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Money Advice Plus believes that it is always unacceptable for a child or young person to experience abuse of any kind. Whilst we do not work directly with children, we work with adults who come into contact with children, some of whom have caring responsibility for children. We may make visits to homes where children live, or carers may bring their children to Money Advice Plus’ offices.

We recognise that the welfare of the child/young person is paramount.

It is Money Advice Plus policy to follow SUSSEX CHILD PROTECTION AND SAFEGUARDING PROCEDURES JULY 2006 available at https://sussexchildprotection.procedures.org.uk/

Money Advice Plus will report concerns of abuse to the appropriate authority using agreed procedures, where possible

Procedure

1) Money Advice Plus will have an appointed child protection officer.

This is currently Andrea Finch

This person should have received training in safeguarding children which should be updated when required.

2) Abuse includes neglect, sexual abuse, emotional abuse, and physical abuse.

3) Concerns

Any worker in Money Advice Plus may have concerns about the welfare, abuse, or possible abuse of a child

Examples of when a concern is raised would be:

* A client tells you they have abused a child
* A client speaks about the abuse of a child by someone else
* A client’s child is seen with unexplained bruising
* During discussions about money with a client, it becomes apparent that food is not bought for children.
* During a home visit you become aware of housing conditions that impact adversely on children

Actual evidence of abuse is not required for there to be a concern

4) All concerns and any actions taken will be recorded following the recording procedures contained in the risk assessment procedures.

5) If immediate action is required to keep a child safe, the worker should call for the appropriate help. This would be emergency services -an ambulance or police.

6) Normally immediate action would not be required and the worker with concerns should speak at their earliest opportunity with the child protection officer, or if unavailable a Client Services Manager or Chief Executive of Money Advice Plus.

7) Normally any subsequent action would be agreed with the client concerned. Client’s details or confidential information about a child would not be passed to any other agency without consent from the client and/or the child’s parent or guardian, as appropriate. This is overridden if the child’s safety would be compromised by this.

7.1) Money Advice Plus confidentiality and Disclosure procedure will be followed.

8) Action taken could include:

* Calling social services for advice without passing on confidential information
* Referrals to other agencies
* Speaking again with the client for more information

Whenever there is concern that a child has been abused or neglected a referral must be made without delay to the duty social worker

9) Responsibilities

* All workers are responsible for flagging up any concerns about the welfare or abuse of a child. They should do this by speaking to Money Advice Plus child protection officer, or if unavailable Client Services Manager or Chief Executive of Money Advice Plus.
* The Child Protection Officer is responsible for ensuring their own training in safeguarding children is up to date.
* The Child Protection Officer is responsible for speaking with the worker with concerns and agreeing with them a course of action.

This Policy and procedure are included in the induction pack for all new staff and will be reviewed 2-yearly.