

Just for Kidz

Safeguarding Policy

Ownership and Review

Title	Just for Kidz Safeguarding Policy
Version	1.0
Date	20.3.13
This policy was developed by	Mitra Ashab
These people / groups were involved / consulted in the development of the policy	<ul style="list-style-type: none"> • <i>Owners /Management Committee / Directors</i> • <i>Manager / Group Leader / e-safeguarding Co-ordinator</i> • <i>Safeguarding / Child Protection Officer</i> • <i>Staff</i> • <i>Volunteers</i> • <i>Mothers and fathers / Carers</i> • <i>Children and Young people</i> • <i>Community users</i>
This policy was approved by	Mitra Ashab
On	20.3.13
The implementation of this policy will be monitored by:	<ul style="list-style-type: none"> • <i>Owners /Management Committee / Directors</i> • <i>Manager / Group Leader / e-Safeguarding Co-ordinator</i> • <i>Safeguarding / Child Protection Officer</i> • <i>Online e-Safeguarding Group</i>
Next Review Date: Reviewed annually, or more regularly in the light of any significant new development.	20.3.13
Should any Safeguarding incidents take place, the following external persons / agencies should be informed:	<ul style="list-style-type: none"> • Sheffield Safeguarding Children Advisory Service and the Multi Agency Support Teams (MAST) • Local Authority Designated Officer (LADO) (if it involves an allegation against member of staff / volunteer / carer) • Police • Ofsted

All staff and members of the Setting’s community must be informed of any relevant amendments to the policy.

The role of the Child Protection Officer

To enable the setting to meet the safeguarding responsibilities set out in this document, the Child Protection Officer should;

Supervision, Support and Training

- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern
- Ensure own safeguarding training is up to date by completing the Sheffield Early Years Safeguarding and Child Protection Training Programme (see Part 5 of this document for details)
- Provide safeguarding induction for new staff, students and volunteers
- Ensure that the whole staff group is appropriately trained and that a register is kept of staff who have completed Induction, Introductory and Advanced safeguarding and child protection training

Integrated Practice

- Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carers
- Co-ordinate the development of integrated practice for vulnerable children and families including using the Common Assessment Framework (CAF), and Team Around the Child (TAC)
- Liaise with, and make referrals to, appropriate agencies about children where there are safeguarding or child protection concerns, including multi-agency support teams (MAST), children's social care and the Local Authority Designated Officer (LADO)
- Co-ordinate and support the setting when working with a child who has a Child in Need or a Child Protection Plan

Ensuring that the setting is meeting its legal and statutory requirements, in liaison with the registered person

- Undertake an annual review and update of safeguarding and child protection policies and procedures
- Ensure that policies and procedures relating to safeguarding are fully implemented by the setting and followed by staff, students and volunteers
- Liaise with OFSTED about safeguarding concerns
- Set up and managing clear, accurate and secure record keeping systems

Safeguarding Policy Statement

Introduction to our setting's safeguarding children policy statement

Our setting keeps the needs and best interests of children at the centre of everything we do. We aim to safeguard and promote the welfare of all children in our care by;

Providing a safe learning environment that builds their confidence and self-esteem;

- Where children's physical safety is protected
- Where children can talk and are listened to
- Where children do not experience bullying, harassment, racism or any other form of discrimination
- Where children's medical and health needs are met

Providing a positive and preventative curriculum that teaches and supports young children;

- To make good choices about healthy, safe lifestyles
- To ask for help if their health or wellbeing is threatened, including their emotional wellbeing

Working in partnership with mothers, fathers and carers;

- We are committed to developing and maintaining an honest and open relationship with mothers, fathers and carers
- We are committed to involving mothers, fathers and carers at all stages of a child's care and learning
- Mothers, fathers and carers understand our setting's safeguarding responsibilities and how we will implement them

Working in an inclusive way that helps every child;

- To feel accepted and included
- To develop confidence and self-esteem and fulfil their potential
- To receive an equal service regardless of their needs and circumstances

Working in an integrated way with other agencies that maximises opportunities for;

- Early identification of additional needs, early intervention and prevention
- Speedy intervention based on multi-agency co-operation
- Common methods of sharing information and assessing need e.g. use of the Common Assessment Framework, Information Sharing and the Lead Professional role

Having up-to-date safeguarding policies, procedures and guidance;

- Based on current national statutory guidance, Sheffield Child Protection and Safeguarding Procedures and the Early Years Foundation Stage Welfare Requirements
- Easily accessible to all staff and volunteers
- Understood and used by all staff, students and volunteers
- Reviewed annually

Having well trained staff and management who;

- Recognise their individual responsibilities to safeguard and promote the welfare of all children in their care
- Receive training and supervision appropriate to their level of responsibility and are clear and confident about what is expected of them
- Ask for advice and support to act on safeguarding concerns and take appropriate action

Purpose of this document

The purpose of this document is to outline our policy for responding to concerns regarding the safeguarding and protection of children and young people aged less than 18 years, including unborn children¹. This policy combined with the associated procedures provides guidance to all staff, students and volunteers who may come across concerns of this nature within the context of their work with us. These include:

- All members of our workforce, including early years practitioners and other staff;
- Students on placement;
- Volunteers;
- Individuals, consultants and agencies contracted by our service.

The policy seeks to promote effective multi-agency working in light of the Children Act 2004 and Working Together to Safeguard Children (2010).

Safeguarding children and young people not in our care

We will also respond to concerns regarding the **protection of other children and young people not in our care** where these are identified through the course of our normal activities. We will follow the Sheffield Safeguarding Children Board and Sheffield Adult Safeguarding Partnership ***Protocol for Children's and Adults' Services: Raising concerns about a vulnerable child or adult (March 2010)***, which applies to all staff working in services for adults and services for children.

Safeguarding vulnerable adults

Our setting has a linked policy and procedure for responding to concerns regarding the **protection of vulnerable adults** when these are identified through the course of our normal activities. **Our policy and procedure is based on the Sheffield Safeguarding Children Board and Sheffield Adult Safeguarding Partnership *Protocol for Children's and Adults' Services: Raising concerns about a vulnerable child or adult (March 2010)***,

Definition of safeguarding

Our setting adopts the definition of safeguarding used in the *Children Act 2004* and *Working Together to Safeguard Children (2010)*, which focuses on safeguarding and promoting children, including unborn children, and young people's welfare and can be summarised as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

The following procedures relate to the first point, **protecting children from maltreatment**. They set out **what to do when responding to specific concerns about the protection of children**.

How our setting will put this safeguarding policy into practice

Our setting is clear that we are not the statutory authority for the conduct of enquiries into specific child protection concerns and **we will not investigate** allegations or suspicions of abuse or significant harm to children. All staff, students and volunteers will follow the current *Sheffield Child Protection and Safeguarding Procedures* **to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the children's social care team** for the area where the child lives.

Our setting will **share all relevant information** with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols based on *HM Government Information Sharing guidance (2008)*.

All staff, students and volunteers working for our setting will have **a good understanding of safeguarding and child protection concerns**, including the potential abuse and neglect of children and young people, which may come to light in the course of their work. Where a staff member, student or volunteer, at whatever level in the organisation, identifies risks to children, **they will highlight them and seek to ensure that appropriate steps are taken** to safeguard the children concerned.

We will ensure that all staff, students and volunteers and those who undertake work on our behalf, **maintain a proper focus on safeguarding children** and that this is reflected in both **sound individual practice and our internal policies and guidance**.

All staff, students and volunteers working with children must:

- Give highest priority to children's welfare
- Ask for advice and support to act on safeguarding concerns and take appropriate action
- Access relevant, up-to-date safeguarding and child protection training
- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- Respond appropriately to disclosure of abuse by a child

- Respond appropriately to allegations against staff, other adults, and against themselves
- Follow whistle blowing procedures to respond to concerns about potential wrongdoing in the setting
- Act appropriately and understand safe practice in carrying out their duties
- Be alert to the risks which abusers, or potential abusers, may pose
- Be aware of the importance of the role of early years services in promoting the welfare of children
- Contribute as necessary to all stages of the setting's safeguarding and protection processes

Procedures for responding to specific child protection concerns about a child at risk of significant harm

A procedure describes what staff, volunteers and students must do in particular circumstances and how they should do it, including setting out the limits of professional discretion.

If the procedure is not correctly followed, this may result in putting a child or young person at risk. In addition, the members of staff involved and the setting as a whole may be deemed to have committed a disciplinary offence or breached registration requirements.

On the other hand, if the procedure is followed correctly, staff will usually be deemed to have acted appropriately, even if something goes wrong.

Based on London Safeguarding Children Board descriptions

Section 1 – Scope of the Procedure

Our staff, students and volunteers may become aware of child protection concerns in the course of their work from a number of routes;

- Raised by the child themselves,
- Through direct activity and observation.
- Alleged by others e.g. a member of the public contacting the setting or by a parental complaint.

The concern might relate to:

- What is happening (or has happened) to a child outside the setting e.g. in their own family.
- What is or may be happening (or happened in the past) to a child in our setting

The concerns may be **about the behaviour** of a:

- Child, young person or adult in the community (for instance a relative or family friend)
- Peer (for instance another child in our setting)
- Member of staff, student or volunteer from our setting
- Member of staff, student or volunteer from another service/setting received or attended by the child

The concern may relate to **actions** or **inaction** (for instance insufficient response by a parent in response to illness or injury to a child)

The concern may be about **a current situation or past events**

The concern may involve allegations or disclosures of;

- physical abuse
- physical neglect
- sexual abuse
- emotional abuse or neglect
- a combination of one or more of these categories

Staff and volunteers may receive this information by one or more means, such as through observation, discussion, the review of child records or accident forms, a telephone call, a letter, an email.

Any member of staff, student or volunteers could receive such information.

In all circumstances they must **respond in accordance with the procedure for responding to specific child protection concerns.**

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, they must also follow the procedures set out in Part 3 Section 7 of this document

Section 2 – Immediate action to take if, as a member of staff, volunteer, or student, you observe abuse in your setting; whilst it is taking place

This could take a number of forms, for example;

- Seeing an adult hit a child,
- Observing an adult using inappropriate restraint or language,
- Witnessing the neglect of basic care needs of a child.

First, do all you can to stop the abuse immediately without putting the child or young person, or yourself, at undue risk

- Inform the perpetrator of your concerns
- Advise him/her to stop the action immediately.
- Ask him/her to move to an area where there is no contact with children.
- Advise him/her that you will immediately inform the senior manager within the setting of what you have witnessed.

**In an emergency don't delay. Ring 999 for South Yorkshire Police
Don't put the child or yourself at any more risk!**

If the perpetrator fails to stop; take any appropriate action you can to separate the child and perpetrator, and **call for assistance**

If the perpetrator does stop, and even if they leave the scene as requested, it is essential that you **stay with the child** until you can transfer them to the care of another responsible adult.

Report the incident immediately to the Child Protection Officer or the Deputy Child Protection Officer, or your line manager.

- **Inform the setting's most senior person on site that day**
- **Take notes of what you have heard or seen and what has been said** - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.
- **The setting must now follow the steps in Section 5; *Identification of level of concern and next steps***
- **If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Section 7. In this case a senior manager in your organisation should contact the Local Authority Designated Officer (LADO) for advice about what to do next. You can contact the LADO via the Sheffield Safeguarding Service Advisory Desk on 0114 205 3535**

If the Child Protection Officer or the Deputy Child Protection Officer is not available;

- In an emergency don't delay. **Ring 999 for South Yorkshire Police**
 - Talk to the setting's most senior person on site that day, without delay
 - Seek advice about your concerns from;
 - **Safeguarding Children Advisory Service**
(Mon - Fri, 9 -5) on **0114 205 3535**
- or
- **Children's Social Care team** that covers the area where the child lives (see Section 1; *Who to contact in other agencies about safeguarding concerns*)
- **Do not delay taking action to protect the child because the CPO is not available**

Section 3 – Immediate action to take if, as a member of staff, volunteer, or student, you observe injuries or behaviour in a child that could indicate that he/she has suffered abuse, or is likely to suffer significant harm

This could take a number of forms, for instance;

- A child has an **unexplained injury, bruise, mark** or other signs of possible abuse
 - A child has an injury, bruise or mark and the explanation given for how it was caused **is not consistent with the injury**
 - There are **significant changes** in a child's behaviour
 - The child shows signs of **significant neglect**, including **untreated medical conditions**
 - The child **makes comments** that give you cause for concern
- Stop other activity and focus on what you have seen or are being told. Responding to suspicion of abuse takes immediate priority.
 - **So long as it does not put the child at increased risk, ask the mother and father / carer** about what you have observed. You can **also ask the child** if he/she is old enough. Note what they tell you and how they behave.
 - If you decide **not to discuss your concerns** with the child's parent you must record this and the reasons why you made that judgement. You must also tell the Child Protection Officer

When not to discuss your concerns with mothers and fathers/caregivers

Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm.

Situations where it **would not** be appropriate to inform family members prior to referral include where:

- Discussion would put a child at risk of significant harm
- There is evidence to suggest that involving the mother and father/caregivers would impede the police investigation and/or Children and Families Services enquiry
- Sexual abuse is suspected
- To contact mothers and fathers/caregivers would place you or others at risk
- Discussion would place one parent at risk of harm e.g. in cases of domestic abuse
- It is not possible to contact mothers and fathers/caregivers without causing undue delay in making the referral

Sheffield Child Protection and Safeguarding Procedures (2011) 3.1 Making a Referral following the Identification of Child Safety and Welfare Concerns

- Take action to obtain **urgent medical attention** for the child, if required
- **Record what you have heard or seen, what has been said, and what you did.** Use a body map if this is helpful, but do not take photographs. If it is not possible to make notes at the time, do so immediately afterwards.
- Notes should be dated and signed by the staff member completing them and also by the parent if the child has arrived with a pre-existing injury.
- Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written.
- **Talk to the Child Protection Officer or Deputy Child Protection Officer without delay.** It is easier for Children's Social Care to act on a report of an existing injury rather than if they are told about it later.

The setting must now follow the steps in Section 5; *Identification of level of concern and next steps*

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Section 7. In this case a senior manager in your organisation should contact the Local Authority Designated Officer (LADO) for advice about what to do next. You can contact the LADO via the Sheffield Safeguarding Service Advisory Desk on 0114 205 3535

If the Child Protection Officer or the Deputy Child Protection Officer is not available;

- Talk to the setting's most senior person on site that day, without delay
- Seek advice about your concerns from;
 - **Safeguarding Children Advisory Service**
(Mon - Fri, 9 -5) on **0114 205 3535**
- or
 - **Children's Social Care team** that covers the area where the child lives (see Section 1; *Who to contact in other agencies about safeguarding concerns*)
- **Do not delay taking action to protect the child because the CPO is not available**

Recording

Give details below of **how and where**, in your setting, you will **record details of this type of incident**

You can find model recording sheets in the Early Years section of the Sheffield Safeguarding Children Board website www.safeguardingsheffieldchildren.org.uk

Click on the red *jelly baby* icon

Section 4 – Immediate action to take if you receive an allegation or disclosure of possible significant harm to a child

Significant harm is

Actual or likely harm caused by sexual, physical, emotional abuse or neglect, **or** that involves witnessing harm to others e.g. domestic abuse, **and** that is sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development

If you are in direct contact with the child or adult raising the concern, for instance in the course of a conversation with a child or mother and father/caregiver or through a telephone call;

- **Stop other activity and focus on what you are being told.** Responding to suspicion of abuse takes immediate priority.
- **Do not promise confidentiality** or agree to "keep it a secret". Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with.
- Give **support and reassurance** to the person giving you the information, that the matter will be dealt with quickly and appropriately.
 - **Work at the pace** of the person raising the concern. Do not rush them.
 - **Avoid expressing opinions** about what they are telling you
- **Use open questions** like "Can you tell me what happened?"
- **Repeat aloud what the child /adult has said** so that they know you are listening and have heard them correctly
- **Avoid asking leading questions** like "Did he do X to you?" or "How did he hurt the child" Leading questions and anything likely to suggest ideas or interpretations could jeopardise subsequent investigations or criminal proceedings.
- **Ask only what you need to know** to come to a judgement about whether abuse **may** have taken place and to gather factual details. You do not need full details but you do need sufficient information for an informed referral:
 - Details of the concern/allegation
 - Name, date of birth and address of the child
 - Additional relevant information regarding the child
 - Details of other agencies involved.
- **Consider whether immediate action is needed to secure the protection of any children or young people who may be at risk.** Think about the child or young person who is the immediate subject of the concerns, **and any other child or young person who may be at risk**, in the light of what you have been told or suspect.
- **If you are on site with any children who may be at immediate risk**, consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact the setting's most senior staff member on site so they can take responsibility for further action
- **If you are not on site** with a child, discuss with the person raising the concern how they can keep the child safe, taking into account the child's wishes about any immediate protection if safe to do so. Check whether any other children may be at risk and consider what action is necessary to secure their immediate safety.

Then:

- **Report the incident immediately** to the Child Protection Officer or the Deputy Child Protection Officer, or your line manager.

And:

- Inform the setting's most senior person on site.
- **Take notes of what has been said, what you have heard or seen** - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

The setting must now follow the steps in Section 5; *Identification of level of concern and next steps*

If the information relates to a concern, allegation or suspicion that a member of staff, student, volunteer or carer who works with children, may have harmed a child, you must also follow the procedures set out in Section 7. In this case a senior manager in your organisation should contact the Local Authority Designated Officer (LADO) for advice about what to do next. You can contact the LADO via the Sheffield Safeguarding Service Advisory Desk on 0114 205 3535

If the Child Protection Officer or the Deputy Child Protection Officer is not available;

- Talk to the setting's most senior person on site that day, without delay
- Seek advice about your concerns from;
 - **Safeguarding Children Advisory Service**
(Mon - Fri, 9 -5) on **0114 205 3535**
- or
 - **Children's Social Care team** that covers the area where the child lives (see Section 1; *Who to contact in other agencies about safeguarding concerns*)
- **Do not delay taking action to protect the child because the CPO is not available**

If you are not in direct contact with the person raising the concern, for instance if you have received a letter or email

- **Stop other activity and focus on what you are being told.** Responding to suspicion of abuse takes immediate priority.
- **Retain any written records including emails and letters.**
- **Follow the steps in Section 5**

Section 5 – Identification of level of concern and next steps

The Child Protection Officer in this setting is;

Name.....

Job title.....

Contact telephone number.....

The Deputy Child Protection Officer in this setting is;

Name.....

Job title.....

Contact telephone number.....

Action to be taken by the Child Protection Officer

- The Child Protection Officer(CPO) should make a judgement about whether the allegation, suspicion or concern indicates **that the child or young person is suffering, or is at risk of, significant harm**
- The Child Protection Officer(CPO) should also make a judgement about whether the allegation, suspicion or concern relates to **a member of staff, student, volunteer or carer who works with children**

If any of the safeguarding concerns, allegations or suspicions that you have identified involve:

- A member of staff, student or a volunteer from your setting
- Someone who you know is employed in a paid or voluntary capacity to work with children or young people, including foster carers and respite carers;

Your setting must follow the procedures set out in Section 7

In this case a senior manager in your organisation should contact the Local Authority Designated Officer (LADO) for advice about what to do next. You can contact the LADO via the Sheffield Safeguarding Service Advisory Desk on 0114 205 3535

Child at risk of Significant Harm

Significant harm is

Actual or likely harm caused by sexual, physical, emotional abuse or neglect, **or** that involves witnessing harm to others e.g. domestic abuse, **and** that is sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development

If the child is suffering, or is likely to suffer significant harm, you must make a referral to the relevant Children's Social Care team without delay

For more information about what constitutes significant harm see *Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures (2011); Section 1.3 Recognition of Significant Harm*

- If the Child Protection Officer (CPO) decides that the allegation or suspicion constitutes a child or young person suffering, or is at risk of, significant harm, he/ she must **make a telephone referral to the Children's Social Care Team Area Office, for the area where the child lives**
- You can find contact phone numbers for the **Children's Social Care teams** in section 1 of this document; *Who to contact in other agencies about safeguarding concerns*
 - On Safeguarding Children Board website www.safeguardingsheffieldchildren.org.uk
 - By phoning the **Safeguarding Children Advisory Service** (Mon - Fri, 9 -5) on **0114 205 3535**
- Following the telephone referral, the CPO must **follow up the concerns in writing** to the relevant **Children's Social Care team** within **24 hours**. This should include information as listed in the *Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures (Feb 2012); 3.1 Making a Referral following the Identification of Child Safety and Welfare Concerns*
- If the child or young person has been the **subject of a CAF** (Common Assessment Framework) the CPO should **send a copy**, together with a copy of the multi-agency action plan, with the written confirmation. If your setting does not have a copy of the CAF, the CPO should make reference to the fact that it has been completed, detailing who undertook it and their contact details if known, in the written confirmation.
- If you need to refer a child or young person who you think is at risk of significant harm **outside of office hours**, you should ring the **Out of Hours Social Work Service** (Mon - Thurs 16.30 – 08.45; 16.30 on Fri – 08.45 on Mon) on 0114 273 4855

Concerns about injuries or abuse in infants under one year old

Sheffield Safeguarding Children Board has produced specific guidance that considers the additional vulnerability of and risks to this group of children. See *Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures (2011); Section 3.3 Section 47 Protocol for Responding to Concerns about Injuries or Abuse in Infants under One Year Old*

Getting advice about your concerns for a child or young person

If you need advice or want to talk over your concerns about a child or young person you can contact;

- **Safeguarding Children Advisory Service**
(Mon - Fri, 9 -5) on 0114 205 3535
- The relevant **Children's Social Care team**

Contacting South Yorkshire Police

- **In an emergency, ring 999 to contact South Yorkshire Police.**

You can also contact South Yorkshire Police on **101** with any non-emergency child protection concerns

Child in need of services but not at risk of significant harm

If the Child Protection Officer (CPO) decides that the level of concern indicates that the child **is in need of services but is not at risk of significant harm**; the setting should work with the family to identify the child's needs and how they can be met, using the Sheffield Safeguarding Children Board *Thresholds of Need Guidance (2012)*

If the child has unmet needs, the setting should carry out a **CAF assessment**, using the Common Assessment Framework, with the family..

Once a CAF has been completed, the setting will follow the guidance laid out in the *Sheffield Integrated Practice Manual (May 2011)*, for providing support for children with additional needs. You can find this information on the Early Intervention and Integrated Practice section of the Sheffield Safeguarding Children Board website www.safeguardingsheffieldchildren.org.uk.

Click on the purple jelly baby icon

- If the child and their family require a multi-agency support package, then the CPO should send an up-to date CAF to the relevant MAST (Multi-Agency Support Team) for consideration at an internal allocation meeting or at the Multi Agency Allocation Meeting.
- The CPO can also contact the relevant MAST (Multi-Agency Support Team) for **advice about services** that are available to meet the child and families needs

You can find contact phone numbers for the **Multi-Agency Support Team:**

- In Part 5 of this document
- On the Safeguarding Children Board website :www.safeguardingsheffieldchildren.org.uk
- by phoning the **Safeguarding Children Advisory Service** on **0114 205 3535**

Should I talk to parents before making a referral to Children's Social Care?

Practitioners should, in general, discuss concerns with the family and, where possible inform them that they are making a referral unless this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased risk of Significant Harm.

Situations where it **would not** be appropriate to inform family members prior to referral include where:

- Discussion would put a child at risk of significant harm
- There is evidence to suggest that involving the mother and father/caregivers would impede the police investigation and/or Children and Families Services enquiry
- Sexual abuse is suspected
- To contact mothers and fathers/caregivers would place you or others at risk
- Discussion would place one parent at risk of harm e.g. in cases of domestic abuse
- It is not possible to contact mothers and fathers/caregivers without causing undue delay in making the referral

A decision by any practitioner not to seek parental permission before making a referral to Children's Social Care must be approved by their manager, recorded and the reasons given.

Where a parent has agreed to a referral, this must be recorded and confirmed in the referral

Where the parent is consulted and refuses to give permission for the referral, further advice and approval should be sought from a manager or the Designated Senior Person or Named Practitioner, unless to do would cause undue delay. The outcome of the consultation and any further advice should be fully recorded.

If, having taken full account of the parent's wishes, it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded
- The Children's Social Care team should be told that the parent has withheld her/his permission
- The parent should be contacted by the referring practitioner to inform her/him that after considering their wishes, a referral has been made

Sheffield Child Protection and Safeguarding Procedures (2011) 3.1 Making a Referral following the Identification of Child Safety and Welfare Concerns

Procedures for responding to specific child protection concerns about a child at risk of significant harm

Section 6 - Follow up after making a referral to Children's Social Care

Our setting will make a full contribution to any process of assessment and work with the family including by;

- Following up the progress of the referral and providing additional information as required
- Contributing to an initial child protection conference including providing a written report
- Contributing to a child in need or child protection plan
- Being part of the core group (The core group is responsible for developing the child protection plan as a detailed working tool and implementing it, within the outline plan agreed at the conference)
- Attending core group meetings, review case conferences and child in need meetings

Further details of the process are set out in the *Sheffield Child Protection and Safeguarding Procedures (2011) 3.6 Initial Child Protection Conferences and 3.7 Developing and Implementing a Child Protection Plan*

Section 7 – Dealing with an allegation about a member of staff, student, volunteer or carer who works with children or young people

If any of the safeguarding concerns, allegations or suspicions that you have identified involve:

- A member of **staff, student or a volunteer from your setting**
- Someone **from any organisation** who is **employed in a paid or voluntary capacity** to work with children or young people, **including foster carers and respite carers;**

Your setting should follow the current *Sheffield Child Protection and Safeguarding Procedures: 7.2 Allegations against Persons who work with Children*

Roles and Responsibilities of Partner agencies of Sheffield Safeguarding Children Board

Sheffield Safeguarding Children Board (SSCB) has responsibility for ensuring there are effective inter-agency procedures in place for dealing with allegations against people who work with children and for monitoring and evaluating the effectiveness of those procedures. Overall compliance with the procedures will be monitored and evaluated by SSCB. Instances of non-compliance will be identified and followed up.

In order to do this, each SSCB partner agency should identify a named senior officer with overall responsibility for:

- Ensuring that the organisation operates these procedures for dealing with allegations
- Resolving any inter-agency issues
- Liaising with SSCB on the subject

Identifying a designated senior manager in your setting with responsibility in respect of allegations against staff, volunteers or students

- Your setting should identify a **named senior manager** to take responsibility for handling allegations against staff, volunteers and students in your setting.
- This person may also be the designated lead for safeguarding within the setting (Child Protection Officer)
- This person may also be the named Senior Officer, nominated in your setting's whistle blowing policy
- Your setting should identify another senior person to take on the role in his/her absence, or in the event of concerns being raised about the named lead manager's own behaviour

The designated senior manager in this setting with responsibility in respect of allegations against staff, volunteers or students is;

Name.....

Job title.....

Contact telephone number.....

If the designated senior manager in this setting with responsibility in respect of allegations against staff, volunteers or students is not available, contact;

Name.....

Job title.....

Contact telephone number.....

Recognising and responding to an allegation about a member of staff, volunteer, student or carer who works with children

There are a number of sources from which a complaint or allegation might arise including:

- A child or adult
- A parent
- A member of the public
- A disciplinary investigation

A person to whom an allegation or concern is reported should:

- Treat the matter seriously
- Avoid asking leading questions
- Keep an open mind

- Communicate with the child (if the complainant) in a way that is appropriate to the child's age and understanding and preferred language or communication style **but not question the child or investigate further**
- Make a written record of the information (if possible in the informant's own words) that includes:
 - When the alleged incident took place (time and date)
 - Who was present
 - What was said to have happened
- Sign and date the written record
- Report the matter immediately to the designated senior manager, or named deputy in his/her absence or where the senior manager is the subject of the allegation

Initial action by the designated senior manager

The designated senior manager **should not investigate the matter** by interviewing the accused person, the child or potential witnesses, but should:

- Obtain **written details of the allegation**, signed and dated by the person receiving the complaint, or allegation (not the child/person making the allegation).
- **Countersign and date** the written details.
- **Record any other information** about times dates and location of incident(s) and names of any potential witnesses.
- **Record discussions** about the child and/or member of staff, any **decisions** made, and the **reasons** for those decisions.

When there is an allegation that a person who works with children has:

- **Behaved in a way that has harmed a child**, or may have harmed a child
- Possibly **committed a criminal offence against or related to a child**
- Behaved towards a child or children in a way that **indicates s/he is unsuitable to work with children** in connection with his/her **employment or voluntary activity**, or where:
 - Concerns arise about the **person's behaviour with regard to his/her own children**
 - Concerns arise about the **behaviour in the private or community life of a partner, member of the family or other household member**

Sheffield Child Protection and Safeguarding Procedures 7.2 Allegations against Persons who work with Children

If the allegation meets any of the criteria listed above,

- The named lead manager should **report it to the Local Authority Designated Officer (LADO)** within **1 working day**.
- Referral should not be delayed in order to gather information

Contacting the Local Authority Designated Officer (LADO)

- You can contact the LADO via **Sheffield Safeguarding Children Advisory Service** (Mon - Fri, 9 -5) on **0114 205 3535**

- If a concern or an allegation requiring immediate attention is received outside normal office hours the CPO should consult straight away with the **Out of Hours Social Work Service** on **0114 273 4855**; or **local police** and also ensure that the **LADO is informed the next working day**
- Following the telephone referral, the named lead manager will **confirm the concerns in writing to the LADO**

Child at risk of Significant Harm

- If the allegation or suspicion involves a child or young person suffering, or at risk of, significant harm, the named lead manager or Child Protection Officer (CPO) must **also make a telephone referral to the Children's Social Care team for the area where the child lives**
- You can find contact phone numbers for the **Children's Social Care teams**;
 - In section 1 of this document; *Who to contact in other agencies about safeguarding concerns*
 - On the Safeguarding Children Board website www.safeguardingsheffieldchildren.org.uk
 - By phoning the **Safeguarding Children Advisory Service** (Mon - Fri, 9 -5) on **0114 205 3535**
- Following the telephone referral, the named lead manager or CPO must **follow up the concerns in writing** to the relevant **Children's Social Care team** within **24 hours**. This should include information as listed in the *Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures, 3.1: Making a Referral following Identification of Child Safety and Welfare Concerns: Section 7 Making a referral*

Contacting the person with overall management responsibility for your setting

If the concerns, allegations or suspicions relate to a **staff member, student or volunteer working in your setting,**

- The named lead manager should **notify the person with overall management responsibility** for your setting e.g. senior manager, owner, Chair of management committee, **on the day the concerns are raised**, unless the concerns relate to this person
- In this case the named lead manager should **seek advice from the LADO and Ofsted**

Contacting Ofsted

If the concerns, allegations or suspicions relate to a **staff member, student or volunteer working in a registered setting;**

- The named lead manager should notify Ofsted as soon as is reasonably practical on **0300 123 1231**

A registered provider who without reasonable excuse, fails to notify Ofsted within 14 days of the allegation being made, commits an offence

Roles and responsibilities of the Local Authority Designated Officer

The Local Authority Designated Officer will:

- Oversee the management of individual cases
- Provide advice and guidance to the organisations involved, in particular employers and voluntary organisations
- Liaise with the police, social care and other agencies
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a through and fair process

Initial consideration by the designated senior manager and Local Authority Designated Officer

The designated senior manager from the setting and the LADO will decide:

- If the allegation is within the scope of the SSCB procedures
- Whether there is evidence or information that establishes that the allegation is false or unfounded
- Whether further information is required

Strategy Discussion and Initial Evaluation Discussion

- If there is cause to suspect that a child is suffering or likely to suffer significant harm, or a police investigation may be required, the designated senior manager may be required to take part in a strategy discussion.
- The LADO will arrange for a Strategy Discussion to take place as soon as possible. Wherever practical the Strategy Discussion should take the form of a face to face meeting with a dedicated minute taker
- The purpose of the strategy discussion includes to:
 - Review the information available about the accused person
 - Decide whether there should be a children's social care enquiry and/or a police investigation
 - Consider the need for a parallel disciplinary process
 - Scope and plan enquiries, allocate tasks and set timescales
 - Agree protocols for monitoring progress by the LADO
 -

You can find more information about Strategy Discussions in Sheffield Child Protection and Safeguarding Procedures 7.2 Allegations against Persons who work with Children section 4.6

Disciplinary process or assessment regarding suitability

The LADO and designated senior manager in your setting should discuss and agree what action is appropriate where:

- Investigations by the police or enquiries by Children's Social Care are not required
- A criminal investigation and any subsequent trial is complete or an investigation is to be closed without charge or a prosecution discontinued

The discussion should consider any potential misconduct or gross misconduct on the part of the staff member and take into account:

- Information provided by the police and/or Children's Social Care
- The result of any investigation or trial taking into account the different standard of proof in disciplinary and criminal proceedings

The options will range from no further action to summary dismissal or not using the person's services in future.

You can find information including timescales and a useful flow chart about how to manage this sort of disciplinary process in Sheffield Child Protection and Safeguarding Procedures 7.2 Allegations against Persons who work with Children section 4.6

Contacting the Independent Safeguarding Authority (ISA)

If you **dismiss a member of staff or volunteer because they are unsuitable to work with children**, under the Safeguarding Vulnerable Groups Act 2006, **you are required to inform the Independent Safeguarding Authority (ISA)**. ISA helpline **01325 953795** 8.30am to 5

This section of the policy also links to our setting Whistle Blowing Policy.

Safeguarding Vulnerable Adults

Policy and Procedures

Introduction

- The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is different from that for children and young people. *Working Together to Safeguard Children (2010)* only applies to children and young people aged up to when they reach the age of 18.
- Any incident or concerns relating to a young person or adult of 18 years and over, even if still at school, are not covered by Local Safeguarding Children's Boards or their procedures.
- Local guidance for staff and volunteers working with children who are concerned about a vulnerable adult is found in Sheffield Safeguarding Children's Board Protocol For Children's And Adults Services: *Raising Concerns About A Vulnerable Child Or Adult (March 2010)* and *Safeguarding Adults: Protection Procedures for South Yorkshire (2007)*

Policy Statement

- We are committed to working with other agencies to ensure that vulnerable people that we come across in the course of our work are safeguarded. People who use services have a right to live and work in environments free from abuse, neglect and discrimination.
- We do not investigate issues of concern in relation to vulnerable adults. Local councils and the police hold the lead responsibilities for responding to allegations of abuse in relation to adults and in co-ordinating the local interagency framework for safeguarding adults.
- We will, however, bring to the attention of the social services and police any concerns or allegations identified through any part of our work.

The definition of abuse of adults is contained in *No Secrets; Department of Health (2000)*

A vulnerable adult is someone who:

- is or may be in need of community care services by reason of mental or other disability, age or illness: and
- is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Under adult safeguarding procedures, an adult requiring a safeguarding investigation does not need to meet the Fair Access to Care eligibility threshold. **Different types of abuse of**

vulnerable adults are defined in *No Secrets* as:

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting
- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- **Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Bullying of a vulnerable adult**, whether emotional and/or physical, also constitutes abuse
- **Domestic abuse and forced marriage** can also involve the abuse of a vulnerable adult
- **Discriminatory abuse** including racist, sexist, because a person is disabled, other forms of harassment, slurs or similar treatment

Procedure for responding to safeguarding concerns relating to vulnerable adults

The principles for staff and volunteers in identifying and responding to incidents of concern in relation to adults are the same as those for children and young people and in most cases exactly the same process and guidance outlined in **Part 3; Sections 1 to 5** of this document should be followed.

In summary if a member of staff working with children has concern that an adult is in need of services for his/herself, that his/her capacity to provide adequate care to the child is affected by his/her vulnerability, or that the adult may be suffering abuse or exploitation, then **the staff member, student or volunteer should:**

- Stop and concentrate on what you are observing or being told
 - Ensure the person's (and any others) immediate safety
 - Do not promise confidentiality or agree to keep something secret
 - Do not investigate yourself and avoid asking leading questions
 - Obtain the necessary information to make an informed referral
 - Discuss with the Child Protection Officer (CPO) or his/her deputy
 - Make and keep a record of the incident and actions taken.
- The CPO should seek advice from and if appropriate pass on the concerns to one of the referrer agencies;
- Adult Services Access Team (0114 273 4908) or
 - South Yorkshire Police (101)

<p>In an emergency don't delay. Ring 999 for South Yorkshire Police</p>
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For further advice and information;

- See South Yorkshire Adult Protection Procedures; www.sheffield.gov.uk/safe-sound/protection-from-abuse/adults
- Contact the Sheffield Safeguarding Children Advisory Service (Mon - Fri, 9 -5) on 0114 205 3535