



## Safeguarding Policy and Procedure 2026

### Introduction

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Pasic.

We believe that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe and are committed to practise in a way that protects them.

All employees, volunteers and contracted service providers have a clear responsibility to take action when they suspect or recognise that a child, young person or vulnerable adult may be a victim of harm or abuse. Although some of the above may have varying levels of contact with children, young people and vulnerable adults, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns.

It is important to remember, it is not the responsibility of any employee, trustee, volunteer or contracted service provider to determine whether abuse is actually taking place, but most importantly, it is their responsibility to take the actions set out in the procedure if they are concerned that abuse is taking place (Appendix 1).

#### 1. The purpose of this policy:

- to protect and promote the welfare of children, young people and adults who receive Pasic's services. This includes protection of all children, young people and vulnerable adults who attend Pasic events and activities and the children of adults who use our services.
- to provide employed staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection and ensure good practice, in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of harm

#### 2. Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children namely:

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

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- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018

### 3. Other relevant Pasic policies

This policy should be read alongside our policies and procedures on:

- Recruitment, induction, training, supervision and support
- Role of the designated safeguarding officer (Appendix 1)
- Dealing with disclosures and concerns about a child or young person (Appendix 2)
- I.T. / safety
- Anti-bullying
- Grievance / Complaints
- Whistleblowing
- Health and Safety
- Lone working policy and procedure
- Data Protection Policy

### 4. We recognise that:

- the welfare of the child (enshrined in the Children Act 1989), young people and vulnerable adults is paramount
- all individuals regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

### 5. We will endeavour to keep children and young people safe by

- valuing them, listening to and respecting them
- appointing a designated Safeguarding Officer (Appendix 1) and lead trustee for safeguarding (Contact details)
- abiding by and reviewing the Safeguarding Policy on an annual basis
- ensuring all staff and volunteers follow the Pasic Code of Conduct (Appendix 3)
- following and implementing Pasic's Safeguarding Procedures (Appendix 2) whenever we identify cases of risk and potential harm to children, young people and vulnerable adults
- developing and implementing an effective I.T and e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about child protection and good practice with children and young people, parents, staff and volunteers
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving parents and children and young people appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place

- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Roles and Responsibilities

The board of trustees are responsible for ensuring this policy and procedure are implemented, monitored and reviewed annually. The board of trustees will nominate a Safeguarding Officer for the organisation.

- All employees and volunteers are responsible for carrying out their duties in a way that effectively safeguards and promotes the welfare of children, young people and vulnerable adults. They must bring safeguarding concerns to the attention of the Safeguarding Officer and follow the Safeguarding procedure (Appendix 2).
- Other organisations funded by or working in partnership with Pasic are responsible for applying the appropriate DBS checks, delivering safeguarding training commensurate with their level of contact with children, young people and vulnerable adults; and ensuring their employees comply with their organisational Safeguarding Policy and Procedures
- The Safeguarding Officer is responsible for dealing with reports or concerns about the protection of children, young people and vulnerable adults appropriately, and in line with the procedures which underpin this policy. The Safeguarding Officer will liaise as necessary with the lead trustee for safeguarding and external organisations in the case of suspected abuse or that a child, young person or vulnerable adult is at risk.

#### 6. Staff and trustee selection and training:

All staff and trustees are carefully selected in accordance with our recruitment procedures and checked through the Disclosure and Barring Service (DBS) at the appropriate level. DBS checks will be renewed every 3 years. All staff and trustees must complete appropriate safeguarding training every 2 years.

#### 7. Contact details

##### Designated Safeguarding Lead

**Name:** Kerry Herrod  
**Telephone:** 07544085884  
**Email:** [kerry.herrod@pasic.org.uk](mailto:kerry.herrod@pasic.org.uk)

##### Pasic CEO

**Name:** Louise Towse  
**Telephone:** 07935 330805  
**Email:** [louise.towse@pasic.org.uk](mailto:louise.towse@pasic.org.uk)

CEOP

[www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline  
0808 800 5000

## Appendix 1

### Safeguarding Officer

Pasic will appoint a Safeguarding Officer who will be responsible for overseeing all matters regarding child protection and safeguarding concerns

The Safeguarding officer will:

- act as a point of contact for all paid employees, Board of Trustees, volunteers, parents, carers and any other persons who have child protection concerns or queries
- keep a documented record of all child protection and safeguarding issues/concerns
- keep a documented record of, and ensure that all employees, trustees and volunteers are DBS checked and reviewed annually
- ensure that all employees and trustees and other volunteers where appropriate, successfully complete safeguarding training every 2 years. Keep a documented record of training and review annually
- ensure that all venues, operators, companies and individuals sourced to support Pasic events are adequately checked (DBS / insurance) and maintain records of these checks
- provide a monthly update to the Board of Trustees
- keep themselves up to date with new safeguarding legislation and good practice following information issued by the NSPCC and other relevant organisations. The Safeguarding Officer will ensure all staff and trustees are kept up to date with new information as appropriate.
- liaise with the senior lead trustee for safeguarding

## Appendix 2

### Safeguarding Procedure

Guidelines for dealing with concerns about suspected abuse

All staff, trustees and volunteers have a duty to act immediately to inform the Safeguarding Officer and Chief Executive Officer of any concerns that a child, young person, vulnerable adult, volunteer or member of staff:

- has been harmed, abused or neglected,
- is being harmed, abused or neglected, or
- is at risk of harm, abuse or neglect

A concern may be raised in a number of ways:

- by the child, young person or vulnerable adult
- by a carer, family member, friend or member of the public
- by something you or another member of staff/volunteer have directly observed

Those raising the concern must be made aware that details will be shared with appropriate people but will be treated in confidence as far as possible.

Staff, trustees and volunteers have a duty to share the information with the Safeguarding Officer and Chief Executive Officer, but they should not discuss concerns with anyone else, for example work colleagues, unless the immediate welfare of the vulnerable adult makes this unavoidable.

### Recording concerns

It is vital that a written record of any incident or allegation of crime is made as soon as possible after the information is obtained. This must reflect, as accurately as possible, what was said and done by the people initially involved in the incident, either as a victim, alleged perpetrator or potential witness. The notes must be

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kept safe and secure as it may be necessary to make records available as evidence and to disclose them to a court.

The individual reporting the incident will provide the Pasic safeguarding officer with a dated written statement of what they have witnessed with dates, times, locations and names of those involved. All reports will then be filed electronically by the Safeguarding Officer in the Safeguarding log kept in a password protected folder.

Your record should include:

- Date, time and place of the incident
- Exactly what the child or vulnerable adult said, using their own words/their account about the abuse and how it occurred or exactly what was reported to you
- Appearance and behaviour of the child or vulnerable adult
- Any injuries observed
- If you witnessed the incident, write down exactly what you saw
- Name and signature of the person making the record

### **Responding to concerns and making referrals**

- If the potential case of harm or incident is identified during Pasic activities away from the hospital environment, the person identifying the potential harm must notify the Pasic Safeguarding Officer and CEO immediately.

The Safeguarding Officer will notify the relevant authorities. Within 1 week of notifying the relevant authorities, the Safeguarding Officer shall contact them again to ensure that the report has been, or is being actioned. If such assurance is not provided, the Safeguarding Officer shall continue to contact the relevant authorities on a weekly basis until such confirmation is obtained.

- If the potential case of harm is identified in the hospital environment by a Pasic staff member, volunteer or agency working on behalf of Pasic, the individual must notify the member of hospital staff responsible for safeguarding on the ward at Nottingham University Hospitals' Trust or Leicester University Hospitals' Trust immediately who will then follow their own procedure and notify the authorities. They must also notify the Pasic CEO and Pasic Child Safeguarding Officer as soon as possible, who will log the concern in line with Pasic procedure.
- Always listen to concerns raised by children/young people/other regarding actual or suspected harm. These must always be reported to the Safeguarding Officer. (In circumstances where they relate to the said Officer they should be reported to the CEO and lead trustee for safeguarding).
- Your initial reaction may be to dismiss it or to try to prove it's not true, but it's vital that you report your concerns if you feel a child or any individual is in danger. By not reporting your concerns it could mean that the abuse will continue.
- Always make clear that any suspicion or report of harm or abuse will be reported to the relevant authorities immediately – never promise to keep a report of harm or abuse secret
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Never disclose child protection reports or concerns outside of the circumstances noted above (i.e. Child Protection Officer, Chairman and relevant authorities)

### Concerns about a child or young person

If you're in a situation where you suspect the abuse of a child but they haven't actually said anything to you, there are a number of steps you can take:

(Reference NSPCC

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/what-if-suspect-abuse/>)

- Continue to talk to the child  
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- Most children who are being abused find it very difficult to talk about it. By having ongoing conversations, the time may come when they're ready to talk.
- Keep a diary. This is a good way to keep a note of your concerns and the way your child is behaving. It can also help spot patterns of behaviour.
- Talk to the child's nurse or consultant. The professionals who come into contact with the child may also have noticed them acting unusually. In the case of Pasic – a member of the child's medical team.
- Get someone else's perspective. Talk about your worries with a member of the nursing team or with an NSPCC helpline counsellor. Ask them what they think about your concerns. You can report your worries to the NSPCC helpline on 0808 8005000.
- If you suspect that someone is abusing a child, reporting the abuse may not be something you want to consider. Especially if the alleged abuser is a friend or family member.

#### Vulnerable Adults

If you are concerned about the immediate safety of a vulnerable adult, call the Police on 999, if in hospital inform the nurse in charge, or an ambulance if the person is in need of urgent medical assistance.

Where a member of staff is implicated in abuse:

If the conduct of a member of staff is implicated in the abuse of a child or vulnerable adult, details should be passed to the Chair. The member of staff may be suspended from all duties or relevant duties with immediate effect pending investigations.

These allegations could potentially result in any of the following types of investigations: Criminal, Child Protection and Disciplinary or misconduct.

## **Appendix 3 – Media consent, record keeping, documentation and sharing information**

See Pasic Data Protection Policy for more information on handling of and storing personal data.

#### Storing photos of families supported by Pasic, volunteers and supporters:

- Media consent for each family event must be sought from all families and for other stakeholders before photographs are saved on the Pasic One Drive system.
- Media consent must be checked and recorded on family registration documents for all events.
- Access to all photographs held is password protected.
- Photographic images held, can only be used for the purpose of promoting and informing the public/our funders about the work of our charity.
- Consent must be given by families and other stakeholders for any photographic image to be used for the purpose of promoting and informing the public about the work of our charity and before it is shared for this use with one of our supporters e.g. Trust or Foundation awarding grant funding.

## Appendix 4 – Standards

Pasic will abide by the following standards relating to child protection:

### Code of Conduct

Pasic employees, trustees or volunteers must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure that wherever possible there is more than one adult present during activities with children and young people, or at least that you are within sight / hearing of others
- Respect a child or young person's right to personal privacy / encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like
- Remember that someone might misinterpret your actions, no matter how well intentioned
- Be aware that physical contact with children or young people may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within Pasic's principles, guidelines and any other specific procedures
- Challenge unacceptable behaviour and report all allegations / suspicions of abuse

Pasic employees, trustees or volunteers must not:

- Have inappropriate physical or verbal contact with children and young people
- Allow yourself to be drawn into inappropriate attention seeking behaviour / make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking the facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of Pasic to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach

## Appendix 5 - Definitions

As defined by 'No Secrets' (DH 2000 updated 2015)

- a) Anyone under the age of 18 years is a child.
- b) Someone who is over the age of 18 who is, or may be in need of community care services for reasons of mental health, learning disability or other disability, age or illness and is, or may be, unable to take care of him/herself, or unable to protect him/ herself against significant harm or exploitation is a vulnerable young adult.
- c) References to 'young people' refers to people aged over 16 but under 18. Those aged 16-18 are included in the legal definition of a child.

'No Secrets' (DH 2000 updated 2015) defines abuse as a violation of an individual's human and civil rights by any person or persons. It categorises abuse as follows:

- Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- Sexual abuse, including rape and sexual assault or sexual acts to which the child, young person or vulnerable adult has not consented, or could not consent or was pressured into consenting.
- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.