

## Safeguarding Policy Statement for Children and Young People

The Bodie Hodges Foundations aims and vision is to give hope to families bereaved of a child by providing a range of services that support grieving families and encourage them to rebuild and remember. We do this through Bodie's Bereavement Service and our projects, we provide family centered services, early therapeutic support to newly bereaved families, work with siblings to explore their grief and make memories. The services we offer include

- 1-1 counselling sessions for both adults and children
- Joint counselling sessions for adults
- School and college-based counselling sessions
- Group peer support sessions for both adults and children

All sessions are based either at Bodie's House 254 Braunstone Lane Leicester LE3 3AS, within schools and colleges in Leicester Leicestershire and Rutland or external risk assessed venues

The Bodie Hodges Foundation aims to ensure every family in Leicester, Leicestershire and Rutland who experiences the death of a child have access to bereavement support.

### The purpose of this policy is:

- to protect children and young people who receive Bereavement support from the Bodie Hodges Foundation 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 The Bodie Hodges Foundation including senior managers and the board of trustees, paid staff, volunteers, associate counsellors, 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 England.

A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](http://nspcc.org.uk/childprotection).

## Supporting documents

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

- [role description for the Designated Safeguarding Lead](#)
- [dealing with disclosures and concerns about a child or young person](#)
- [managing allegations against staff and volunteers](#)
- [record keeping](#)
- [Code of conduct for staff and volunteers.pdf](#)
- [behaviour codes for children and young people](#)
- [safer recruitment](#)
- [Online Safety Policy.docx](#)
- [anti-bullying](#)
- [managing complaints](#)
- [whistleblowing](#)
- [health and safety](#)

- induction, training, supervision and support
- Adult to child supervision ratios

### We believe that:

The Bodie Hodges Foundations believes 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 all children is paramount in all the work we do and in all the decisions we take, working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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 therefore extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

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

- valuing, listening to and respecting them
- appointing a nominated child safeguarding lead for children and young people, a deputy and a lead trustee board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, volunteers and students
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff, volunteers and students through supervision, support, training and quality assurance measures so that all staff and

volunteers know about and follow our policies, procedures and behavior codes including confidently

- recruiting and selecting staff, students and volunteers safely, ensuring all necessary checks are made and all training is offered in accordance with our safeguarding responsibilities as an organisation
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance including our registration with the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk)
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, website and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage [allegations against staff and volunteers](#) 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. Read our [Anti-bullying policy.pdf](#)
- 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
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## Reporting Concerns

If any members of staff, employed or voluntary become aware of any abuse or neglect they are to report this immediately to Nicola Rhodes, in her absence, please notify Emily Burns or Nicola Tyers.

It is important that the member of staff or volunteer writes down exactly what the child is saying and what you said to the child. Ensure that dates and times of events are also recorded. When the conversation is over you also need to write down the date and times that this took place.

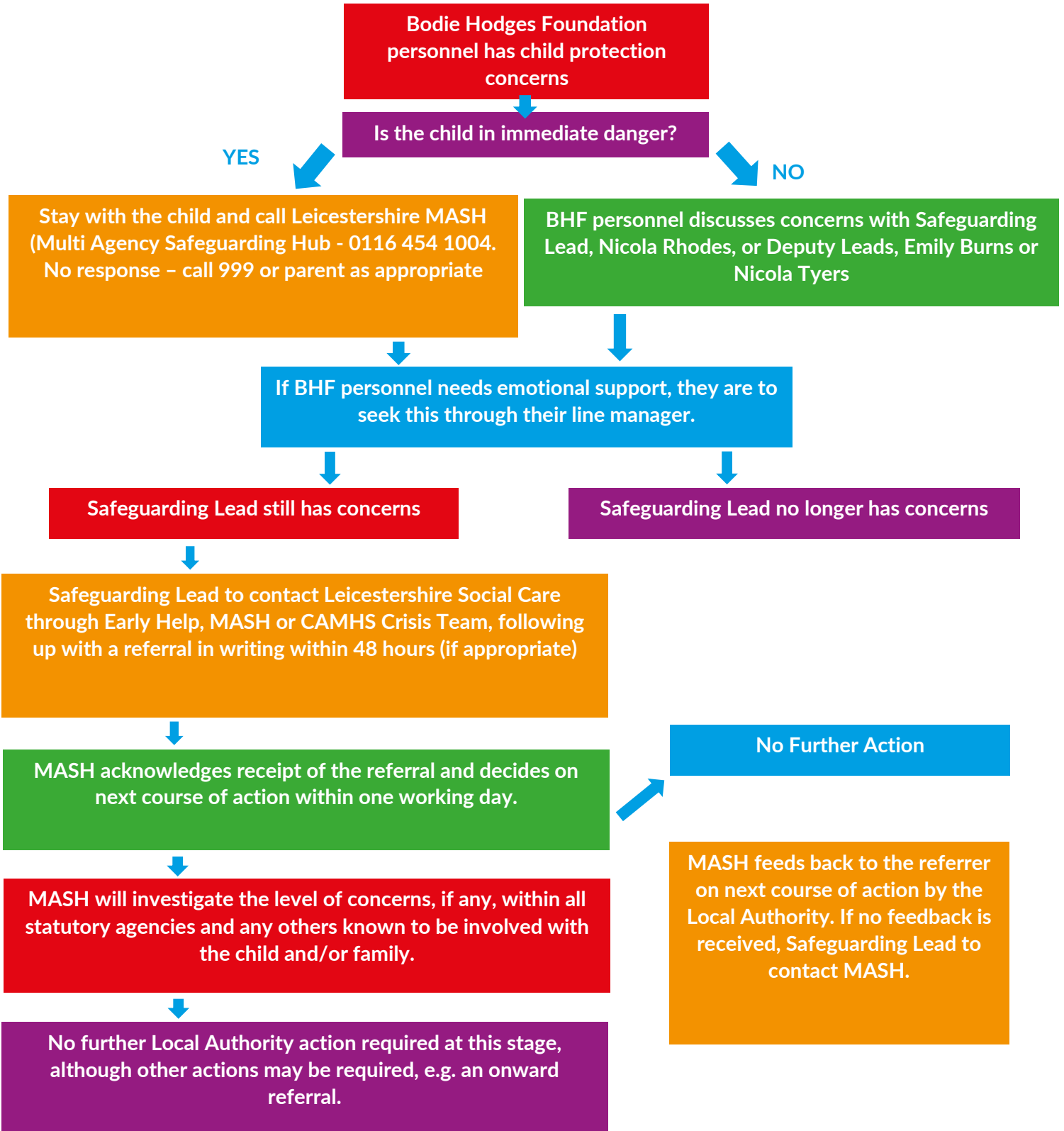
It is important to reassure the child that you will get support to make them safe. The member of staff will also need to take down contact details for the child or find out the names of their parents so that we are able to identify them and get help.

Under no circumstances should a member of staff directly contact parents if abuse or neglect has been reported to them.

This policy does not negate an individual's right to contact the police, social services or NSPCC directly before speaking to the coordinator.

Remember to get support for yourself following this disclosure if you feel that you need to talk through what happened.

# Child Protection Concerns



## BHF Support Contacts

### Safeguarding Issues with a Child

If a child has disclosed something to you which means you worry about their safety or if there are any safeguarding issues or concerns during a home visit, or before/during a session.



### Contact:

DSO – Nicola Rhodes – 07483347008,  
[nicola@bodiehodgesfoundation.co.uk](mailto:nicola@bodiehodgesfoundation.co.uk)

OR

DSL's – Emily Burns – 07475761950,  
[emily@bodiehodgesfoundation.co.uk](mailto:emily@bodiehodgesfoundation.co.uk) Nicola  
Tyers – 07476253903,  
[nicolatyers@bodiehodgesfoundation.co.uk](mailto:nicolatyers@bodiehodgesfoundation.co.uk)

### Safeguarding Issues with a child in immediate danger

If a child has disclosed something to you which means you worry about them leaving the session and returning home.



Keep the child in the session and  
call Leicestershire MASH (24/7 line)  
0116 454 1004  
Call 999

Issue with a volunteer



Contact CEO - Donna Hodges 07483  
438672  
[donna@bodiehodgesfoundation.co.uk](mailto:donna@bodiehodgesfoundation.co.uk)

Issue with staff



Contact Chair of Trustees -  
Gemma Orton

Issue with Chair of Trustees



Contact another Trustee to discuss -  
Vice Chair - Andy Stubbs or contact The  
Charity Commission 0300 066 9197

Safeguarding complaint about BHF  
personnel



LADO (Local Authority Designated  
Officer) will deal with the complaint  
[0116 454 2440](tel:01164542440).

## Contact details -

### Designated Safeguarding Lead

Name: Nicola Rhodes

Phone 07483347008

Email:

[Nicola@bodiehodgesfoundation.co.uk](mailto:Nicola@bodiehodgesfoundation.co.uk)

### Deputy Safeguarding Leads

1 Name: Emily Burns

Phone 07475761950

Email: [Emily@bodiehodgesfoundation.co.uk](mailto:Emily@bodiehodgesfoundation.co.uk)

2 Name: Nicola Tyers

Phone 07476253903

Email:

[Nicolatyers@bodiehodgesfoundation.co.uk](mailto:Nicolatyers@bodiehodgesfoundation.co.uk)

### Trustee/Senior lead for safeguarding and child protection

Name: Emma Frain

Phone 07976988848

Email: [emma@bodiehodgesfoundation.co.uk](mailto:emma@bodiehodgesfoundation.co.uk)

### NSPCC Helpline

0808 800 5000

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Important Numbers:

CEOP -  
child exploitation and  
online protection  
Command

[www.ceop.police.uk](http://www.ceop.police.uk)

Social Care, who should be contacted if concerns exist about a child's welfare or safety: -

Leicester City - Tel: 0116 454 1004

Leicestershire County - Tel: 0116 305 0005

Rutland - 01572 758407 (Out of Hours 0116 3050005)

<http://llrscb.proceduresonline.com/>





We are committed to reviewing our policy and good practice annually in January each year.

**Last review: January 2025**

**Designated Child Safeguarding Lead**

Name: Nicola Rhodes

Signed: 

Date: 31/01/2025

**Trustee senior lead for safeguarding and child protection**

Name: Emma Frain

Signed: 

Date: 31/01/2025

To be reviewed:  
January 2026