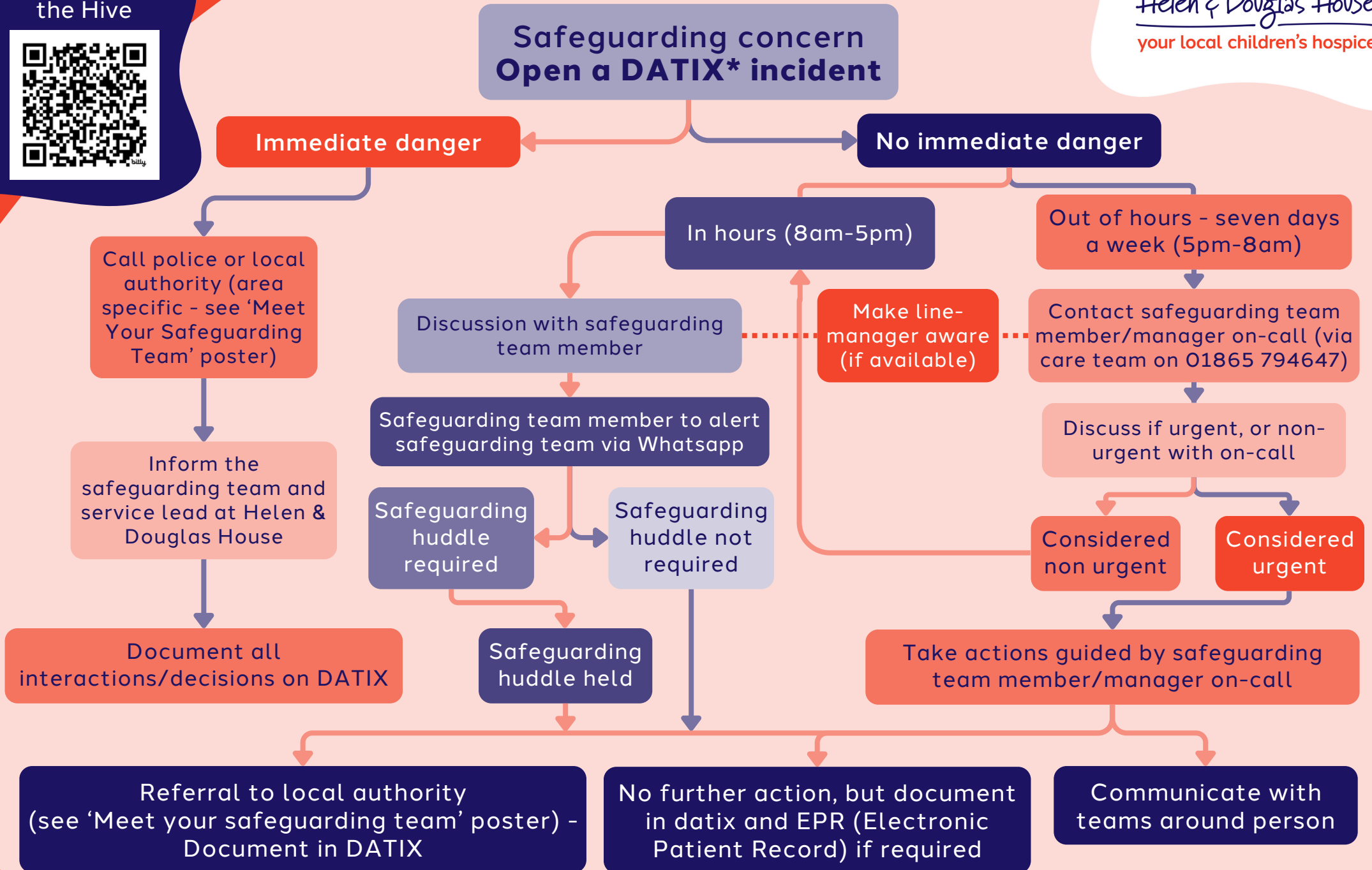


For full details visit the Hive



Safeguarding Concern: Flow chart



*If DATIX not available, undertake at earliest opportunity

It's
everyone's
business

Meet your safeguarding team

If you see or hear anything that makes you feel worried about a child, young person or adult, even if it doesn't seem important, please talk to a member of our safeguarding team about it as soon as possible.


Helen & Douglas House
your local children's hospice

We are here to support and advise you on what to do. We're available Monday to Friday from 9:00am until 5:00pm.



Sally Hayes

Director of
Nursing & Care

Designated
Safeguarding
Officer



Dr Emily Harrop

Medical Director
and Consultant in
Paediatric
Palliative Care



**Katrina
Williams**

Head of Care



Andrea Revell

Social Worker



Sue Simpson

Social Worker



Sommia Chand

Quality and
Compliance Lead



Debbie Kelly

Head of
Community
Services



**Dr Laura
Nohavicka**

Consultant in
Paediatric
Palliative Care



**Catherine
Mezzetti**

Head of
Professional
Development

To contact us please speak to a member of the team or call 01865 794749.

If you are concerned about the immediate safety of a child, or you can't get hold of the safeguarding team, don't wait, call your local MASH (Multi-Agency Safeguarding Hub) without delay.

Oxfordshire: 0345 050 7666

Buckinghamshire: 01296 383962

Windsor and Maidenhead: 01628 683150

Wokingham: 0118 908 8002

If you are concerned about an adult, please call:

Oxfordshire: 01865 328232

Buckinghamshire: 0800 137 915

West Berkshire: 01635 519056

Windsor and Maidenhead: 01628 683744

Bracknell: 01344 351500

Reading: 0118 937 3641

Wiltshire: 0300 4560108

Gloucestershire: 01452 426565

Slough: 01753 475111

Wokingham: 0118 974 6772

Reading: 0118 937 3747

Wiltshire: 0300 456 0111

Gloucestershire: 01452 426868

For full details
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(login required)



Safeguarding Framework

Statement of commitment from the Trustees:

We will proactively safeguard and promote the welfare of Helen & Douglas House's beneficiaries, staff, volunteers and other persons who come into contact with the charity.

What we have in place:

- Safeguarding team
- Safeguarding steering group
- Safeguarding children – child protection policy and procedure
- Safeguarding Vulnerable Adults policy
- Deprivation of Liberty Policy
- Procedure for managing allegations of abuse against staff and volunteers
- Information sharing protocol
- Community shop handbook
- Whistleblowing policy and procedure
- DBS Checks and protocols
- Young person's consent form – retail
- Vulnerable adult agreement form – retail
- Lone working policy and departmental guidelines
- Mental Capacity Act Policy
- Equality and Diversity Policy

We are committed to training and train in accordance with The Intercollegiate Documents RCN 2019:

- All staff and volunteers to level one
- All clinical staff to level three
- At least two members of staff to level four

What we do:

- Safeguarding is an agenda item at every trustee meeting
- An annual safeguarding report is tabled once year at the trustees' meeting
- We have planned an annual audit of shops including safeguarding issues
- Standard agenda item at the Clinical Governance Committee
- Commitment to promoting awareness across the entirety of the organisation

Across organisational representation:

- Trustee
- Executive & Clinical Directorate – Director of Nursing & Care
- Retail – Head of Retail
- Fundraising – Head of Data and Supporter Services
- Support Services – Head of People Resourcing
- Finance and IT – IT Manager

For full details
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