



Beacon Family Services acknowledges the duty of care to safeguard and promote the welfare of children and any vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Health Care Professional Council and Social Work England requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and their families and vulnerable adults

- have a positive and enjoyable experience in a safe and child centred environment
- are protected from abuse whilst participating in services provided.

Beacon Family Services will: -

- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults
 - ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and vulnerable adults. All staff are required to have read the [NSPCC definitions and signs of abuse information](#) which we have adopted.
 - ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern. Concerns will be shared appropriately with agencies who need to know, involving children, young people, parents, vulnerable adults, families and carers appropriately.
 - ensure all staff are aware any disclosure or concern must be reported to the Safeguarding Officer who will ensure appropriate discussions with children, young people, vulnerable adults, parents and carers regarding information sharing and confidentiality take place and any concerns are shared with agencies who need to know or escalated appropriately to the relevant local authority safeguarding or designated officers.
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- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals including undertaking DBS checks and references for all individuals providing a service. This means all staff, volunteers and trustees that are working directly with vulnerable adults and/or children must have the appropriate checks
- ensure robust safeguarding arrangements and procedures are in operation and that all staff including those who do not work directly with children or vulnerable adults receive safeguarding training or one to one discussion
- ensure a safe physical environment for our children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance and undertake risk assessments indicated by applying that policy

The policy and procedures will be promoted and are mandatory for everyone involved in the organisation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The policy will be reviewed as necessary including changes in legislation and/or government guidance, as required by the Local Safeguarding Children Board or as a result of any other significant change or event or not less than yearly by the Safeguarding officer and/or Directors.

Outline safeguarding reporting procedure concerns

Should a member of staff have any concern about a child or adult's welfare then the following procedure should be followed:

Member of staff or volunteer made aware of concerns about child or vulnerable adult's welfare or safety. (e.g. suspicions of bullying at school, allegations of abuse within the family, care setting etc.)



Member of staff or volunteer reports to/consults with BFS Safeguarding Lead, and opens the safeguarding chronology and updates the CRM.

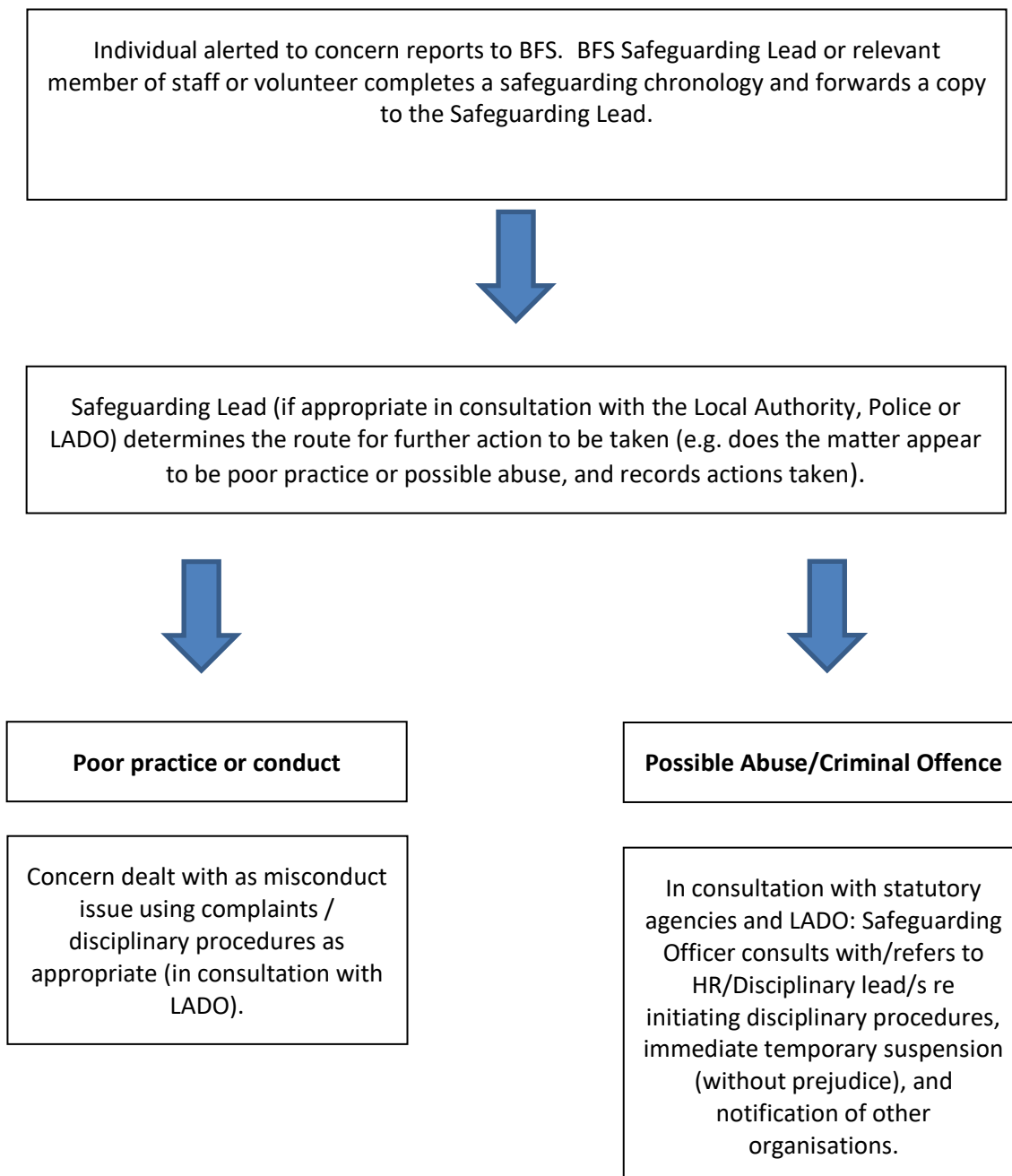


Safeguarding Lead makes decision on immediate referral to or consultation with Local Authority or Police; records actions taken / agreed (including who will inform parents or care network).



Safeguarding Lead sends written safeguarding report to Local Authority within 24 hours, and considers need for support or advice for original referrer or others involved including organisations with whom BFS is delivering service.

Should a there be a concern about a member of BFS staff or volunteer e.g. allegation about conduct towards a child or vulnerable adult



Date of most recent review 26/9/25

Date of next review: September 2026

Details of Safeguarding Officer: Charlotte Jenkins