



# **Child Protection Policy**

## **September 2025**



## Child Protection Policy

Who's this for?	Honeycomb Group
Version control - document status/implementation date	V.1
Consultation with stakeholders - please list	<p>Safeguarding Leads Group representatives</p> <ul style="list-style-type: none"> <li>• Executive Director Support and Well-being</li> <li>• Head of customer and neighborhood</li> <li>• Head of domestic abuse</li> <li>• Head of Business Development, Quality and Operations</li> <li>• Head of homelessness and complex needs</li> <li>• Business partner: Quality assurance</li> </ul>
Equality impact assessment if applicable & date	16 <sup>th</sup> September 2025
Data Protection Assessment (by DPO) & date	DPO
Date created	28 <sup>th</sup> September 2017
Last update	September 2025
Review required	Annually
Owner (Executive Lead)	Executive Director of Support & Wellbeing
Reviewed by:	Safeguarding Leads Group
Approved by:	Board of Management – 18.09.2025

### Document Revision History

Version	Date	Description of Change	Author
1.0	15.09.2025	Updated in line with current policies and procedures	Kerry Birtles

### Links to Associated Policies and Procedures

- Child Protection procedures
- The role of Designated Safeguarding Leads
- Managing allegations against staff and volunteers
- Safeguarding Recording Procedure
- Code of Conduct/ Staff Handbook
- Professional Boundaries
- Safeguarding Escalation Procedure
- Complaints policy

- Data Protection and Retention policy and procedures
- Equality and Diversity policy
- Managing Risk
- Whistle Blowing policy
- Health & Safety
- Lone Wor

## 1. Introduction

The protection of children and young people is a priority for the organization. The duty places significant responsibilities upon the organization to have a clear policy in place, that allows all colleagues across the breadth of service to understand those responsibilities and ensure that our practice enables children and young people to be protected from experiencing harm of abuse.

Under Section 105 of the Children Act 1989, a child is defined as a person under the age of 18.

This policy should be read and considered as part of a suit of documentation and training materials, aimed at giving clarity around our child protection responsibilities and associated procedures.

This policy applies to all staff, including senior managers and the Board of Trustees, paid and agency colleagues, volunteers and sessional workers, students or anyone working on behalf/ representing of Honeycomb Group Ltd (HG) and its subsidiaries.

## 2. The purpose of this policy:

Honeycomb Group upholds that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects their safety. We must,

- Be clear and precise in our collective understanding of safeguarding responsibilities towards children and young people.
- Apply the policy and associated procedure consistently when supporting children and young people who come into contact with our services and those who deliver them.
- To highlight the significance of safeguarding across the organization and our collective efforts to mitigate risk and increase safety.

## 3. Key Principles

We recognize that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse
- some children experience increased vulnerability as a result of their level of their age and level of dependency, communication needs or where their early life experiences have impacted on their levels of safety in the home or wider community.
- working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare and increasing safety. The views of children and young people should be given paramount consideration.
- children and young people can be criminally exploited through county lines gangs by being coerced to store drugs and/or money. Other forms of criminal exploitation can include sexual exploitation, trafficking, gangs, and knife crime.
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## **We will increase safety and mitigate risk to children and young people by:**

- valuing their opinion, listening to their perspective and being ever curious
- appointing a Designated Safeguarding lead with supporting deputies to drive best practice through the organization
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety procedure
- providing effective management for staff and volunteers through supervision, support, and quality assurance measures
- ensuring staff are appropriately trained in safeguarding to a level appropriate to their specific role
- recruiting staff and volunteers safely, ensuring all necessary checks are made including DBS check and appropriate references (anyone who is only DBS cleared for adults will, if the need for contact with a child(ren) is required, have a Case Manager or other professional with them e.g. Children's Social worker)
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one to one discussions
- using our safeguarding procedures to share concerns and relevant information with statutory agencies who need to know, and involving children, young people, parents, families, and carers appropriately, sensitively managing issue of consent openly and transparently.
- using our procedures to manage any allegations against staff and volunteers appropriately (Safeguarding and Risk Escalation Procedure)
- 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
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

## **4. Contextual safeguarding and cultural sensitivities**

We recognise the importance of contextual safeguarding, that children, young persons or adults should not be seen in isolation from the environment around them. We understand cultural sensitivities and that issues of ethnicity, faith and race need to be proactively considered in the context of safeguarding .

### **We will ensure that staff:**

- Develop cultural competence across the organization regarding equality, diversity and inclusion, without prejudice

- Can identify practice issues regarding cultural sensitivity, community beliefs and religion.
- Undertake assessments using a variety of sources of information to support professional decision-making, including the family, other professional perspectives and historical information.

## 5. Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989 & 2004
- Children and Families Act 2014
- Children and Social Work Act 2017
- Counter Terrorism and Security Act
- Data Protection Act 2018
- Domestic Abuse Act 2021
- Human Rights Act 1998
- Mental Capacity Act 2005
- Modern Day Slavery Act
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- United Convention of the Rights of the Child 1991
- Working together to safeguarding children: a guide to interagency working to safeguard and promote the welfare of children; February 2024:  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Local Safeguarding Board guidance (all local authority areas in which we operate):
- Stoke-on-Trent Safeguarding Children Partnership
- Staffordshire Safeguarding Children Board
- Cheshire East Local Safeguarding Procedures
- Derby and Derbyshire Local Safeguarding Procedures
- Children's Wellbeing and Schools Bill (2025)
- Independent Inquiry into Child Sexual Abuse (IICSA)

## 6. Mental Capacity – Safeguarding Young People

We recognise that young people, aged 16 and over are presumed to have capacity. They can consent to, or refuse, treatment in their own right, including hospital admission. They can refuse access to their medical records and not give consent for clinicians to disclose information to parents. The Mental Capacity Act does not apply to children under the age of 16.

A referral will be made to the local social care team where there are concerns that a person being abused lacks mental capacity so a Mental Capacity Assessment can be made, and that person will be informed of this referral.

### Best Interest Decision

Everything that is done for or on behalf of a young person who lacks capacity must be in that person's best interests. The Mental Capacity Act 2005 provides a checklist of factors that decision-makers must work through in deciding what is in a person's best interests.

Further information can be found on Hive in the document '**Mental Capacity Act – Guidance for staff**'.

## 7. Responsibilities

The Group Chief Executive - retains the overall corporate responsibility for the implementation of this policy. The day to day delegation of this policy is given to the Executive Director of Support and Well-Being.

**Safeguarding Leads (including safeguarding board)** The organization has a safeguarding board which is chaired by the designated safeguarding leads. This board has presentation from across the group and scrutinizing all safeguarding and serious incidents on a quarterly basis. This also includes safeguarding referral and escalations where necessary. The board also considers any learning from DHRDR, local safeguarding child practice review locally or nationally. The data and practice is reported to the charity board 6 x per year and subsequently to the board of management.

**Service Managers** - At an operational level, responsibility for implementing safeguarding for Adults and Children will be delegated to service managers.

**All staff** - are responsible for understanding, reporting, and sharing information relating to the safeguarding of children, young people and adults at risk of abuse and will be briefed and/or trained accordingly.

**The Board** including all of its members are responsible for the delivery of its child protection responsibilities.

## 8. Training

Honeycomb Group will ensure that all staff and volunteers receive relevant training and development to support them to carry out their safeguarding duties. Honeycomb group will arrange/ provide information, advice, and training in the form of:

- New staff induction
- On-line training
- Access to specialist safeguarding training courses at all levels
- The policy, procedures and guides available to all on Hive
- Reflective practice reviews following serious incidents/ safeguarding referrals where appropriate

Staff will be required to follow good practice and participate in local inter-agency partnerships and training.

A training matrix will be used to identify which training is required across the Group. The matrix will be reviewed quarterly by the Safeguarding Leads team to ensure the most appropriate training is given.

## 9. Performance monitoring & compliance

Incidents of abuse or suspected abuse will be recorded in the case files and the 'Safeguarding log'. Safeguarding leads will review all reported cases each quarter and report any concerns to the Executive Team Safeguarding Lead.

Annually there will be a summary report to Board on safeguarding activity including staff training,

The Executive Team and the Safeguarding Group will lead on safeguarding monitoring and improvement. The Charity will review progress on behalf of the Board at each board meeting.

All monitoring and reporting will comply with HG's Data Protection policy.

**10. Data Protection** - policy to be reviewed by the data protection officer.

**11. Review** This policy shall be reviewed annually unless there is a change in legislation or regulation.

**Date: September 2026**

## **Appendix 1**

### **Safeguarding Children and Young People and Vulnerable Adult Lead Contacts – Role Description**

- To provide advice, guidance and direction to all our staff on matters of Safeguarding Children and Young People and Vulnerable Adults
- Ensure that formal referrals are made as appropriate to Children or Vulnerable Adults Social Care Services.
- Liaise and work with statutory agencies regarding concerns, disclosures and incidents of abuse or harm to Children, Young People and Vulnerable Adults.
- To raise with external partners and with Executive leads any concerns about external responses to referrals made by our staff
- To respond to concerns raised in accordance with our escalation procedure
- Receive and act on all information from Staff, Parents, Relatives, Children/Young People and Vulnerable Adults about abuse or safeguarding concerns
- To contribute to the implementation, monitoring and review of Safeguarding Children and Young People and Vulnerable Adult Policies and Procedures
- In conjunction with Human Resources managers, ensure that adequate training in Safeguarding Children and Young People and Vulnerable Adults is provided for all customer facing staff at the appropriate level.
- Be responsible for the adequate storage and protection of recordings and information relevant to safeguarding concerns
- Be aware of the role of Stoke-on-Trent, Cheshire East, Derbyshire and Staffordshire Safeguarding Children and Adult Safeguarding Boards and ensure that we have access to and works in accordance with the relevant Safeguarding Procedures.



## Honeycomb Group – Safeguarding Leads

<b>Designated Executive Team Lead</b>	<b>Kerry Birtles – Executive Director of Support and Wellbeing</b> Mobile: 07970 938972 Direct Dial: 01782 743801 <a href="mailto:kerry.birtles@honeycombgroup.org.uk">kerry.birtles@honeycombgroup.org.uk</a>
<b>DHR Lead</b>	<b>Lucy Willis – Head of Domestic Violence and Abuse Services</b> Mobile: 07816 072280 Direct Dial: 01782 743813 <a href="mailto:lucy.willis@findtheglow.org.uk">lucy.willis@findtheglow.org.uk</a>

## Concrete

<b>Steve Barkess – Head of Homelessness and Complex Needs</b> Mobile: 07870 505321 Direct Dial: 0330 094 5558 <a href="mailto:steve.barkess@thisisconcrete.org.uk">steve.barkess@thisisconcrete.org.uk</a>	<b>Second Contact</b>	<b>Children and Young People</b> <b>Steph Hughes – Operations Manager</b> Mobile: 07583 091442 Direct Dial: 01782 697497 <a href="mailto:steph.hughes@thisisconcrete.org.uk">steph.hughes@thisisconcrete.org.uk</a>
		<b>Vulnerable Adults</b> <b>Michelle Coles – Operations Manager</b> Mobile: 07583 091442 Direct Dial: 01270 439862 <a href="mailto:michelle.coles@thisisconcrete.org.uk">michelle.coles@thisisconcrete.org.uk</a>

## Glow

<b>First Contact</b>	<b>Lucy Willis – Head of Domestic Violence and Abuse Services</b> Mobile: 07816 072280 Direct Dial: 01782 743813 <a href="mailto:lucy.willis@findtheglow.org.uk">lucy.willis@findtheglow.org.uk</a>	<b>Second Contact</b>	<b>Children and Young People</b> <b>Sarah Buckley – Service Manager</b> Mobile: 07972 639902 Direct Dial: 01782 697417 <a href="mailto:sarah.buckley@findtheglow.org.uk">sarah.buckley@findtheglow.org.uk</a>
			<b>Vulnerable Adults</b> <b>Jackie Capewell – Operations Manager</b> Mobile: 07884 311218 Direct Dial – 01782 697398 <a href="mailto:jackie.capewell@findtheglow.org.uk">jackie.capewell@findtheglow.org.uk</a>

## Revival

<b>First Contact</b>	<b>Diane Pyatt – Head of BD, Quality &amp; Operations</b> Mobile: 07815 017335	<b>Second Contact</b>	<b>Katie Thompson - Operations Manager (Support &amp; Wellbeing)</b> Mobile: 07816 484736
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	<b>Direct Dial: 01782 743887</b> <b>diane.pyatt@honeycombgroup.org.uk</b>		Direct Dial: 01782 572249 <a href="mailto:katie.thompson@thisisrevival.org.uk">katie.thompson@thisisrevival.org.uk</a>
			<b>Bethany Clews</b> - Wellbeing Support Super Mobile: 07813 591180 Direct Dial: 01782 572252 <a href="mailto:bethany.clews@thisisrevival.org.uk">bethany.clews@thisisrevival.org.uk</a>

## Staffs Housing

<b>First Contact</b>	<b>Giles Parkyn – Head of Customer &amp; Neighbourhood</b> Mobile: 07970 939799 Direct Dial: 01782 743916 <a href="mailto:giles.parkyn@staffshousing.org.uk">giles.parkyn@staffshousing.org.uk</a>	<b>Second Contact</b>	<b>Julie Sisk – Neighbourhood Manager</b> (Sheltered and Extra Care) Mobile: Direct Dial: 01782 316092 <a href="mailto:julie.sisk@staffshousing.org.uk">julie.sisk@staffshousing.org.uk</a>
			<b>Danielle Jones</b> -Neighbourhood Manager (General) Mobile: 07950 911534 Direct Dial: 01782 911534 <a href="mailto:danielle.jones@staffshousing.org.uk">danielle.jones@staffshousing.org.uk</a>
			<b>John Blair – Customer Hub Manager</b> Mobile: 07779 416180 Direct Dial: 01782 743889 <a href="mailto:john.blair@honeycombgroup.org.uk">john.blair@honeycombgroup.org.uk</a>