



Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) Local Safeguarding Children Partnerships (LSCPs)
Best Practice Guide to Safeguarding Commissioning Standards

Section 11 (s11) of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. As such, all organisations that commission or use sub-contracted services should ensure that these services are compliant with their duties under S11 and specify the need for such compliance prior to their engagement.

The HIPS Local Safeguarding Children Partnerships have developed this best practice guide to provide clarity to both commissioners and contractors of services as to what should be considered when engaging external services. Additional requirements may be necessary and suitable for some services dependent up on the nature of the service provided and to which users.

The guidance applies to all organisations that commission external services provided to children across Pan-Hampshire, and all contracts and specifications which are developed for this purpose. The commissioning organisation should request evidence of these standards from the provider organisation as part of the tendering process.

All organisations which are contracting or sub-contracting should as a minimum:

1. have a standard safeguarding clause within the contract that includes:
 - a. an explicit reference to safeguarding children;
 - b. an explicit reference to the overarching legislation including;
 - I. (Children Act 1989 and 2004
 - II. Working Together to Safeguarding Children (2018)
 - III. the HIPS LSCP Child Protection Procedures
 - IV. Disclosure, Vetting & Barring Guidance
 - V. Criminal record checks etc.;
 - c. a requirement for safeguarding, whistle blowing policies and standards to include areas shown in Appendix A which are updated at regular intervals;

- d. an expectation of appropriate and proportionate training in relation to safeguarding;
 - e. the role of the provider in ensuring its staff and volunteers are alert to the signs and symptoms of child abuse, neglect and exploitation and know what to do if they are worried about a child;
 - f. the role of the provider in complying with multi-agency safeguarding systems to report, and respond to safeguarding concerns and co-operate with safeguarding investigations;
 - g. the role of the Local Authority Designated Officer (LADO) and expectations around referrals.
2. Enable contractors and sub-contractors to receive HIPS LSCP information, updates and have access to LSCP training.
 3. Evidence adherence to the above standards through robust performance management and a good quality assurance framework of commissioned services on a regular basis.

Appendix A: Areas to be covered by Providers' Safeguarding Policies:

1. A commitment to comply with national and local guidance and single and multi-agency policies and procedures to safeguard and promote the welfare of children including:
 - Children Act 1989 & 2004
 - Working Together to Safeguarding Children (2018)
 - HIPS LSCP Child Protection Procedures
 - Disclosure, Vetting & Barring Guidance Criminal record checks: guidance for employers
 - Local LSCB guidance

2. A clear line of accountability for safeguarding all children 0-18 years which is properly reflected within governance arrangements and senior management commitment to the importance of safeguarding and promoting children's welfare.
 - The chief executive of any provider organisation takes ultimate responsibility for safeguarding within the organisation.
 - Appropriate to the organisations size, providers will need to ensure there is a senior lead within the Board / Committee structures to take leadership responsibility for organisation's safeguarding arrangements. This person can demonstrate a sound working knowledge of safeguarding legislation and policy and their role is defined within organisation's governance structure including job description.
 - A clear declaration of the provider's responsibility to protect from harm and abuse without exception, all children regardless of gender, sexuality, disability, ethnicity, faith or cultural background.
 - The declaration towards safeguarding children is visible to all staff, volunteers and the public.

3. Clearly recorded processes for making referrals to the Multi-Agency Safeguarding Hub (MASH) and the HIPS LSCP escalation policy.

4. Systems and processes for safe recruitment in line with national guidance and the managing of allegations against staff and volunteers that may pose a risk of harm to children (including a description of the role of the Local Authority Designated Officer (LADO) and contact details).

5. An effective training strategy for all staff and volunteers that takes into account current safeguarding themes.

6. A clear whistleblowing policy and code of conduct for staff and volunteers which sets out their responsibilities for notifying safeguarding concerns.
7. Effective arrangements for information sharing and working in partnership with other agencies where there are concerns for the welfare of a child.
8. Evidence that policies have been ratified through the relevant governance arrangements and include a specified review date. They should be easily accessible for staff and volunteers at all levels within the organisation and should be given to all staff and volunteers when they start their employment.
9. Evidence of consideration of safeguarding in relation to specific activities undertaken by the organisation and / or its staff and volunteers. Examples (not exhaustive) include: chaperone/escort policies, leasing of premises, lone working, home visits, anti-bullying policy, care of disabled children, use of social media / photographic equipment, online protection policies and trips, tours and holiday clubs.

Glossary and Reference List

Section 11 (s11)of the Children Act 2004:	https://www.legislation.gov.uk/ukpga/2004/31/section/11 and http://www.workingtogetheronline.co.uk/chapters/chapter_two.html
The HIPS Local Safeguarding Children Partnerships including training programmes	https://www.hampshirescp.org.uk/ http://www.iowscp.org.uk/ https://www.portsmouthscp.org.uk/ http://southamptonlscb.co.uk/
the HIPS LSCP Child Protection Procedures	https://hipsprocedures.org.uk/
HIPS LSCP escalation policy.	https://hipsprocedures.org.uk/skyvty/safeguarding-partnerships-and-organisational-responsibilities/professional-challenge-and-resolution-of-professional-disagreement
(Children Act 1989 and 2004	https://www.legislation.gov.uk/ukpga/2004/31/contents
Working Together to Safeguarding Children (2018)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
Disclosure, Vetting & Barring Guidance	https://www.gov.uk/government/organisations/disclosure-and-barring-service And https://www.gov.uk/government/collections/dbs-checking-service-guidance--2#detailed-guides-for-employers
Multi-Agency Safeguarding Hub (MASH) – to make a referral regarding concerns about a child	Hampshire Children’s Services: 0300 555 1384 Isle of Wight Children’s Services: 0300 300 0117 Portsmouth Children’s Services: 0845 671 0271 Southampton Children’s Services: 02380 833 336
Local Authority Designated Officer (LADO) – for concerns relating to someone working with children.	Hampshire: 01962 876364