



Trigeminal Neuralgia Association (TNA UK)

Child Safeguarding Policy

Named Safeguarding Lead: Aneeta Prem

This version prepared by Aneeta Prem CEO

Date Approved by Board of Trustees:

Review date:

Introduction

TNA UK (the "Charity") provides a range of services to adults to further the relief of those suffering from trigeminal neuralgia (TN) in particular providing information, support and adding to knowledge about TN; providing support, information and advice to people with TN; raising awareness of TN, and supporting research.

Aims

TNA UK will not tolerate the abuse in any of its forms and is committed to safeguarding all with care and support needs from harm.

The purpose of this policy statement is:

- to protect children and young people who receive Trigeminal Neuralgia Association's (TNA's) services from harm. This includes the children of adults who use our services.
 - to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on behalf of TNA 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 seeks to protect children in the nations of the United Kingdom.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

TNA believes 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 practise in a way that protects them.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Who do I go to if I am concerned?

The named responsible person for safeguarding duties for TNA UK is Aneeta Prem
Aneeta.prem@tna.org.uk

All staff and volunteers should contact Aneeta Prem for any concerns/queries they have in regards to safeguarding children. A log of the concern must be kept.

Aneeta Prem will be responsible to make decisions about notifying social services if required and consider alternative actions, where necessary.

Aneeta Prem will also ensure that the safeguarding policy and procedures are in place and up to date.

What should I do if I am concerned?

Staff and volunteers at TNA UK who have any safeguarding concerns should:

1. Respond

- Take emergency action if an individual is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened, but do not probe or conduct a mini-investigation

2. Report

- Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above). Aneeta Prem

3. Record

As far as possible, records should be written contemporaneously, dated and signed. TNA UK will keep records about safeguarding concerns confidential.

4. Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) whether there is a person in a position of trust involved
- (2) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- o the police if a crime has been committed and/or
- o service commissioning teams
- o family/relatives as appropriate

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

What are your roles and responsibilities?

All staff, management, trustees and volunteers at TNA UK are expected to report any concerns to the named person for safeguarding. If the allegation is against one of TNA UK members, volunteers, trustees or staff, seek advice from TNA UK safeguarding lead. If the allegation is against the safeguarding lead, seek advice from The Chair, Tony Williams.

The designated safeguarding lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

Complaints procedure

TNA UK promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

TNA UK is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Confidentiality and information sharing

TNA UK expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, TNA UK does not share information if not required.

It should however be noted that information should be shared with authorities if an individual is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm.

Recruitment and selection

TNA UK is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing individuals with care and support needs to people unsuitable to work with them.