



PARENT-INFANT FOUNDATION SAFEGUARDING POLICY

INTRODUCTION

Parent-Infant Foundation is committed to providing a high quality service to all people interested in being part of our network and also in our day to day dealings with organisations that come into our contact for whatever reason. The Parent-Infant Foundation website will contain a link to the policy below.

Associated policies:

- Recruitment and Selection (including the Recruitment of Ex-Offenders)
- Volunteer Management
- Complaints Handling
- Data Protection
- IT and Social Media Acceptable Use
- Anti-harassment and Bullying
- Grievance and Disciplinary
- Whistleblowing
- Training and Learning Agreements
- Health and Safety (includes home and lone working)
- The Parent-Infant Foundation Staff Handbook

These associated policies were reviewed, updated and signed off at the July 2024 meeting, and are scheduled for board further review at the November 2025 meeting.

Key contacts

Safeguarding Lead

Name: Lucy Morton, Scotland Development Lead 07915 671081

Contact details: lucy@parentinfantfoundation.org.uk

Deputy Safeguarding Lead (in Lucy's absence)

Name: Keith Reed, CEO

Contact details: keith@parentinfantfoundation.org.uk 07754 543776

Trustee Safeguarding Lead

Name: Jane Turner

Contact Details: jane.turner144@gmail.com 07966 585162

All safeguarding issues will be handled with urgency and we may need to make enquiries in order to ascertain information to enable us to resolve the safeguarding matter.

1. Purpose of this policy

- 1.1. Although the Foundation has minimal contact with service users and the public, we want to ensure that the Parent-Infant Foundation's working practices support the safeguarding of children, young people and 'adults at risk'.
- 1.2. To provide a simple and effective framework that is proportionate to our work as an infrastructure organisation supporting other organisations who do direct work with families.

2. Statement of values and behaviours

- 2.1. The Parent-Infant Foundation believes that children, young people and 'adults at risk' have the right to be protected from abuse and harm and is committed to practice that supports this belief. Any concerns will be taken seriously and acted upon appropriately.
- 2.2. The Parent-Infant Foundation will be vigilant and proactive by ensuring that anyone working for or with us are safe from abuse, bullying, intimidation and exploitation. We will do this through a careful recruitment and selection process, a whistle blowing policy, ongoing supervision and monitoring arrangements, guidance on appropriate behaviour and by ensuring our sub-contractors have suitable safeguarding policies and procedures of their own.
- 2.3. Trustees, staff and volunteers involved with The Parent-Infant Foundation will be made aware of this policy and are required to adhere to it. Concerns must be reported without delay, as set out below.
- 2.4. Any payments, including in-kind payments, made to any child, young person or 'adult at risk' for any paid or volunteering role with The Parent-Infant Foundation, which is not subject to a separate contract of employment/volunteer's contract, will be signed off by both the Chief Executive Officer (CEO) and Company Secretary.

3. Definitions

- 3.1. A child is defined as a young person up to his or her eighteenth birthday, unless defined otherwise in law e.g. young people with a special educational need or disability.
- 3.2. An adult at risk is any person aged 18 and over who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him/herself or unable to protect him/herself from significant harm or serious exploitation¹.

4. Scope of policy

This policy applies in three contexts:

4.1 Work which involves The Parent-Infant Foundation staff and/or volunteers having contact with the public

¹ No secrets: Guidance on developing and implementing multiagency policies and procedures to protect vulnerable adults from abuse.

We recognise that some of our work and projects will, on occasion, result in The Parent-Infant Foundation staff and/or volunteers having limited contact with children, young people and 'adults at risk'.

In this regard, The Parent-Infant Foundation will:

- a. Ensure safe practice is implemented in all aspects of our work, including safe recruitment and selection of staff and volunteers.
- b. Consider staff posts and volunteer roles for a Disclosure and Barring Service (DBS) check where appropriate. This will be in line with national guidelines.
- c. Conduct and regularly review risk assessments to identify potential problems and issues specific to individual services and projects, including those related to home and lone working.
- d. Provide [Introduction to Safeguarding training](#) to all staff during induction, unless their skills and experience are sufficient to not require introductory training.
- e. Ensure staff and volunteers have access to further training and support as required, including advanced safeguarding training and specialist training for any direct contact roles and/or to support learning and development.

4.2 Work with other organisations/self-employed/consultants

As part of our capacity building support for the specialised parent-infant relationship sector, we provide a range of support for organisational development, including in relation to governance. This includes sharing learning from other organisations in developing policies and procedures that are appropriate to the organisation concerned and proportionate to the level and type of work concerned.

In this regard, The Parent-Infant Foundation will:

- a. Promote good practice in governance, organisational and volunteer management.
- b. Share learning with and provide signposting to relevant sources of support for organisations who are developing and reviewing their safeguarding policies and procedures, where requested or appropriate to do so.
- c. Promote local safeguarding training, professional body requirements, sector quality standards and the AIMH practitioner competencies to specialised parent-infant relationship teams.
- d. Where appropriate, raise concerns about the work and conduct of an organisation or partnership in the appropriate way. This could be, for example, by raising the issue with the organisation concerned and/or by following local statutory procedures for reporting concerns.
- e. Require any consultants/self-employed contractors/formal organisational partners to provide evidence that they have appropriate safeguarding policies and procedures in place, including where appropriate, access to clinical supervision from a suitably qualified supervisor.

4.3 The Parent-Infant Foundation's responsibility

The Parent-Infant Foundation will ensure that any concerns regarding a member of staff or volunteer's physical or psychological safety are addressed appropriately, including where appropriate, referral to a safeguarding agency. The Parent-Infant Foundation line managers will ensure that safeguarding procedures are followed where they have a concern about a risk to a child, young person or 'adult at risk' who is working for The Parent-Infant Foundation as staff or volunteer. Allegations against any member of staff or volunteer will be investigated by the CEO, whose first priority will be to ensure the safety of any child, young

person or 'adult at risk'. Allegations against the CEO will be investigated by the Deputy Chair and safeguarding trustee.

5. Safeguarding lead

- 5.1. The Parent-Infant Foundation has a nominated safeguarding lead, currently Lucy Morton, the Scotland Development Lead. She will be the first point of contact for The Parent-Infant Foundation staff/volunteers with concerns about safeguarding children, young people or 'adults at risk'. Lucy Morton may be contacted at lucy@parentinfantfoundation.org.uk.
- 5.2. The nominated safeguarding lead will report any issues connected to safeguarding concerns and issues to the CEO for oversight.
- 5.3. In the absence of the nominated safeguarding lead, the CEO, Keith Reed, will act as first point of contact, who is also trained in safeguarding procedures. Keith Reed may be contacted at keith@parentinfantfoundation.org.uk.

6. Reporting and recording concerns (visual process attached at Appendix 2)

- 6.1 Any Parent-Infant Foundation staff member or volunteer with concerns about a child, young person or 'adults at risk' must treat allegations or concerns seriously, and take timely and appropriate action according to local procedures and national guidance. If a child is at immediate risk, ring 999 or local children's services. If there is no immediate risk but you are unsure how to proceed, ring the Parent-Infant Foundation nominated safeguarding lead immediately, on 07932 603079.
- 6.2 All safeguarding concerns, whether reported to another agency or not, must (also) be reported to the Parent-Infant Foundation's nominated safeguarding lead using the Safeguarding Record Form in appendix 1.
- 6.3 It will be the responsibility of the nominated lead (or, in his/her absence, the CEO) to ensure that the staff member/volunteer has followed local safeguarding procedures in accordance with national guidance. Also, that the concerns have been appropriately documented.
- 6.4 Where appropriate, the nominated safeguarding lead must make a referral to local children's social services and/or the police if this has not been done already.
- 6.5 The staff member/volunteer must complete a copy of the Parent-Infant Foundation Safeguarding Record Form and store it in line with the Parent-Infant Foundation Data Protection Policy.

7. Record keeping

- 7.1. Any actions, decisions and referrals made by a member of The Parent-Infant Foundation staff or a volunteer will be recorded using the format attached at appendix 1. At the time of writing, all four home nations fall within the auspices of European GDPR legislation. If this were to change, records will be kept in accordance with relevant data protection legislation in the respective home nation.

8. Transparency

- 8.1. Staff and volunteers should be honest with those about whom they are concerned. The Parent-Infant Foundation staff and volunteers are required to take further action in accordance with local procedures and national guidance. They will endeavour, where safe and appropriate to do so, to explain what these actions are to the individual concerned and the individuals' carer if appropriate.

9. Policy review

9.1. This policy provides a framework proportionate to the nature of The Parent-Infant Foundation's work at the time of writing. Should the nature of that work change The Parent-Infant Foundation will review this policy and re-submit to the Board of Trustees as the need arises.

9.2. This policy is reviewed each year.

10. Further sources of information and guidance

10.1 NSPCC's guidance on [Safeguarding children, young people and adults aged 0-25 in the voluntary and community sector](#)

10.2 Finding your local safeguarding board <http://www.justact.org.uk/2014/10/15/find-your-local-safeguarding-children-board-lscb/>

10.3 NSPCC's Spotting the Signs of Child Abuse <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

10.4 NSPCC Helpline for Professionals worried about a child or young person 0808 800 5000

10.5 NSPCC Whistleblowing Helpline for anyone worried about how child abuse is being addressed by their organisation 0800 028 0285

10.6 NHS advice on What to Do if you are worried about a vulnerable adult
<https://www.nhs.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-vulnerable-adults/>

10.7 Action on Elder Abuse free, confidential helpline 0808 808 8141

If you require this information in a different format then please contact Parent-Infant Foundation on 0300 365 8747 to let us know your needs.

Date:	20 th May 2025
Due for review:	November 2025

Appendix 1: The Parent-Infant Foundation Safeguarding Record Form

Staff/Volunteer Name:		Telephone Number: (ideally mobile)	
The Parent-Infant Foundation Line Manager's Name:			
Have you informed your line manager about these safeguarding concerns/actions?	Yes/No		
Name of Child/Young Person/Adult at risk about whom there are concerns/allegations:			
Address:			
Date of Birth:			
Name, address and phone number of parent/carer:			
Describe the concerns/allegations (e.g. child had hand-shaped bruise, young person reported sexual exploitation, adult reported financial exploitation etc)			

Describe what actions you have already taken	
Has the parent (or responsible carer over 18) of the child, young person, or adult at risk given their consent for your actions?	
Have they given you consent to contact others about your safeguarding concerns? (consent is not always required but it is helpful to record what you have and have not discussed and agreed with the person/family in question):	
Has child, young person, or adult at risk given their consent for your actions? What is their understanding of your concerns/actions?	
Describe what next steps you have agreed with the child/YP/adult at risk, and any others (eg carers, professionals, The Parent-Infant Foundation staff etc)	

If you have referred this child/YP/'adult at risk' to any service regarding these concerns, please provide the services' name, address, phone number here, and the names of any members of staff you have spoken to. Attach copies of any referral letters or other correspondence to this form.

Signed:

Print:

Date and Time:

What to do next:

Save this form (and any other documents which include any identifiable details of the child/YP/adult) with a password to protect the information. Keep the password safe, and separate.

Do not send this form electronically unless you are requested to do so by a manager or director.

If you have not already done so, now contact your line manager and the Scotland Development Lead to advise him/her of your concerns and actions.

Appendix 2: The Parent-Infant Foundation Safeguarding Reporting Process Visual Flow Chart v1

