



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

Child Protection and Safeguarding Policy

Charity: Bromley Family Link (Family Link)

Policy title: Child Protection and Safeguarding Policy

Safeguarding Trustee: Julia James

Designated Safeguarding Lead (DSL): Megan Kelleher

Deputy Designated Safeguarding Lead (DDSL): Reneé Bel-Momodu

1. Introduction

Family Link is committed to safeguarding and promoting the welfare of all children and young people who access our services. Safeguarding is at the heart of everything we do and underpins all our systems, processes, and policies.

We recognise that effective safeguarding can only be achieved by working in partnership with children and young people, parents and carers, staff, volunteers, trustees, and external agencies. Everyone who works with or on behalf of Family Link shares responsibility for safeguarding.

This policy applies to all trustees, staff, volunteers, sessional workers, contractors, and anyone acting on behalf of Family Link.

2. Statutory and Local Framework

This policy is informed by and operates in line with the following legislation and guidance (this is not an exhaustive list):

- Children Act 1989 and Children Act 2004
- Working Together to Safeguard Children (HM Government, 2023)
- Charity Commission guidance: *Safeguarding and protecting people for charities and trustees*
- Data Protection Act 2018 and UK GDPR



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- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Serious Crime Act 2015
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003

Family Link works in accordance with local safeguarding arrangements and procedures set by the **Bromley Safeguarding Children Partnership (BSCP)** and cooperates fully with statutory safeguarding partners including Children's Social Care, Police and Health.

While Family Link is not an educational establishment, we have regard to *Keeping Children Safe in Education (DfE)* as recognised good practice where relevant.

3. Policy Statement

Family Link believes that:

- Children and young people have a right to be safe and protected from all forms of abuse and neglect.
- Safeguarding is everyone's responsibility.
- The welfare of the child or young person is paramount.

Purpose of this policy

The purpose of this policy is to:

- Protect children and young people who receive Family Link services.
- Provide clear guidance to staff, volunteers and trustees on safeguarding responsibilities.
- Ensure concerns are identified, reported and responded to appropriately.
- Promote safe, inclusive and respectful practice.

This policy should be read alongside:

- Staff Code of Conduct
- Safer Recruitment Policy
- Online Safety Policy



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- Complaints and Whistleblowing Policy
- Data Protection and Privacy Policy

4. Equality and Inclusion

Family Link is committed to anti-discriminatory practice. We recognise that:

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy, maternity, marriage or civil partnership, have an equal right to protection from harm.
- Some children may be more vulnerable due to previous experiences, communication needs, dependency, or additional needs.
- Working in partnership with families and other agencies is essential.

5. Roles and Responsibilities

Trustees

The Board of Trustees has overall responsibility for safeguarding at Family Link. Trustees ensure that:

- Appropriate safeguarding policies and procedures are in place and reviewed annually.
- There is a named Safeguarding Trustee and Designated Safeguarding Lead.
- Safer recruitment practices are followed.
- Staff and volunteers receive appropriate safeguarding training.
- Safeguarding concerns and allegations are managed appropriately.

Designated Safeguarding Lead (DSL)

The DSL has lead responsibility for safeguarding and child protection, including:

- Acting as the main point of contact for safeguarding concerns.
- Making referrals to Children's Social Care and other agencies as required.
- Providing advice and support to staff and volunteers.



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- Ensuring safeguarding records are accurate, secure and up to date.
- Liaising with the BSCP and attending multi-agency meetings where appropriate.

Deputy Designated Safeguarding Lead (DDSL)

The DDSL is trained to the same standard as the DSL and will act in their absence.

Staff, Volunteers and Contractors

All adults working with or on behalf of Family Link must:

- Take responsibility for safeguarding children and young people.
- Be alert to signs of abuse and neglect.
- Follow this policy and report concerns immediately to the DSL or DDSL.
- Never promise confidentiality to a child or young person.

6. Definition of Safeguarding

Safeguarding means:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical health or development.
- Ensuring children grow up in circumstances consistent with safe and effective care.
- Taking action to enable children to have the best outcomes.

7. Types of Abuse and Safeguarding Concerns

Abuse may be perpetrated by adults or other children and can take place in person or online. The main categories of abuse are:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**



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- **Neglect**

Family Link also recognises specific safeguarding issues including, but not limited to:

- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE) and County Lines
- Child on Child Abuse
- Domestic Abuse
- Harmful Sexual Behaviour
- Mental Health concerns
- Online Safety risks
- Radicalisation and Extremism (Prevent Duty)
- Female Genital Mutilation (FGM) and Forced Marriage
- Serious Violence

8. Online Safety

Family Link recognises the increasing risks children face online. Staff and volunteers are alert to risks relating to content, contact, conduct and commerce and work with families to promote safe online behaviour.

9. Children with SEND or Additional Needs

We recognise that children with special educational needs and disabilities (SEND) may face additional safeguarding challenges, including communication barriers and increased vulnerability. Staff receive guidance to ensure concerns are recognised and responded to appropriately.

10. Procedures for Responding to Concerns

All safeguarding concerns must be reported immediately to the DSL or DDSL. Where a child is at immediate risk of harm, a referral will be made directly to Children's Social Care and/or the Police.



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Family Link follows BSCP procedures and works with partner agencies to ensure appropriate support and intervention.

Parents and carers will be informed of concerns and referrals unless doing so would place the child at increased risk or interfere with a criminal investigation.

11. Temporary Suspension of Sessions

Family Link is committed to inclusion and will make every reasonable effort to support children and young people to continue accessing services safely and successfully.

However, where a child's or young person's behaviour presents a significant risk to their own safety and wellbeing, or that of other participants, staff, volunteers, or members of the public, Family Link may determine that a temporary suspension from sessions is necessary.

Any decision to temporarily suspend attendance will:

- Be considered on a case-by-case basis.
- Be informed by a risk assessment and relevant incident records.
- Take into account the needs, rights and wellbeing of all parties involved.
- Be discussed with parents/carers wherever possible.
- Consider advice from relevant professionals where appropriate.

A temporary suspension is not intended as a punishment. Rather, it provides an opportunity for Family Link, the child or young person, their family, and relevant professionals to review support arrangements, update risk assessments, implement additional control measures, and identify any further resources, training or reasonable adjustments that may be required.

Family Link will work collaboratively with families and partner agencies to support the safe reintroduction of the child or young person to sessions wherever possible.

12. Training

- The DSL and DDSL undertake safeguarding training at least every two years.
- All staff and volunteers receive safeguarding training at induction and regular updates at least annually.
- Training records are maintained securely.



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13. Information Sharing and Confidentiality

Information is shared on a need-to-know basis in line with safeguarding requirements and data protection legislation. Safeguarding concerns override confidentiality where a child is at risk of harm.

14. Safeguarding Records

Safeguarding records are stored securely, separately from other records, with access restricted to the DSL, DDSL and authorised senior staff. Records are retained in line with statutory and insurance requirements.

15. Inter-Agency Working

Family Link cooperates fully with statutory agencies and participates in multi-agency safeguarding arrangements where required.

16. Allegations Against Staff or Volunteers

Any concerns or allegations about a member of staff or volunteer must be reported immediately to the DSL or Project Manager. Where concerns involve senior staff, they must be reported to the Board of Trustees. Family Link follows BSCP procedures for managing allegations.

Policy approved and adopted by the Family Link Board of Trustees

On the: 30 July 2024

Reviewed: 8th January 2026 by Trustee – Paula Hollywood

Current Play Leader – Kenzie/Megan/Reneé

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 8th January 2027