

# Derbyshire Carers Association

## Child protection policy and safeguarding procedures

1.1 The aims of this policy are:-

- To raise awareness of staff members` responsibility to safeguard children.
- To support staff in identifying the indicators of abuse, so that they are confident to take appropriate action.
- To have a clear, robust and structured child protection procedure and to pro-actively reduce the risk of harm or actual harm.
- To ensure that the Designated Safeguarding Lead can fulfil their responsibility regarding any child abuse concerns by following the policy in a timely manner, recording appropriately.
- To protect children by providing a culture where children feel confident in knowing how to approach adults in the setting if they are in difficulty or wish to complain and children are supported to learn how to keep themselves safe or free from prejudice, including when online.
- To know where to seek additional advice if there are issues concerning child sexual exploitation, radicalisation or extremism and take appropriate action.

This policy takes into account statutory guidance provided by the Charity Commission for England and Wales, and local guidance issued by the Derbyshire Safeguarding Children Board.

**This policy was adopted on.....**

**(Signature and job role).....**

The policy must be reviewed and updated at least every 12 months (or as a result of a significant safeguarding incident)

**Reviewed (date) .....**

**Signature and job role .....**

**Other relevant policies:**

- Recruitment Policy**
- Code of Conduct**
- Complaints procedure**
- Mandatory training**

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### **Appendices:**

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- 5. Chronology/time line
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## 1.2 Safeguarding Definition

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2013 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

Trustees of charities which work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

Safeguarding more broadly relates to:

- bullying, including online bullying and prejudice-based bullying
- racist, disability, homophobic or transphobic abuse
- gender-based violence, or violence against women and girls
- radicalisation or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example, distributing of child/youth generated images and accessing images of child abuse
- teenage relationship abuse
- substance misuse and exposure to this
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- any other issues that pose a risk to children

Safeguarding also relates to broader aspects of care and education, including:

- children's health and safety and well-being, including their mental health
- meeting the needs of children who have SEND (Special Education Needs Disabilities)
- the use of reasonable force
- meeting the needs of children and learners with medical conditions

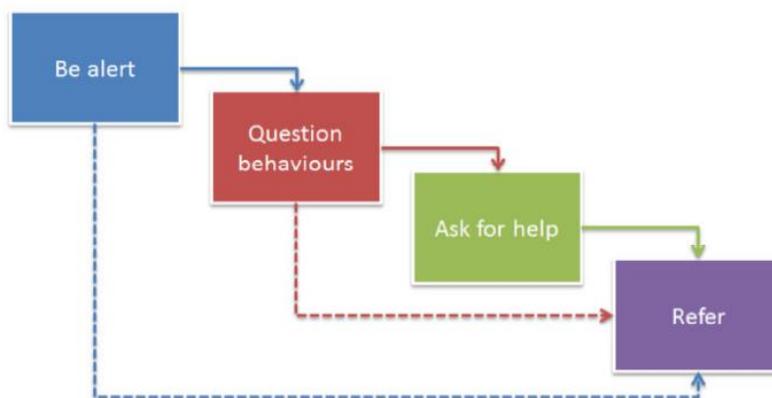
- providing first aid
- educational and recreational visits
- intimate and personal care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's safety and security, taking into account the local context

Any risks to the child regarding parents/carers behaviour e.g. misusing drugs or alcohol or a child going missing, being vulnerable to radicalisation or sexual exploitation or knowledge about a private fostering/host family arrangements etc will be shared with Derbyshire County Council's Safeguarding Board.

## 2.1 Child Protection Procedures

### Child Protection Procedures – concern about a child

Safeguarding procedures - four key steps



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**At Derbyshire Carers Association the Designated Safeguarding Leads (DSL) are Debbie Moore and Deborah Gough. Safeguarding concerns should be reported to the DSL in all cases and recorded appropriately.**

**All staff are responsible for the following:**

- to be aware of the Child Protection policy and procedures, and understand responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.
- to be alert and question the behaviour of children and parents/carers, and not necessarily take what they are told at face value.
- To report any concerns about a child with the DSL to decide the most appropriate action to take, depending on the circumstances and the support or action required, including a telephone referral if urgent and immediate to Starting Point (or the Local Authority where the child lives) . All other referrals are by completing an on line referral form [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint) (following the flow chart in appendix 4)

- To call the Starting Point professional advice line on 01623 535353 Monday to Friday (8am-6pm) if they are unsure if a threshold for referral is met.

Derbyshire County Council's **Starting Point** is the first point of contact and referral service for children who live in Derbyshire:- **(01629) 533190**  
**This is 365 days per year and includes out of hours**

Where there is concern about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area **where the child lives**. Our key neighbouring Local Authorities are:-

- Nottinghamshire 0300 500 8080
- Derby City 01332 641172
- Leicestershire 0116 305 0005
- Staffordshire 0800 131 3126
- Cheshire East 0300 123 5012 (option 3)
- Tameside 0161 342 4101
- South Yorkshire 0130 273 7777

See also:

[https://www.derbyshire.gov.uk/council/council\\_works/other\\_councils/neighbours/default.asp](https://www.derbyshire.gov.uk/council/council_works/other_councils/neighbours/default.asp)

- All concerns and discussions about a child's welfare are confidential and must be recorded in a timeline, including the decisions made and the reasons for the decisions. (Records need to be a coherent and factual record of the concerns which are stored on individual children's files in a clear chronological order - see template - appendix 5 – Case notes held within charity log.
- to ensure that the necessary paperwork is completed, sent to the relevant people and stored in a safe and confidential place.
- It is the role of social care/police or health practitioners, via a Starting Point Referral, to investigate individual cases and take further action if required.
- To monitor the situation and if there are further signs of potential abuse and neglect, the matter will be reported and referred again.

## 2.2 Disclosure

### If a child chooses to disclose

The member of staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. They will be open about the concern and make it clear to the child that they will have to tell others. They will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or if they are concerned about a real risk to themselves.

**DO:**

- Be accessible and receptive
- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that I must pass this information on
- Make no promises
- Make a careful record of what was said
- Follow my child protection policy and report any concerns as soon as possible. (see flow chart appendix 4)

**NEVER:**

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said, or about the person allegedly involved.
- Forget to record what has been told
- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure.

The notes and information sheet in the appendix 1 and 2 - may be useful to record key information to help when referring a safeguarding concern, however a chronology/timeline should be completed and stored confidentially on the child's file - see appendix 5. Further information may be requested by the Starting Point team and in line with the DSCB procedure.

## **2.3 Concerns or allegations made against a member of staff**

**(See Flow chart - appendix 3)**

A concern/allegation may be that, during an activity or one to one meeting, an individual:-

- 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 they may pose a risk of harm to children

- If there are concerns raised about the suitability and/or behaviour of any member of staff, these concerns must be notified to the Local Authority's Designated Officer (LADO) by completing an 'Allegations against staff, Carer and Volunteers' form. This form triggers a referral into the Derbyshire LADO and can be found at: [http://derbyshirescbs.proceduresonline.com/docs\\_library.html](http://derbyshirescbs.proceduresonline.com/docs_library.html)
- The LADO will contact the DSL to advise and agree how to proceed with regard to the allegations and, if and when the person the allegation has been made against will be informed of the concern, and this is dependent on the nature of the allegation.
- If there is cause to suspect a child is suffering or likely to suffer significant harm, or a criminal offence might have been committed, a strategy discussion will be held, involving police, LADO, the DSL, Children's Social Care and other agencies as appropriate. The aim of the Strategy Discussion will be to share relevant information and determine whether an investigation needs to be conducted by:
  - Social care regarding child protection concerns
  - Police regarding any possible criminal offences
  - Or via the employer disciplinary/ suitability procedures

### 3.1 Vulnerable Children

**Young Carers are vulnerable children and this could be a barrier to prevent children from telling about being abused. Other common barriers exist that could also prevent disclosure and staff need to be alert to the needs of children who may be more vulnerable or have additional barriers to overcome. This could include a child who:**

- is disabled and has specific additional needs
- has special educational needs
- is showing signs of engaging in antisocial or criminal behaviour
- is in a family circumstance presenting challenges for the child such a substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect

### 3.2 Code of conduct for behaviour

Staff will adhere to Derbyshire Carers Association's code of conduct for professional behaviour. Breaches of the code of conduct will lead to disciplinary and grievance procedures.

### 3.3 Information sharing

Information sharing is vital in order to provide effective early help and to keep children safe from harm (Munro). This includes sharing relevant information regarding safeguarding issues or concerns with partners, other settings and schools that a child may attend.

Information will be shared in line with the guidance 'Information sharing advice for safeguarding practitioners 2015' and will be stored safely and in line with the Data Protection Act 1998.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Any concerns regarding the welfare of a child will usually be discussed with the parents, but not if there is a view that this would put a child, a vulnerable adult or the member of staff at risk. Confidential, detailed and accurate written records of concerns about a child will be kept securely, even if there is no need to make an immediate referral. If any child with a known child protection plan has a safeguarding concern raised or is none attending/absent without explanation, this will be referred to their Social Worker/Social Care Team as soon as possible.

### 3.4 Safeguarding training

Staff will attend appropriate training as advised by the (DSCB). [www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk). The Designated Safeguarding Leads will attend designated safeguarding lead/safeguarding training at least every two years, and knowledge and skills will be refreshed at least annually. Training should include the emerging issues of e-safety, domestic violence, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and extremism.

### 3.5 Recruitment

The recruitment of new members of staff (including volunteers) will include checks into the eligibility and suitability of the person to work directly or indirectly with children including a DBS check and the examination of appropriate references.

### 3.6 Visitors, Volunteers and External Providers

Children are never left unsupervised with visitors, volunteers or external providers unless they have valid DBS clearance and prior permission has been given by parents/carers to work with their children in this way. The identity of all adults from outside Derbyshire Carers Association will be checked and they must have a valid reason for attending the activity or support session.

### 3.7 Complaints

Parents/carers will be informed how to voice their concerns or make a complaint via Derbyshire Carers' Association complaints policy and make sure that parents/carers have access to a copy of the safeguarding/child protection policy.

## 4.1 The Prevent Duty 2015

Protecting children from the risk of radicalisation is part of the wider safeguarding duties and any concerns will be followed up via safeguarding procedures. **See flowchart - appendix 4.** If advice is needed regarding the Prevent Duty contact either; Seamus Carroll who is the lead officer for Prevent at Derbyshire County Council by emailing [seamus.carroll@derbyshire.gov.uk](mailto:seamus.carroll@derbyshire.gov.uk), or call 01629 538494, or the Starting Point professionals advice line 01629 535353 and follow the advice given.

Staff will meet the requirement of the Prevent duty by:-

- **Risk assessment** – being alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- **Training** – being aware of the importance of being able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. All or some Staff have therefore undertaken a Workshop to Raise Awareness of Prevent (WRAP) and keep knowledge up to date.
- **IT policies** –being aware of the risks posed by the online activity of extremist and terrorist groups and how to advise children and families to manage access to the internet via phones and games etc.
- **Partnership working** – The Prevent duty builds on existing local partnership arrangements for safeguarding and we also work to build close links with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation.

During contact with children, staff will support them to build resilience to radicalisation by promoting the **Fundamental British Values** below.

Mutual respect and tolerance  
 Individual liberty  
 Democracy  
 Rule of law

## 4.2 Peer on peer abuse

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting etc.

Any peer on peer abuse during group activities will be dealt with at the time it occurs through behaviour management strategies, including removing children from the activity and/or from

future activities. Ongoing abuse will be dealt with via the child protection procedure. The needs of children and young people who abuse others will be considered.

### **4.3 Child sexual exploitation (CSE)**

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. This can also be peer on peer. If staff are worried that a child is at risk of CSE, they will follow the safeguarding policies and procedures, supporting the child in a sensitive manner.

### **4.4 Female Genital Mutilation (FGM)**

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl or young woman is at risk of or has undergone FGM must result in a referral to Children's Social Care.

If staff are worried about a child (or adult) who is at risk of FGM or has had FGM, they will follow safeguarding policies and procedures, supporting the child in a sensitive manner.

They will not however approach the child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care.

It is now mandatory that any cases of actual or suspected FGM are reported. The indicators of FGM and the good practice guidance in the document below.

[http://derbyshirescbs.proceduresonline.com/chapters/p\\_fem\\_gen\\_mut.html](http://derbyshirescbs.proceduresonline.com/chapters/p_fem_gen_mut.html)

### **4.5 Mobile phones, camera, devices and use of ICT policy**

Derbyshire Carers Association recognises that these technologies, and other devices which can take or store images, are an effective communication tool which we will endeavour manage effectively and safely. The use of this equipment is restricted to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual or group to put children into potential risk of harm.

Staff's personal and company mobile phones will be limited to essential use only whilst directly working with children.

Mobile phones will not be used whilst driving with children during a working capacity in order to avoid potential distractions and injury to children, self and others.

Personal mobile phones will not be used to take or store images of children.

Staff will only take photographs with written parental permission and which will help us share events. Photographic files will be stored safely and not be kept once the child's case is closed to the charity, unless prior agreement is agreed with the parent.

Derbyshire Carers Association has registered with the Information Commissioner's Office (ICO) as we store personal data such as digital photographs and we will keep this required registration up to date. Storage of personal and digital information, including photos, will also meet the requirements of the Data Protection Act and will be secured at all times through password protections for access and regular virus check updates.

Any access to the internet or computer games will be suitable for the age of the child who is using the equipment and supervised in their use.

Staff will not accept or request to be friends on personal social network sites with the children or parents that we work with or make any contact (unless the parent is already known outside of work).

Staff will not share any personal information about children or their families outside of Derbyshire Carers Association unless with relevant professional organisations.

## Appendices

### Appendix 1

#### **Notes and Information - that may be useful if referring a safeguarding concern**

Further information may be requested by the Starting Point team and in line with the DSCB procedures. (Also see chronology template appendix 5)

1. Name of child	
2. Date of birth of child	
3. Child's address (es)	
4. Name of parent/carer(s)	
5. Phone numbers of parent/carer(s)	
6. What is the concern, when and where did it occur? Who saw or heard what?  Date of incident	
7. Was the child able to say what had happened? if so, how did <u>they</u> describe it (write down all the conversation - always use their words and no leading questions)	
8. Who else, if anyone, was involved and how?	
9. Were there any obvious signs e.g. bruising, bleeding, changes of behaviour?	

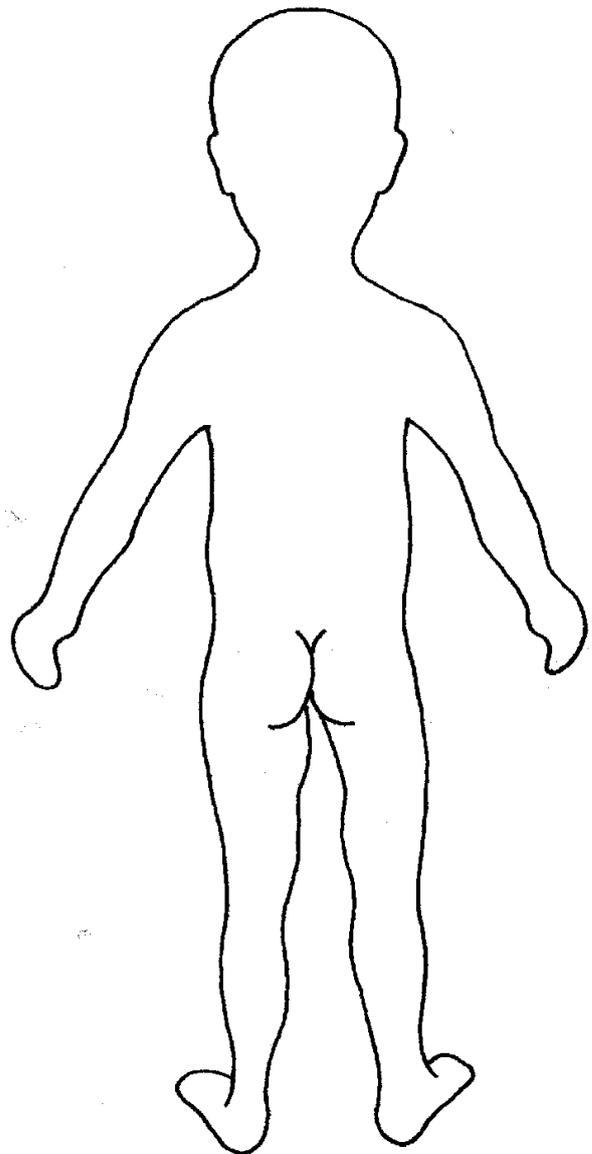
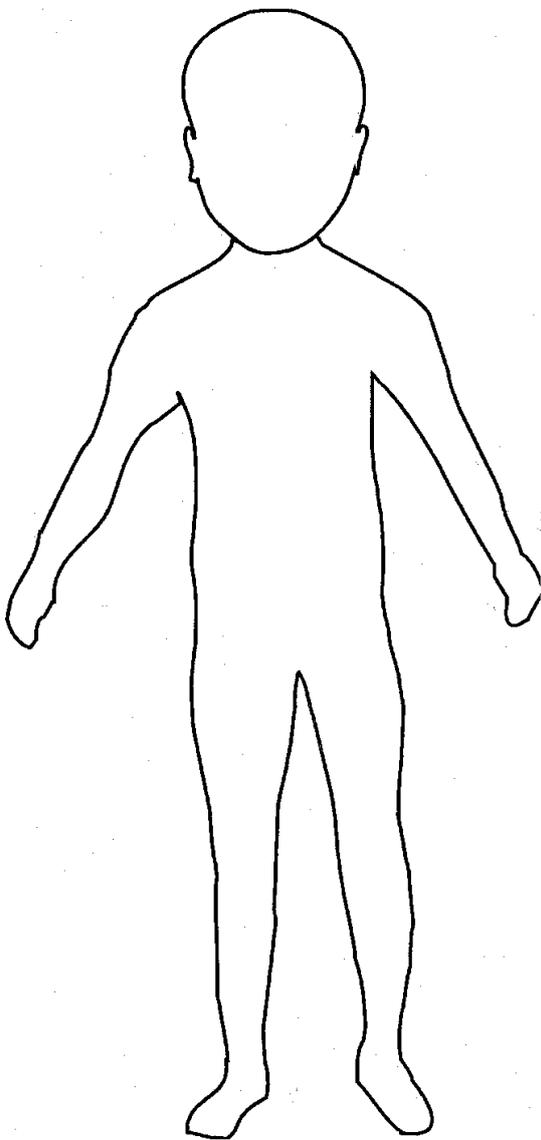
10. Are the parents/carer aware of the concern/incident and the referral being made to safeguarding?	
11. Are there any concerns about the immediate safety of the child or a reason not to discuss concerns with these parents?	
12. Actions taken and reasons – including dates and who this was reported to.	
13. Is the child known to any other services? – i.e. child protection plan in place or child in care– if so, contact social care.	
14. Date reported to social care and record outcome  Complete chronology – see appendix 5	

**Appendix 2**

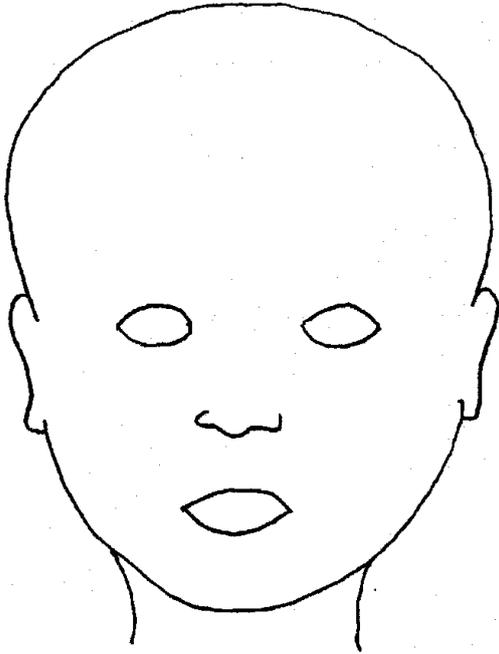
**A body map is simply a record of what can be seen and/or what has been said about the injury.**

**Name of child .....**

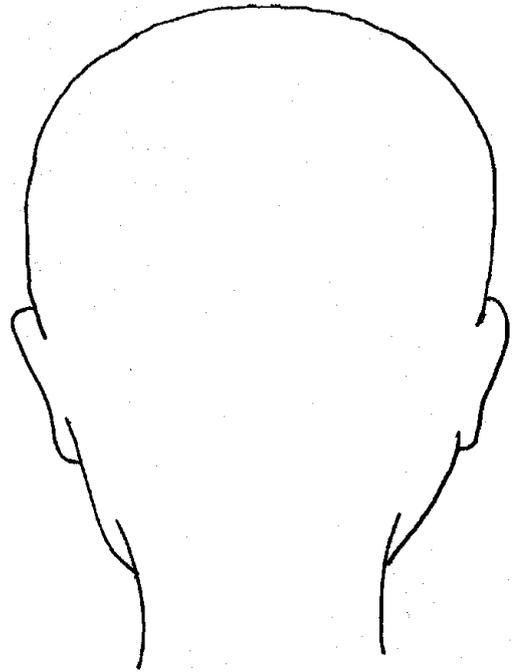
**Date and time of observation.....**



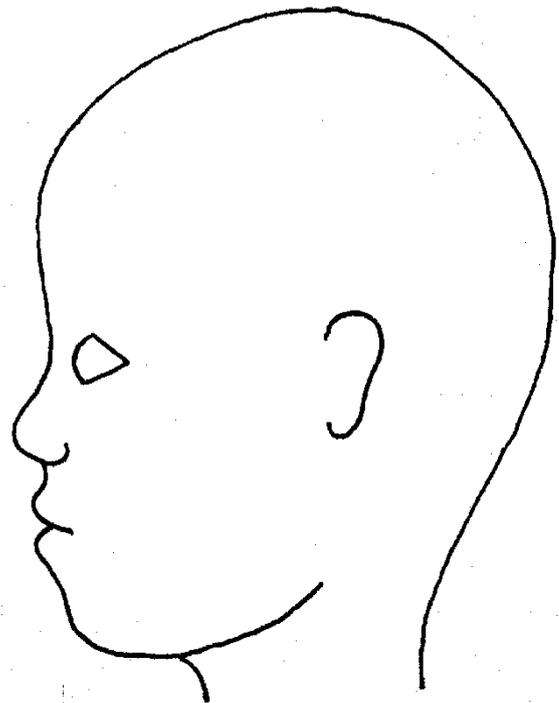
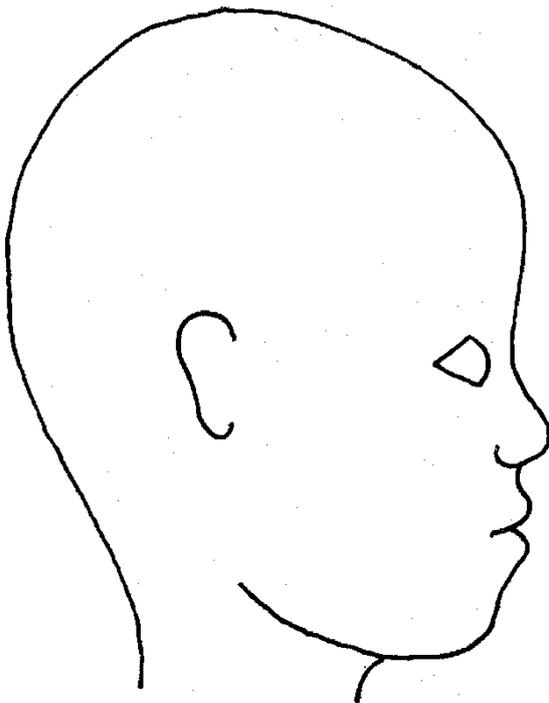
Name of Child: \_\_\_\_\_ Date of observation: \_\_\_\_\_



**FRONT**



**BACK**



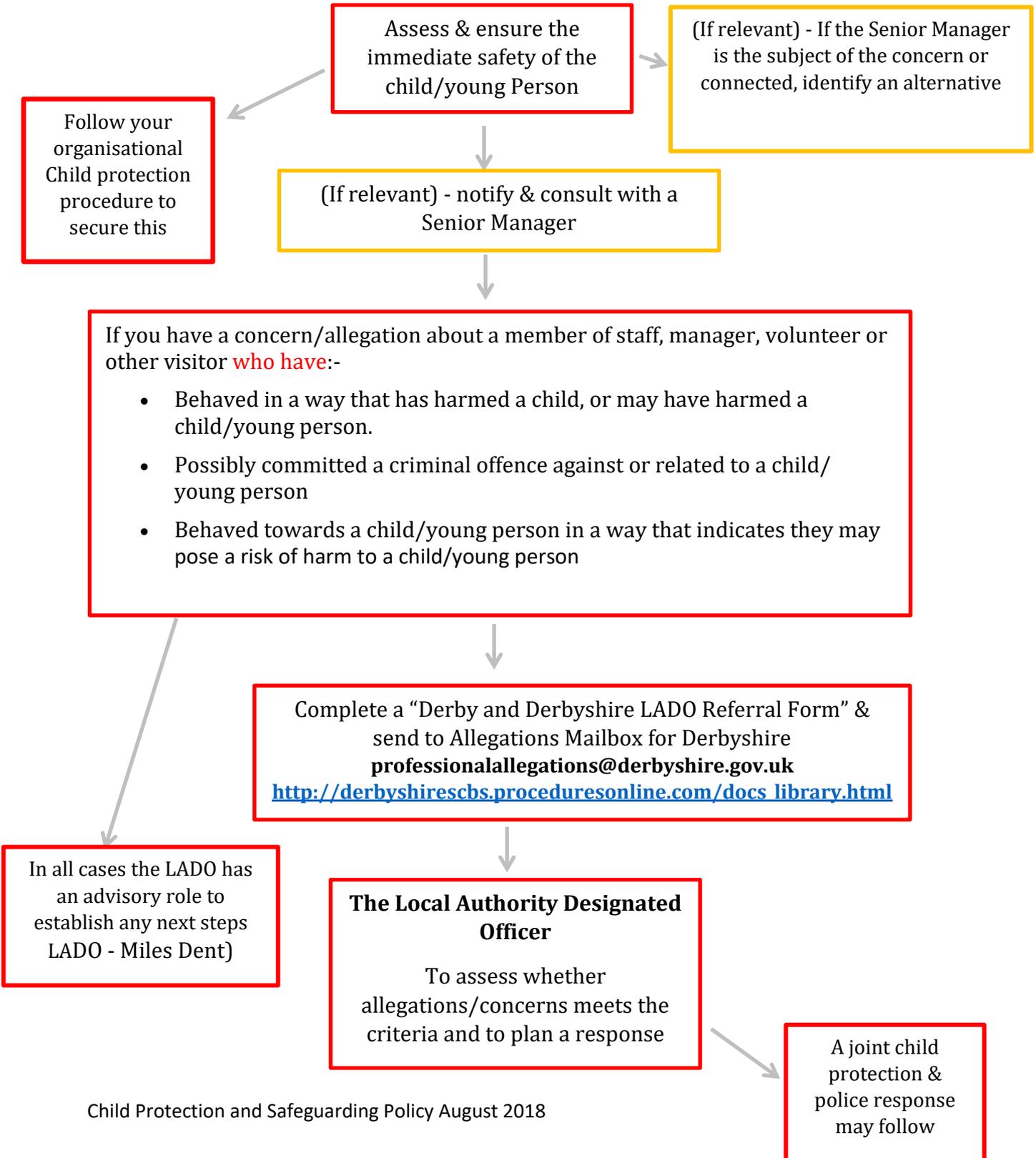
RIGHT

LEFT

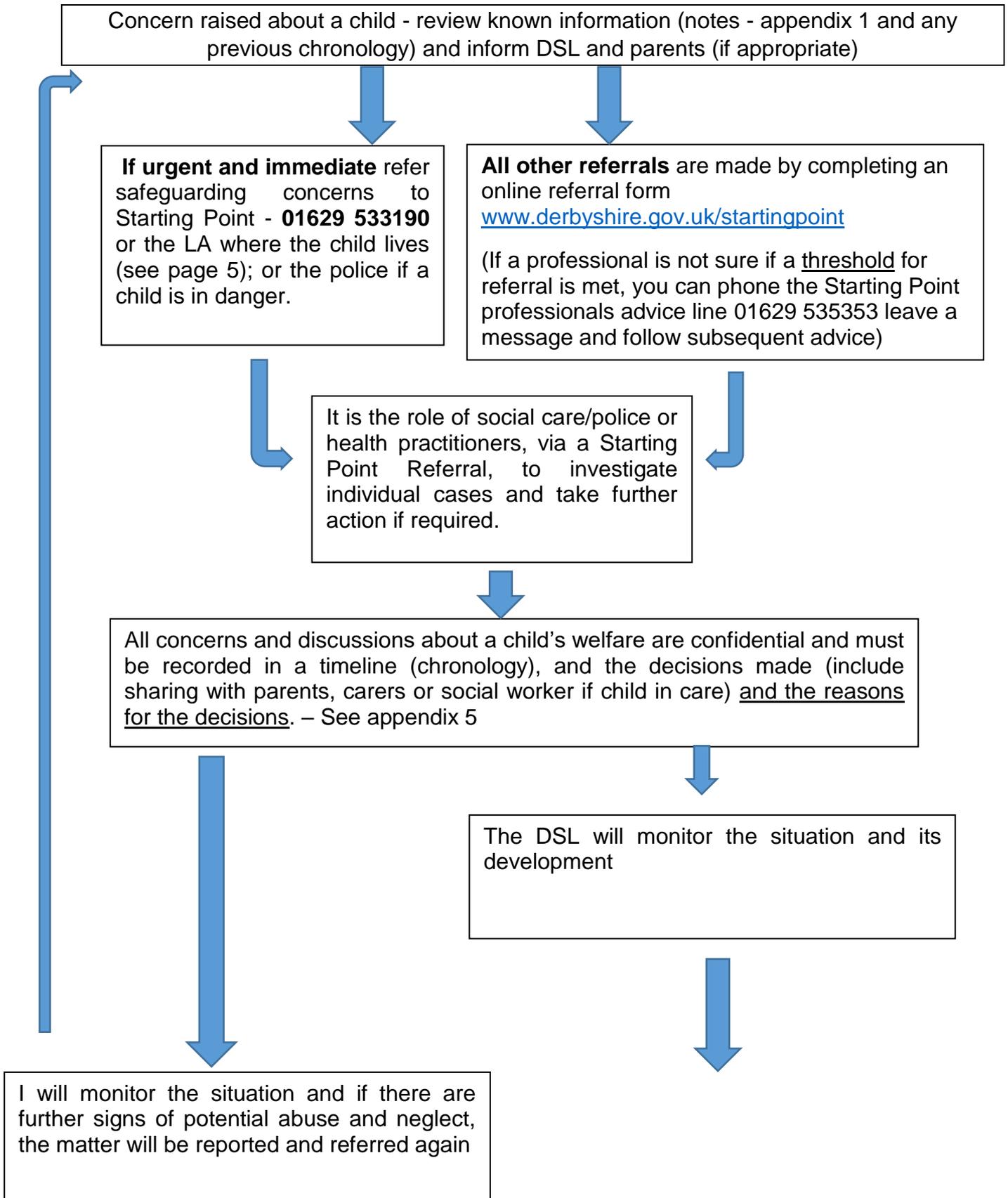


**Appendix 3**

**Derbyshire LADO Process - Allegations/Concerns against: self, member or persons living on premises where childcare takes place (non-schools)**



**Child protection concern - flow chart**



Review child protection policy /safeguarding procedures to ensure they are fit for purpose.

## Appendix 5

### Chronology of Significant Events/Incidents - (to be placed at the front of the child's child protection records/file)

<b>Child's Name:</b>	<b>DOB:</b>
<b>Setting</b>	<b>School - if school age</b>

#### Staff involved with child

Date	Name	Role

#### Current Professionals involved with child

Start date of intervention	Name/contact details	Role

Siblings	Name	Setting/ school

#### Current Status :-

**(Enhanced Temporary Additional Early Years Support (ETAEYS) Team around the Family (TAF), Special Educational Need and/or Disability (SEND) , Section 17 - Child in Need, Multi Agency Team (MAT), Child Protection (CP) Plan, Looked after Child (LAC) etc)-**

#### Chronology of significant events/incidents

Date(s)	Incident/event/report relevant to the child's welfare	Action/s taken (and by whom)	Full record location?	Agreed response to child (strategy)	Outcome (includes impact)
08/07/2016	Emma informs worker that mum's new boyfriend shouted & hit her last night, slight red mark on right cheek visible  <b>EXAMPLE</b>	Details recorded and parent informed by phone & records explanation mum gave	Child's CP file	Call to Starting Point – agreed that a Social Worker (SW) to contact parent and visit at home.  Agreed information shared with school	SW speaks to Emma, mark confirmed as likely non accidental injury (NAI) & arranges medical. Emma needs reassurance in school and settings as distressed. Emma may go and stay with auntie.


## Appendix 6

### Further information

- Guidance to help practitioners identify the signs of child abuse and neglect; and understand what action to take. <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> -
- Working together to safeguard children <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- The Prevent duty <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- Register for updates from the DSCB [http://derbyshirescbs.proceduresonline.com/chapters/register\\_updates.html](http://derbyshirescbs.proceduresonline.com/chapters/register_updates.html)
- Derbyshire's 'Early Help Offer' requests form [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint)
- [https://www.derbyshire.gov.uk/social\\_health/children\\_and\\_families/support\\_for\\_families/default.asp?VD=startingpoint](https://www.derbyshire.gov.uk/social_health/children_and_families/support_for_families/default.asp?VD=startingpoint)
- FGM - [http://derbyshirescbs.proceduresonline.com/chapters/p\\_fem\\_gen\\_mut.html](http://derbyshirescbs.proceduresonline.com/chapters/p_fem_gen_mut.html)
- Keeping Children Safe in Education – Derbyshire Schools Net - guidance and thresholds <https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/keeping-children-safe-in-education.aspx>
- Information sharing and the Data Protection Act 1998
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)
- Registering with the Information Commissioner's Office <https://ico.org.uk/>