12.5 Trustees regularly reviews risks and these are recorded in the risk register.

12.6 We take a proportionate approach to risk management. However, Trustees recognise that they need to be alert to risks associated with:

- sexual harassment, abuse and exploitation
- criminal exploitation
- cyber abuse
- modern day slavery
- negligent treatment
- self-neglect
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation
- extremism and radicalisation
- forced marriage
- human trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people targeting the charity
- a charity's culture allowing poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- data breaches, including those under General Data Protection Regulations (GDPR)

## 13 Complaints and Whistleblowing

13.1 Any concerns about poor or unsafe practice, or the charity's safeguarding processes, should be reported to the Chair of Trustees (**Bryon Brotherton**) and the CEO (**Nichola Moore**).

13.2 The trustees will take all concerns seriously and complaints will be handled in line with guidance from the Charity Commission. Complaints will be accepted from staff, members of the public and partners.

13.3 In the event that anyone working on behalf of the charity feels unable to raise an issue with the trustees, they should refer to the Charity

Commission guidance 'Report serious wrongdoing at a charity as a worker or volunteer'[6].

## 14 Safer Recruitment

14.1 Leicester Children's Holidays fund and provide opportunities for children to experience a wide range of exciting and enriching activities. These activities are delivered by a range of professionals and these professionals work directly with the children. We are committed to only working with people who are safe and suitable to work with children and we have a rigorous system for recruiting and/or commissioning staff and partners.

14.2 Trustees and members of staff undergo all necessary checks prior to taking up the role. Partners working on behalf of the charity and directly with children will undergo rigorous quality assurance and induction processes.

14.3 All trustee positions are advertised. Interested candidates must submit expression of interest outlining their experience and the reasons for wanting to apply. Trustees undergo the following process/checks prior to appointment:

- A meeting with the CEO
- A meeting with 2 current trustees
- A probation period
- Verification of identity
- Verification that they are not disqualified from acting as a charity trustee
- An Enhanced DBS check
- Registration with the Charity Commission

14.4 Each role within the charity will be risk assessed to ensure necessary and proportionate checks are being completed. Members of staff will undergo the following checks prior to appointment (as required):

- Identity verification.
- Verification that they have right to work in the UK.
- Verification of any necessary qualifications.
- Verification that the individual is not prohibited or disqualified from acting in the role.
- An enhanced DBS check, with a barred list check for staff undertaking regulated activity with children.

[6] https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer

14.4.1 Two references will be requested, one from the most recent employer. All applicants undergo an interview.

**14.5 Holiday providers**

Holiday providers undergo a rigorous quality assurance process. This includes, but is not limited to:

- Checking safeguarding policies and procedures.
- Obtaining confirmation of safer recruitment checks.
- Site visits.
- Health and safety checks.
- Confirming that adequate insurance is in place.

**14.6 Broadening Horizons and Rested Minds**

Broadening Horizons provides children with the opportunity to access clubs and groups in their local areas. Rested Minds provides children with specialist therapeutic services.

Before we begin to work with providers, we:

- Check safeguarding policies and procedures.
- Obtain confirmation that safer recruitment checks have been completed.
- Carry out a site visit where possible.
- Confirm health and safety arrangements are adequate.
- Confirm that adequate insurance is in place.

## 15 Allegations against adults working in connection with Leicester Children's Holidays

### 15.1 Standards

15.1.1 All of those working for, or on behalf of Leicester Children's Holidays, whether paid or unpaid must;

- adhere to the safeguarding policy at all times;
- avoid any act that may bring the charity into disrepute or diminish the trust and confidence of the public and to abide by the seven principles of public life (see Appendix C);
- maintain the highest possible ethical, personal and professional standards in carrying out their professional responsibilities;

- be mindful of their professional standing and of their obligations to service users, parents/carers, society, employers, each other, and to other professionals;
- not impose their personal, religious or political beliefs on any person with whom they are in a professional relationship or to suggest that refusal or acceptance of such beliefs may lead to different or preferential treatment;
- uphold relevant legal requirements in the promotion and maintenance of non-discrimination. Fairness and impartiality must be applied in all activities on behalf of the charity;
- ensure they are competent to meet the needs of people turning to them for professional help; and
- take appropriate steps to ensure their continuing professional education and to hold themselves responsible for the standard of professional service or advice that they give.

15.2 Leicester Children's Holidays takes all safeguarding concerns or allegations of abuse against those working on behalf of the charity seriously. We recognise that people may abuse a position of trust they hold within a charity and trustees and leaders are committed to creating a culture of safeguarding and minimising opportunity for harm or abuse.

15.3 Allegations relating to children may include instances where someone working on behalf of the charity has:

- behaved in a way that has harmed a child, or may have harmed a child (either directly or indirectly);
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children[7].

15.4 Concerns about those working on behalf of the charity may include (but are not limited to) the following:

- failure to adhere to charity policies and procedures;
- alleged or apparent failure to maintain standards or professional conduct;
- misuse of charity resources;
- suspension of a serving trustee by their employer for matters of conduct;

[7] Working Together to Safeguard Children (2018)

- misconduct of any kind;
- discrimination against someone in relation to a protected characteristic (Equality Act 2010);
- exploitation of trustees, staff, beneficiaries or those making charitable contributions to the charity; and/or
- such other actions considered to have brought or risk bringing the charity into disrepute.

15.5 Any allegations or safeguarding concerns relating to trustees should be reported to the Chair of Trustees (**Bryon Brotherton**). In the event that the concerns are about the Chair of Trustees, the report should be made to the lead trustee for safeguarding (**Hema Badger-Mistry**).

15.6 Any allegations or safeguarding concerns relating to partners delivering on behalf of the charity should be reported in line with the organisation's own allegations and whistleblowing policies, and allegations or concerns should then be reported to the Leicester Children's Holidays CEO (**Nichola Moore**). If the person is an individual (i.e. not working for another company, charity or organisation) any concerns or allegations should be reported directly to the Leicester Children's Holidays CEO (**Nichola Moore**).

15.7 In the event of an allegation or serious safeguarding concern against someone working for or on behalf of the charity, we will;

- handle and record the concern in a secure and responsible way;
- act quickly, ensuring that we stop or minimise any further harm or damage;
- provide suitable support to the affected person/s and communicate necessary information in line with data protection regulations;
- report it to all relevant agencies and regulators in full, including the relevant [8] Local Authority Designated Officer/s and/or children's social care in the relevant local authority;
- be open and transparent with relevant agencies; and
- review what happened to understand how to stop it from happening again.

15.8 Any incidents or concerns involving criminal behaviour will be reported to the police.

15.9 If necessary, Leicester Children's Holidays may also make a referral to the Disclosure and Barring Service.

[8] The Designated Officer/s for the Local Authority in which the individual works.

## 16 Safeguarding Record Keeping and Information Sharing

16.1 All records are managed in line with the Data Protection Act (2018) and the General Data Protection Regulation.

16.2 Leicester Children's Holidays may need to keep records of safeguarding concerns raised by trustees, staff or those working on behalf of the charity. In the event that information about individuals is stored by the charity, it will be held securely and retained for the period of time that it is necessary to do so.

16.3 Working closely with schools is integral to our work. Where there are safeguarding or child protection concerns about a child, these will be shared with the designated safeguarding lead at the child's school in a timely manner.

## 17 Policy Review

17.1 This policy will be reviewed as necessary, always following a serious incident and at least once a year. This is to ensure that the policy is effective and fit for purpose. We encourage our service users, partners and staff to provide feedback on our policies and procedures and they can do this by contacting the charity's CEO (**Nichola Moore**).

17.2 Policy reviews will be carried out by **<insert name here>**

17.3 A record of changes will be kept securely by **<insert name here>**

17.4 All trustees and those working on behalf of the charity will be made aware of any changes to this policy.

## Appendix A: Safeguarding concern form

**SAFEGUARDING CONCERN FORM**

| | | | |
|---|---|---|---|
| **Name of referrer:** | | **Role of referrer:** | |
| **Child's Name:** | | **Date of Birth:** | |
| **Details of concern or disclosure:** | *Is there a body map record to accompany this form?*<br>*YES* *NO*<br><br>Date of concern: | | |
| **Reported to:**<br>**Date reported:** | | **Role of person reported to:** | |
| **Signed:** | | | |
| **Date:** | | | |

| | | | |
|---|---|---|---|
| **Advice sought:** | ***(From whom and what was advice given?)*** | | |
| **Action taken:**<br><br>**Reasons for decisions made:** | | | |
| **Concern / referral discussed with parent / carer?** | ***If not, state reasons why – if yes, note discussion with parent.*** | | |
| **Referral made:** | ***If not, state reasons why – if yes, record to whom and any action agreed.*** | | |
| **Feedback to referring member of staff:** | | | ***By whom***<br>***Date*** |
| **Response to / action taken with child:** | | | ***By whom***<br>***Date*** |
| **Name and contact number of key workers:** | | | |
| **Name and contact details of GP:** | | | |
| **Any other action required** | | | |
| **Date information shared with child's school** | ***Name of school Designated Safeguarding Lead:***<br>***Date information shared:*** | | |

## Appendix B: Useful Contact Details

**Leicester Children's Holidays**
Registered Charity in England & Wales No. 1190204
Highcross, Upper Mall, Leicester, LE1 4FP
0116 251 9863
hello@leicesterchildrensholidays.co.uk
www.leicesterchildrensholidays.co.uk

### Trustees

| Name of Trustee | Role | Contact Details |
|---|---|---|
| **Bryon Brotherton** | Chair of Trustees | 0116 251 9863<br>bryon@leicesterchildrensholidays.co.uk |
| **June Lim** | Vice Chair | 0116 251 97863<br>June@leicesterchildrensholidays.co.uk |
| **Hema Badger-Mistry** | Safeguarding lead trustee | 0116 251 9863<br>hema@leicesterchildrensholidays.co.uk |

| | | |
|---|---|---|
| **Leicestershire County Council** | Duty and Assessment<br>LADO | 0116 305 0005<br>0116 305 4141 |
| **Rutland County Council** | Duty and Assessment<br>LADO | 01572 758 407<br>01572 758 454 |
| **Leicester City Council** | Duty and Assessment<br>LADO | 0116 454 1004<br>0116 454 2440 |
| **Leicestershire and Rutland Safeguarding Children Partnership** | Leicestershire and Rutland Safeguarding Children Partnership - Leicestershire and Rutland Safeguarding Partnerships Business Office (lrsb.org.uk) | |
| **Leicester Safeguarding Children Partnership Board** | LSCPB \| About the LSCPB (lcitylscb.org) | |

## Appendix C: The Seven Principles of Public Life (Nolan)

### 1. Selflessness

Holders of public office should act solely in terms of the public interest.

### 2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### 3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### 4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### 5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### 6. Honesty

Holders of public office should be truthful.

### 7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Registered Charity in England & Wales No. 1190204
Registered Office: Highcross, Upper Mall, Leicester, LE1 4FP
0116 251 9863
hello@lchcharity.co.uk
www.lchcharity.co.uk

Policy developed by So Safeguarding Ltd