

PREFACE

All organisations that work with children or with adults who have dependent children need to have in place:

- Clear priorities for safeguarding and promoting the welfare of children explicitly stated in strategic policy documents
- A clear commitment by senior management to the importance of safeguarding and promoting children's welfare
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children
- Recruitment and human resources management procedures that take account of the need to protect children and young people including arrangements for appropriate checks on new staff and volunteers
- Procedures for dealing with allegations of abuse against members of staff and volunteers
- Arrangements to ensure all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals, and that all staff, including temporary staff and volunteers who work with children, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that
- Policies in place for safeguarding and promoting the welfare of children including a child protection policy, and procedures that are in accordance with guidance from Hertfordshire Safeguarding Children's Board and locally agreed inter-agency procedures
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information
- A culture of listening to and engaging in dialogue with children – seeking their views in ways appropriate to their age and understanding, and taking account of those both in individual decisions and establishment of services and
- Appropriate whistle blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed

This document offers the instructions and advice required to ensure that the above universal responsibilities are effectively discharged.