

## POLICIES AND PROCEDURES

### Child Protection Policy and Procedure

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Cross Reference	Supervision Agreement, Reporting Child Protection Concerns – Contact Details, E-Safety – Social Media Guidance, PAN Lancashire

#### Purpose of this document

Aspired Futures (AF) is committed to building a 'culture of safety' in which children/young people (CYP) are protected from abuse and harm in all areas of its service delivery.

Our Safeguarding Policy is based on Guidance for Safer Working Practice for Adults who Work with Children and Young People.

#### Details of Policy

##### Staff and volunteers

**Our Designated operational and strategic lead Child Protection Officer who oversees this work is:**

- **Suzanne Williams – Head of Services**

**Our Designated Person who co-ordinates child protection issues is:**

- **Aine Frith – Service and Volunteer Manager (SV Manager)**

- We ensure all staff are trained to understand our Child Protection policies and procedures and parents/carers are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff receive supervision quarterly and an annual appraisal, ensuring consistent safe practice.
- All teenage volunteers and adult volunteers receive frequent, less informal supervision and an annual appraisal.
- All volunteers must complete the Lancashire Children and Young People's Trust online training in regards to Safeguarding before starting within the position and The Prevent Duty, Chanel Awareness online training.
- Applicants for posts within the provision will be clearly informed that the position is exempt from the Rehabilitation of Offenders Act 1974.
- Candidates will be informed of the need to carry out 'enhanced disclosure' check with the Disclosure and Baring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

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- We abide by OFSTED requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at our setting or has access to the CYP.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - A DBS statement to confirm the volunteer or staff member is registered on the DBS on line services and has given their permission to access their personal information held by the DBS.
  - We inform all staff that they are expected to disclose any unspent convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with CYP (whether received before or during their employment with AF).
- Volunteers do not work unsupervised until all relevant DBS, references and background checks have been received and checked .
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern. This will include making a report to the DBS to give them relevant information on any person who it has given AF reason to be concerned.
- We have procedures for recording the details of visitors to the setting.
- AF takes steps to ensure CYP parent/carers agree at registration for us to use images of CYP if and when appropriate e.g. social media (for marketing, covering of events and activities.)our supported children and young people sign a consent form
- Volunteer, visitors and CYP can have no mobile phone access during the session however allocated staff will have access to company phones for emergencies.
- In the event of a serious case review / death of a CYP all members of staff and or volunteers will be offered extra support as stated on the PAN Lancashire website ensuring they receive the appropriate help.

Aspired Futures is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006).

### Responding to suspicions of abuse

- We acknowledge that abuse of CYP can take different forms - physical, emotional, and sexual, as well as neglect.
- When CYP are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour
  - deterioration in their general well-being
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play
  - unexplained bruising, marks or signs of possible abuse or neglect and
  - Any reason to suspect neglect or abuse outside the setting.
  - Aspired Futures recognises that the abuse of a child may be carried out by a child/young person's peers; Peer abuse allegations will be taken as seriously as allegations of abuse perpetrated by an adult.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent/carer's drug or alcohol abuse, mental or physical illness or parent's learning disability. We will refer to

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Assessing the Impact of Alcohol Use on Children and Families which is held in the Safeguarding Information Policy and Procedures, in the AF Main Office.

- We are aware of other factors that affect vulnerability such as abuse of disabled CYP, fabricated or induced illness, child abuse linked to beliefs in spirit possession and sexual exploitation such as through internet abuse that may affect or may have affected CYP using our provision. In the case of E-safety, we ensure that we follow the E-safety – Social Media Guidance held in the main Safeguarding file in the Aspired Futures main file or on PAN Lancashire website.
- In regards to any factors involving Female Genital Mutilation AF are aware of the mandatory duty to report known cases for anyone under 18 years old to the appropriate authority in line with the Female Genital Mutilation Act 2003 ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf))
- We also make ourselves aware that some CYP are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking or violent extremism. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Following the introduction of the Counter-Terrorism and Security Act 2015 we also recognise that we have due regard to the need to prevent people from being drawn into terrorism (the “Prevent” duty).
- Where we believe a CYP in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- We will follow the appropriate PAN Lancashire Safeguarding guideline in relation to any private fostering we may be made aware of.
- When we are aware that a CYP under the age of 18 is sexually active we will ensure we follow the Blackpool or Lancashire Children’s Social Care procedures including making a referral, if we have concerns, for any child under the age of 16 and if seen as exploitation or abuse up to the age of 18. We will also make sure we follow the guidance as stated in 5.22 working With Sexually Active Young People under the Age of 18 on the PAN Lancashire Website.
- Where such evidence is apparent, the SV Manager or lead sessional worker makes a dated and timed, record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated safeguarding person'. The information is stored on the CYP's electronic personal file.
- We refer concerns to the local authority children’s social care department and co-operate fully in any subsequent investigation.

**NB: In some cases this may mean the police or another agency identified by Blackpool’s’ or Lancashire’s Safeguarding Children’s Board.**

- We take care not to influence the outcome either through the way we speak to CYP or by asking questions of CYP.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a CYP or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

### Recording suspicions of abuse and disclosures

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- Where a CYP makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
  - listens and offers reassurance giving assurance that she or he will take action
  - does not question
  - makes a written record that forms an objective record of the observation or disclosure that includes:
    - the date and time of the observation or the disclosure
    - the exact words spoken as far as possible
    - the name of the person to whom the concern was reported, with date and time and
    - the names of any other person present at the time
- These records are signed and dated and kept on the CYP's electronic personal file which is kept securely and confidentially.
- The manager acting as the Designated Person is informed of the issue at the earliest opportunity.
- Where Blackpool or Lancashire Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by Blackpool or Lancashire Safeguarding Children Board.

### Making a referral to the local authority social care team

- Blackpool and Lancashire Local Safeguarding Board contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you are worried a child is being abused' (HMG 2006). Also <http://panlancashirescb.proceduresonline.com/index.htm>
- Referrals for Lancashire child/young person procedures should be followed as given on the <http://panlancashirescb.proceduresonline.com/index.htm>

**The Head of services or CYP Manager must carry forward a referral for a Blackpool child/young person via the duty assessment team Email: [duty.assessment@blackpool.gov.uk](mailto:duty.assessment@blackpool.gov.uk). Telephone: 01253 477299 or out of hours 01253 477600.**

**A Lancashire child via the Lancashire, duty and assessment team [cypreferrals@lancashire.gov.uk](mailto:cypreferrals@lancashire.gov.uk) telephone 0300 1236720 or the out of hours 0300 1236721/2. More Safeguarding information regarding social care referrals can be found on the PAN Lancashire website: <http://panlancashirescb.proceduresonline.com/index.htm>**

### Informing parents/carers

- Parents/carers are normally the first point of contact. We discuss concerns with parents/carers to gain their view of events unless we feel this may put the CYP in greater danger.
- We inform parents when we make a record of concerns in their CYP's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents/carers are informed at the same time that the referral will be made, except where the guidance of the Blackpool and Lancashire Safeguarding Children Board does not allow this, for example, where it is believed that the CYP may be placed in greater danger.
- This will usually be the case where the parent/carer is the likely abuser. In these cases the social workers will inform parents/carers.

### Liaison with other agencies

- We work within the Blackpool and Lancashire Safeguarding Children Board guidelines.

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- There may be times that AF has to share information with other agencies on a need to know basis to ensure the safety of a CYP.
- We have the current version of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify OFSTED (0300 123 1231) of any incident or accident and any changes in our arrangements which may affect the well-being of CYP or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to OFSTED are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

### Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals following AF safeguarding policy and procedures.
- We ensure that designated persons receive training in accordance with that recommended and delivered by Blackpool and Lancashire Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### Curriculum

- We introduce key elements of keeping CYP safe into our programme to promote the personal, social and emotional development of all and aim to develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for CYP's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate.

### Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Blackpool & Lancashire Safeguarding Children Board.

### Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents/carers our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with children's social care team.
- We will continue to welcome the CYP and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the CYP's social care worker in relation to the setting's designated role and tasks in supporting that CYP and their family, subsequent to any investigation.
- Confidential records kept on a CYP are shared with parents/carers in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of Blackpool or Lancashire Safeguarding Children Board.

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### Legal framework

#### Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedoms Act 2012

#### Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

#### Further Guidance

- By accessing Blackpool Safeguarding Board Website & Local Pan Safeguarding Board Procedures
- Working Together to Safeguard Children (under revision 2012)
- Working Together to Safeguard children 2015
- Keeping children safe in Education 2015.
- What to do if you are Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
- Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)
- The Prevent Duty 2015
- Female Genital Mutilation Act 2003

All the above Legal Framework can be accessed in full on the PAN Lancashire website.



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## Appendix 1

### Reporting Safeguarding Concerns – Contact Details

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### Aspired Futures Safeguarding Children/Young People Contacts

Revised Date: October 2015

Role	Name	Contact Details
<b>Aspired Futures Contacts</b>		
Head of services- Designated operational and strategic lead for Safeguarding	Suzanne Williams	01253 769755 / 07436270935
Service and Volunteer Manager - Designated Person for managing day-to-day sessions	Aine Frith	01253 769755 / 07436270934
Blackpool Safeguarding children Board	David Sanders, Independent Chair Paul Threlfall  BSCB Business development manager	BSCB@blackpool.gov.uk
Local Authority Designated Officer (LADO)  Blackpool Borough Council  No1 Bickerstaffe Square  Talbot Rd  Blackpool  FY1 3AZ	Peter Charlesworth	<b>Tel:</b> 01253 477541 Email: lado@blackpool.gov.uk  01253 477541
Lancashire Safeguarding Children's Board (LSCB) Room D39 & D40 County Hall, Preston, PR1 0LD <b>Tel:</b> (0)1772 530283 /(0)1772 530329 Email: lscb@cyp.lancscc.gov.uk Website: Lancashire Safeguarding Children Board		<b>Tel:</b> (0)1772 530283 /(0)1772 530329 Email: lscb@cyp.lancscc.gov.uk Website: Lancashire Safeguarding Children Board



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<p>Lancashire Fylde and Wyre Wellbeing Prevention and Early Help Coordinators and locality managers</p>	<p>Richard Bollands <a href="mailto:richard.bollands@lancashire.gov.uk">richard.bollands@lancashire.gov.uk</a>  Fred Attwater <a href="mailto:fred.attwater@lancashire.gov.uk">fred.attwater@lancashire.gov.uk</a></p>	<p>07817 622861  07432 646703</p>
<p>Prevent Duty (Uk Governments counter terrorism strategy).  Channel program  Single point of contact  Service Reviewing manager safeguarding and review ( children and young people)  Blackpool Borough Council  No1 Bickerstaffe Square  Talbot Rd  Blackpool  FY1 3AZ</p>	<p>Peter Charlesworth</p>	<p>01253 477541</p>
<p>OFSTED</p>		<p>0300 123 1231  <a href="mailto:enquiries@ofsted.gov.uk">enquiries@ofsted.gov.uk</a></p>