

## **Safeguarding Policy Statement**

### **The purpose and scope of this policy statement**

Fife Gingerbread works with families and children and is a voluntary sector organisation that provides an information, advice and support service to lone parent, vulnerable and disadvantaged families across Fife.

### **Our aim is simple**

***“Better todays and brighter tomorrows for lone parent,  
vulnerable and disadvantaged families in Fife.”***

We support and empower lone parent, vulnerable and disadvantaged families through early intervention and partnership working.

We facilitate positive change by being accessible, inclusive and flexible in our approach.

### **The purpose of this policy statement is to safeguard everyone who uses the service specifically:**

- To protect the children and young people from the families who receive Fife Gingerbread services.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Fife Gingerbread including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children in Scotland. A summary of the key legislation and guidance is available from [www.nspcc.org.uk/Childprotection](http://www.nspcc.org.uk/Childprotection)

### **We believe that:**

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

### **We recognise that:**

- The welfare of the child is paramount and we will work to the Scottish framework and principles of “Getting it Right For Every Child” (GiRFEC)
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a 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.

**We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers 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 developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via our website, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made and a robust induction is in place
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environments for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

**Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Safer recruitment policy and procedures
- Professional Boundaries Policy
- Code of conduct for staff and volunteers

- Anti-bullying policy and procedures
- Photography and image sharing guidance
- Safe storage and retention periods of information about our families in line with current legislation
- Whistleblowing policy

## Contact details

Nominated Child Protection Lead

Name: Kathryn Miller

Email: [kathryn@fifegingerbread.org.uk](mailto:kathryn@fifegingerbread.org.uk)

Phone: 01333 303124 or 07545111311

Deputy Child Protection Leads

Name: Zoe Taylor and Roma Crawford

Email: [Zoe.Taylor@fifegingerbread.org.uk](mailto:Zoe.Taylor@fifegingerbread.org.uk) [Roma@fifegingerbread.org.uk](mailto:Roma@fifegingerbread.org.uk)

Phone: 01592 725210

Board Lead for Safeguarding and Child Protection

Name: Jemma Forbes

Phone/email: 01592 725210 [jemma.forbes@fifegingerbread.org.uk](mailto:jemma.forbes@fifegingerbread.org.uk)

We are committed to reviewing our policy and good practice annually.