

POLICIES AND PROCEDURES

Child Protection Policy and Procedure

Author	Sue Williams
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Next Review Date	2021

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 the Keeping Children safe in Blackpool and the PAN Lancashire Continuum of Need.

Details of policy

Staff and volunteer

Our Designated Safeguarding lead 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)

Statutory Guidance	<ul style="list-style-type: none"> • Keeping Children safe in Blackpool 2017 • Working Together to Safeguard Children 2015 sets out organisational responsibilities for multi agencies. • Keeping children safe in education 2016: • What to do if you are worried a child is being abused • Guidance for Safer Working Practice for adults who work with children and young people • The Children Act 1989 • The Children Act 2004 • Safeguarding Vulnerable Groups Act 2006 (c47)
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Kensington Foundation Resource Centre, 216 Whitegate Drive, Blackpool, FY3 9JL
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<p>Ethos</p>	<p>Aspired Futures (AF) recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff, volunteers and Trustees contribute to an ethos where children feel secure and safe • ALL children have opportunities to communicate and know that they are listened to • ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe • ALL children know that they can communicate with any adult in AF if they are worried or in difficulty • ALL staff and volunteers will contribute to providing a support package that will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe • ALL staff and volunteers will contribute to providing a support package which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential
<p>Roles and responsibilities</p>	<p>Aspired Futures is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:</p> <p>All adults, including volunteers, working in or on behalf of AF will:</p> <ul style="list-style-type: none"> • Demonstrate an understanding that safeguarding is everyone's responsibility • Maintain and demonstrate a mind set of "it could happen here" • Do all they can within the capacity of their role, to keep ensure that children are protected from harm • Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care • Do all they can within the capacity of their role, to ensure that children have the best outcomes • Report cases of suspected abuse to the DSL. This will be done as soon as possible following AF safeguarding policy and procedures. • Report lower level concerns to the DSL. • Monitor all Children and Young people, particularly those that are deemed vulnerable • Report any concerns regarding adults conduct to the DSL or Head of Business. <p>The Senior Management team</p> <ul style="list-style-type: none"> • Ensure that the policies, procedures and training in AF are effective and comply with the law at all times

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- Ensure that safeguarding policies and procedures are followed by all staff and volunteers
- Put in place safeguarding responses where CYP go missing
- Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role
- Ensure that AF will contribute to inter-agency working in line with statutory guidance Working together to safeguard children
- Ensure that safeguarding procedures take into account local guidance including: The Blackpool Way: Risk Sensible Framework (Blackpool) and Risk Management Toolkit (Lancashire) and Pan Lancashire Continuum of Need and Thresholds Guidance for both Blackpool and Lancashire CYP.
- Ensure that staff members undergo safeguarding training at induction
- Ensure that DSLs and all staff, volunteers and Trustees are trained and updated regarding safeguarding regularly in compliance with PAN Lancashire guidance
- Ensure that CYP are safe online by ensuring that appropriate filters and monitoring systems are in place
- All staff and volunteers promote safeguarding with will all CYP
- prevent people who pose a risk of harm from working with children
- ensure there are procedures in place to handle allegations against staff and volunteers.
- ensure staff and volunteers` in Aspired Futures are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs
- ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA.

The DSLs will:

- take **lead responsibility** for safeguarding and Child Protection
- manage referrals to Children's Social Care, Police and other agencies
- work with others in order to improve outcomes for children
- attend DSL training every 2 years
- undertake Prevent awareness training
- update their skills and knowledge on a regular basis, but at least annually
- raise awareness of safeguarding throughout AF
- ensure that this policy is reviewed annually and is available publicly
- maintain, update and amend the AF safeguarding portfolio regularly
- ensure that parents are aware of AF responsibilities regarding safeguarding and child protection
- maintain accurate safeguarding records that are stored securely
- be available during school hours
- arrange cover of DSL role for any out of hours/out of term activities

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	<ul style="list-style-type: none"> • represent AF in multi-agency meetings • be provided with appropriate support and supervision in order to carry out the role safely and effectively
<p>Induction Training and updates</p>	<p>Aspired Futures is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:</p> <ul style="list-style-type: none"> • All AF staff will attend the Blackpool way safeguarding training course as of May 2018. • ALL staff and volunteers will complete the Lancashire Children’s Trust Level 1 & 2 online Safeguarding Training, during their induction • ALL staff and volunteers must keep their certification up to date, by attending refresher courses every 3 years, the DSL will attend the local authority Designated safeguarding lead refresher course every 2 years. AF will provide ALL staff, with regular safeguarding updates. • ALL staff, will have a safeguarding update as and when necessary in the CYP review meeting and/or full team meeting. • DSLs will attend DSL training every 2 years • DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis • The main DSL will undertake Prevent Awareness training • All Safer Recruitment information and guidance is accessed via Nathen’s solicitors, to ensure safe recruitment. • AF will ensure that at least 1 staff member will attend any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety, female genital mutilation etc as is deemed necessary by the DSL. • All staff and volunteers are asked to complete the Chanel awareness training online course. • Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s
<p>Child Protection</p>	<p>Aspired Futures is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse • ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe • ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued • safeguarding has a high status throughout AF by being on the agenda at staff meetings, information being readily available on Safeguarding board. • ALL staff feel confident in approaching DSLs to raise concerns • ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.

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- ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others
- ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse
- DSLs keep up to date with emerging and specific safeguarding issues and update training as required
- DSLs update staff and volunteer's knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues
- ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"
- ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times
- ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse
- ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse
- ALL staff and volunteers report cases of suspected abuse to the DSL.
- Where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care
- ALL staff know how to refer to Children's Social Care
- DSLs will make a Section 47 referral to Children's Social Care where a child needs protection, has been significantly harmed or is at risk of significant harm, using Risk Sensible Framework (Blackpool), Risk Management Toolkit (Lancashire) and Pan Lancashire Continuum of Need and Thresholds Guidance for both Blackpool and Lancashire to determine whether this threshold has been met
- This referral will be done by telephone and followed with a Children's Social Care Referral Form as soon as possible
- Consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk
- Where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk
- DSLs adhere to policy, procedures and guidance from the Blackpool Safeguarding board (BSCB) and Lancashire Safeguarding Children's Board (LSCB) about sharing information
- DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings

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	<ul style="list-style-type: none"> • DSLs will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes • DSL will meet regularly with team members including Senior management team (SMT) to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented • A copy of the child's CP Plan is included in the child's individual Child protection and safeguarding file in their own personal electronic file. • ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL • DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff and on a need to know basis. • Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases • Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child • ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported • Personal Risk Assessments will be undertaken for all children attending AF
Child In Need	<p>Aspired Futures is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:</p> <ul style="list-style-type: none"> • DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using PAN Lancashire Continuum of Need and Thresholds Guidance and CSC referral form • DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need • This will be determined and assessed by the DSL using the Lancashire Continuum of Need and Thresholds Guidance and the Blackpool Risk Sensible framework and the Lancashire Risk Sensible Framework. • DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care • When consent is not given, DSLs will continue to offer Early Help, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations • DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed

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	<ul style="list-style-type: none"> • DSLs contribute to Child in Need Meetings and Reviews • DSLs will attend CIN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes • DSL will meet regularly with team members to ensure that decisions made about children who are subjects of CIN Plans are agreed and a clear rationale for the decision is documented • A copy of the child's CIN Plan is included in the child's individual safeguarding file
Early Support	<p>Aspired Futures is committed to providing our supported children with the right help at the right time. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers can identify the risk factors according to the Risk Sensible Framework that indicate a family or pupil may benefit from Early Help • ALL staff will use the AF CYP review meetings and or Full team meetings to discuss if there are any Early Help requirements for Cyp. Additional emergency meetings can be held immediately as and when required to ensure maximum support and safeguarding. • DSLs will undertake a CAF assessment (Lancashire) or Early Help assessment (Blackpool), where appropriate, to identify what Early Help is required. If a Blackpool child is thought to be suffering from neglect the Bespoke Suite of neglect evaluation tools as developed by the NSPCC should be used, to determine neglect, and the need for Early support, Child in Need or Child Protection. • DSLs will signpost and refer to appropriate support agencies • DSLs will lead on TAF meetings where it is appropriate for them to do so • DSLs will refer to CSC where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC referral form • DSLs will utilise Wellbeing, Prevention and Early Help services (Lancashire) or Early Help (Blackpool) by using Request for Service form • DSLs will identify and work with any organisations that are relevant in meeting the needs of pupils and their families • DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help with input and support of multi agencies.
Specific Safeguarding	<p>Aspired Futures is committed to keeping our children safe from specific forms of abuse. We therefore ensure that:</p>

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ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as:

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'
- ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation
- ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately
- The AF Internet Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place
- DSLs understand when it is appropriate to make a referral to the Channel Panel

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- AF will share relevant age appropriate information around the risks associated with CSE as and when required with cyp.
- The AF **Internet Safety Policy** will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place. AF has specific CYP accounts on AF laptops. All CYP are supervised at all times when using the laptops.

Honour Based Violence (HBV) 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008) ALL staff and volunteers will have a general

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understanding of how to identify a child who may be at risk of Honour Based Violence.

Forced Marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry.

Female Genital Mutilation (FGM) is encompassed within the term Honour Based Violence

- ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately
- FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences
- ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them
- DSLs must report to the police cases where they discover that an act of FGM, Forced Marriage or other HBV appears to have taken place

Modern Slavery The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA

Peer on Peer Abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.

- ALL staff and volunteers understand that children can abuse other children
- ALL staff and volunteers will inform the DSL of suspected peer abuse

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- Peer on peer abuse will be taken as seriously as any other form of abuse
- Physical abuse between peers will be managed under the Aspired Futures Behaviour Policy
- Personal safety and safe risk taking, In particular around Water, fire, railways and knives safety.
- Emotional abuse between peers will be managed under the school's Anti-Bullying Policy
- Harmful sexual behaviour will be identified and managed using the support and guidance from the Pan Lancashire website, and where necessary appropriate referrals to the appropriate services.
- Sexting will be managed on a case by case basis using national and local guidance including information on the PAN Lancashire website and www.saferinternet.org.uk/sexting.
- In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. Seek advice from LCC Schools Safeguarding Officer
- Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met

Children Missing can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.

- ALL staff must follow AF Safeguarding procedures if they have a concern about a cyp that has missed a session.
- There is an admissions policy and an attendance register

For all specific safeguarding issues, the AF DSL must follow national and local guidance that can be accessed on the PAN Lancashire website:

- **Multi Agency Statutory Guidance on FGM**
http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html
- **Prevent Duty**
http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html
http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html
- **What to do if you suspect a child is being sexually exploited**
http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html
- **www.saferinternet.org.uk/sexting**

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Online Safety	<p>Aspired Futures is committed to keeping CYP safe online. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour • The AF Internet Safety Policy details how we keep pupils safe when using the internet and mobile technology • Online bullying by any CYP, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Internet Safety Policy and Behaviour Policy • There is a clear and explicit procedure for dealing with mobile phones, laptops, watches or any other technology device that are brought into AF by children and young people. • A copy of E-safety – Social Media Guidance is displayed on the AF Safeguarding notice board and a copy can be found on the cloud in Shared Documents, under Child Protection document and procedures, also on the PAN Lancashire website http://panlancashirescb.proceduresonline.com/chapters/contents
Record Keeping	<p>Aspired Futures is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:</p> <ul style="list-style-type: none"> • There is an agreed format for reporting all matters relating to child's wellbeing, from an early help requirement or "niggle", to a disclosure of abuse • ALL staff use the agreed format for passing on concerns, all staff must inform the DSL Immediately, this information will be acted upon by the DSL • Concerns should be factual and evidence based • Concerns should be discussed directly with the DSL • ALL concern logs will be kept in an individual Cyp's Personal electronic file in the Child protection documents section including child protection reports. • ACYP will have an individual Cause for Concern file when there has been a number of concerns and no other services involved with the CYP family, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need • DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records

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	<ul style="list-style-type: none"> • DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working in the Cyp personal electronic file in the section Chronology. • When individual CYP are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. CYP information should be anonymised or stored in a secure manner • All safeguarding records are stored electronically in each CYP personal electronic file on the Cloud. Access to the cloud is limited to certain staff members and passwords used for all accounts. • Only DSLs and other named staff will have access to each individual CYP personal electronic files all access is password protected.
Safer Recruitment	<p>Aspired Futures is committed to keeping CYP safe by ensuring that adults who work or volunteer in Aspired Futures are safe to do so. We therefore ensure that:</p> <ul style="list-style-type: none"> • <i>The Aspired Futures safer recruitment and selection policy is adhered to always when recruiting staff.</i> • AF currently accesses Naphtens Solicitors for all HR information including Safer recruitment policies and procedures. • ALL staff will monitor the conduct of all adults who come into contact with children at Aspired Futures and report any concerns to the DSL, Service and volunteer manager or Head of Business. • The AF Allegations of abuse against AF trustees, staff member or volunteer policy must be followed at all times if an allegation is made against any trustee, staff or volunteer member. • We apply for an enhanced DBS for all staff and volunteers. • Evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files • When an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise disqualification@ofsted.gov.uk • Advice will be sought from the SMR and people manager, Head of Business and Head of Service to the Local Authority Designated officer (LADO) if any staff are unclear about any aspects of Safer Recruitment
Allegations of abuse	<p>Aspired Futures understands that when an allegation is made against a member of staff, set procedures must be followed. We therefore ensure that:</p> <ul style="list-style-type: none"> • All staff are aware of the requirement to, and process of referring allegations against staff to the Head of Business/Services • All staff are aware of the requirement to, and process of referring allegations against the Head or Business or Head of Services to the Chair of Trustees and to the Local authority designated officer (LADO) if

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	<p>necessary. (All LADO information is displayed on the AF Safeguarding notice board).</p> <ul style="list-style-type: none"> • The Head of business or Head of Services and/or Chair of Trustees will discuss the allegation with the Local Authority Designated Officer (LADO) • LSCB procedures for dealing with allegations against staff will be followed http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html • All staff remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern • All concerns of poor practice or possible child abuse by colleagues should be reported to the DSL or Head of Business. • Complaints about the Head of Business should be reported to the Chair of Trustees • All staff are aware of the AF Whistleblowing Policy which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. • The designated lead must notify OFSTED on 0300 123 1231 or any incident or accident and any changes in AF arrangements which may affect the wellbeing of cyp or where and allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premise or elsewhere) . Notifications to Ofsted are made as soon as is reasonably practicable, but at latest within 14 days of the allegations being made.
Visitors	<p>Aspired Futures is committed to keeping CYP safe by ensuring that visitors to school do not pose a risk to CYP at AF. We therefore ensure that:</p> <ul style="list-style-type: none"> • Visitors to AF must sign in and wear a Visitors Identification Visitors Badge • ALL staff and children, where appropriate, will challenge visitors to AF who are not wearing correct identification • visitors sign out and remove/hand in their identification when they leave the AF. • Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL. • Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the Service and Volunteer manager or DSL. • When visitors are undertaking activities with children, content of the activity will be agreed with the Service and volunteer manager or DSL, prior to the visit

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Cameras, Mobile Phones and Devices	<p>Aspired Futures is committed to keeping CYP safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. AF will therefore ensure that:</p>
Review dates	<ul style="list-style-type: none"> • Parental consent is obtained to take and use photographs and/or videos of children • Parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing AF • Separate parental consent is obtained if any other agency requests to take photographs of any child • Parental consent will be valid for 5 years but may be sought more regularly at the discretion of DSL • Images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at AF if appropriate • Photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other AF related purposes • Staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children • The AF digital camera/s or memory cards must not leave AF premises unless this is agreed by the Service and Volunteer manager or DSL for AF related business • Photos are printed/uploaded in AF by staff and once done images are then immediately removed from the cameras memory • Parents are reminded frequently of the risks associated with posting images of children to social media • Staff, volunteers and visitors will not use mobile phones in toilet or changing areas • The Code of Conduct and/or Acceptable Use/Behaviour Policy will outline when and where staff, volunteers and visitors can use their mobile phones • ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the DSL or Head of Business • CYP use of mobile phones and other devices will be managed under the Aspired Futures ICT acceptable use agreement, Staff and volunteer acceptable use agreement and CYP acceptable use agreement. Parent/carer acceptable use agreement, Behaviour Policy, Internet Safety Policy, Social Media policy and Mobile Phone and Camera Usage Policy • All CYP attending an AF session must hand in their phone or IT devices at the beginning of the session where they will be stored in a locked cabinet in the small office until the end of the session.

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<p>Legal Framework</p>	<p>Primary legislation</p> <ul style="list-style-type: none"> • Children Act (1989 s47) • Protection of Children Act (1999) • Data Protection Act (GDPR 2018) • The Children Act (Every Child Matters) (2004) • Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedoms Act 2012 <p>Secondary legislation</p> <ul style="list-style-type: none"> • Sexual Offences Act (2003) • Criminal Justice and Court Services Act (2000) • Equalities Act (2010) • Data Protection Act (GDPR 2018) Non- Statutory Guidance <p>Further Guidance</p> <ul style="list-style-type: none"> • By accessing Blackpool Safeguarding Board Website & Local Pan Safeguarding Board Procedures • Working Together to Safeguard Children (under revision 2012) (2018) • Working Together to Safeguard children 2015 • Keeping children safe in Education 2018. • 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) • Disclosure Barring Service (DBS) • The Prevent Duty 2018 • Female Genital Mutilation Act 2003 <p>All the above Legal Framework can be accessed in full on the PAN Lancashire website.</p>
<p>Key Personnel and Training</p>	<p>Designated Safeguarding lead training to be attended every 2 years by the Aspired Futures Designated safeguarding lead.</p> <p>All Aspired Futures team members to update their safeguarding training with Local authority every 2 years.</p>

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Aspired Futures Safeguarding Children/Young People Contacts		
Revised Date: February 2018		
Role	Name	Contact Details
Aspired Futures Contacts		
Head of Services- Sue Williams Designated Safeguarding lead	Suzanne Williams	01253 769755 / 07436270935
Service and Volunteer Manager - Designated Person for managing day-to-day sessions	Aine Frith	01253 769755 / 07436270934
Strategic Director	Carmen Conquer	01253 769755 / 07436270936
Local Authority Designated Officer (LADO) County Hall (Lancashire Area)	Tim Booth (Temp - Ruth Lawton 10/4/19)	01772 536694
Lancashire Early support coordinators	Jenny Ashton Matt Chipchase	<u>01772 531643</u> jennifer.ashton@lancashire.gov.uk <u>02154 220989</u> mattchipchase@lancashire.gov.uk
Local Authority Designated Officer (LADO) 125 Albert Rd Blackpool	Peter Charlesworth	01253 477541

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Kensington Foundation Resource Centre, 216 Whitegate Drive, Blackpool, FY3 9JL
Registration number 07381445 : Charity Registration number 1143507

POLICIES AND PROCEDURES

FY1 4PW		
Blackpool Early support Talbot and Brunswick	Suzie Robertson Service manager	01253 476259 suzierobertson@blackpool.gov.uk
Blackpool Children services Duty and Assessment team		01253 477299 duty.assessment@blackpool.gov.uk
Child and family wellbeing service Sydney street Neighbourhood centre St Anne's		01253 741122
Lancashire Children's services		0300 123 6720 between 8am and 8pm Cypreferrals@lancashire.gov.uk 0300 123 6722 after 8pm.
Prevent Duty (UK Governments counter terrorism strategy). Channel program Single point of contact Service Reviewing manager safeguarding and review (children and young people) Blackpool Council Address	Peter Charlesworth	01253 477094 peter.charlesworth@blackpool.gov.uk

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POLICIES AND PROCEDURES

125 Albert Rd Blackpool FY1 4PW		
OFSTED		0300 123 1231 enquiries@ofsted.gov.uk

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