Policy · PED-POL-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 16.3

At a glance

- A named safeguarding lead for children is in place, and the name is posted in each area.
- All staff are trained to recognise and report abuse and neglect (WRK-REG-001).
- Every concern is written on PED-REG-001, reported to the lead and acted on the same day.
- A concern about a child is never held back because the signs are unclear.
- Stop and get help straight away if: a concern about a child is not reported or not acted on.

1. Purpose

To protect children from abuse and neglect by making sure concerns are recognised, reported and acted on (16.3).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Children can be harmed by the people who care for them, and the signs are often missed. A named lead, and staff who know how to recognise and report concern, are what protect them.

5. Responsibilities

Role	Responsibility	Competence
Safeguarding lead for children	Receives concerns, decides the action and keeps the register	Clinician or manager
All staff	Recognise, report and record any concern	All roles

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Name the lead.

- Name the safeguarding lead for children and post the name in each area.

Key point: Named and posted.

Step 2. Train staff.

- Train all staff to recognise and report abuse and neglect, and record it.

Key point: All trained.

Step 3. Report and act.

- Write each concern on PED-REG-001, report it to the lead and act the same day, referring to the statutory child protection service as national law requires.

Key point: Acted on the same day.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Staff trained in child safeguarding	100%	Quarterly	Safeguarding lead for children	Escalate to medical director
Concerns reported and acted on the same day	100%	Each concern	Safeguarding lead for children	Escalate to medical director

14. Records

Record	Kept in	Retention

Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
PED-REG-001	Child safeguarding concern register	Register
WRK-REG-001	Training matrix register (existing, reused)	Register
HOS-SOP-013	Vulnerable patients and safeguarding (existing, reused)	Procedure

17. Evidence

Reference	Note
E-009	Based on the WHO Pocket book of hospital care for children (2013) and the UN Convention on the Rights of the Child (1989).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- Child Safety & Safeguarding in Tourism Facilities (CHILD-01)

Planned course: Child safeguarding in healthcare settings. New course planned.

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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