



Version History				
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1.0	20/07/2015	Document created		
2.0	October 2015	Amended	Derek Sankar?	
2.1	17/08/2016	Addition of para <i>Leeds Safeguarding Children Partnership and West Yorks Safeguarding Children Procedures</i>	Philip Bramson	
2.2	25/04/2016	Reference of appendices 2 & 4 in policy text	Hilary Ashton	10 Jan 2017

Safeguarding Children and Young People Policy

Advonet is fully committed to safeguarding and promoting the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Advonet acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Staff will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

In implementing this child safeguarding policy Advonet will:

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's Safeguarding Children and Young People procedures and work at all times towards maintaining high standards of practice;
- Ensure that all workers are aware of local safeguarding children's boards (LSCB) interagency safeguarding procedures and are confident in how to work within these guidelines. (N.B. These procedures are the same across the whole of West Yorkshire and should be accessed on line to ensure the most up to date version is accessed. <http://www.leedslscb.org.uk/>)
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person to their line manager and to the organisations named person for child protection;
- Ensure that the named person understands his/her responsibility to ensure any child protection concerns are referred to the statutory child protection agencies (i.e. Police and/or Children and Young People's Social Care);

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- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints and Compliments Procedure*;
- Ensure that parents/carers when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Introduction:

Advonet workers come into contact with children under the age of 18 years in a variety of ways:

- Working as IMHA for people under the age of 18 and detained under the Mental Health Act (1985)
- Clients of the Organisation who have children.
- Children of people known to Advonet clients.

These procedures have been designed to ensure the welfare and protection of any child and/or young person who is known to Advonet. The procedures recognise that child protection can be an emotive subject and understand that some workers may find it a challenging area. However, it is important that staff respond appropriately to a safeguarding children incident and are aware of their responsibilities.

Advonet is committed to the belief that protecting children and young people is everybody's responsibility and that these guidelines will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Advonet is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background that does not create a risk to children and vulnerable adults and/or would be detrimental to the organisation.

Recognising the Signs and Symptoms of Abuse:

Advonet will ensure that all staff members undertake training to gain a basic awareness of the signs and symptoms of child abuse and of the local Safeguarding Children's Board's interagency safeguarding procedures.

Child protection is defined as the "process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect" (Working together to safeguard children 2006)

Child abuse is defined as "abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by

those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, another child or children” (IBID)

The first step in combating abuse is recognition. The specific terms of abuse include neglect, physical abuse, sexual abuse and emotional abuse. The definitions can be found in appendix 1

All staff need to familiarise themselves with these definitions

Concerns about a child or young person’s safety can come to light in a variety of ways. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person’s appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Supplementary guidance in relation to the following are detailed in chapter 6 of Working Together to Safeguard Children 2006, a copy of which can be seen at <http://publications.dcsf.gov.uk/eOrderingDownload/00305-2010DOM-EN.PDF> and which has been downloaded and is available in the Policies and Procedures folder in the Shared Folder.

- Children abused through prostitution
- Fabricated or induced illness
- Complex (organised or multiple) abuse
- Female Genital Mutilation [Illegal since the Prohibition of Female Circumcision Act 1985]
- Forced Marriage

Named Persons for Child Protection

Advonet has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will be available for workers to consult with. The Named Persons for Child Protection within **Advonet** are:

Named Person for Child Protection: Philip Bramson

Work Telephone Number: 0113 244 0606

The role and responsibilities of the named persons are:

- To ensure that all staff are aware of what they do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.
- To ensure that any concerns about a child/young person are acted on, recorded clearly, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Persons will keep a record of any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Process to follow if you are worried about a Child

See appendix 2 for simple order of action

Advonet recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family).

When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance or in the relationship with the parent, staff will:

- If appropriate initially talk to the parent or young person if they are a client of ours about what you are observing. It is okay to ask questions, for example: "I've noticed that x doesn't appear herself today, is everything okay?" - but never use leading questions.
- Listen carefully to what the parent/young person has to say ;
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse;
- Always explain to the parent/young person that any information they have given will have to be shared with others, if this indicates they or other children are at risk of harm;
- Notify the organisations Named Person for Child Protection at the earliest opportunity;
- Record what was said as soon as possible, especially after any disclosure;
- **The team member will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation they will make a referral to Children and Young People's Social Care. (for details of local contacts see appendix 3)**
- Respect confidentiality and file documents securely;
- Identification of the referrer is not essential for enquiries to begin, but gives credibility to the source of information. If the referral is made in the role of ADVONET' employee it is expected that this would always be made known.
- The information should be treated in confidence by Social Services and should not be disclosed to anyone outside of the Department.
- The workers' line manager will remain closely involved in relation to a referral in order to support and guide the worker through the subsequent process.
- Advonet staff should consider informing the Police only when a child is considered to be at imminent risk of serious harm. Social Care must also be contacted in such circumstances.

N.B. Parents/carers will need to be informed about any referral to Children & Young People's Social Care unless to do so would place the child at an increased risk of harm. The Named Persons should be the Advonet representatives who do this.

The staff member and Named Person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection Helpline on 0800 800 5000.

Specific advice about issues concerning South Asian children can be sought on NSPCC National Child Protection Asian Helpline on 0800 096 7719.

See appendix 4 for those with Responsibilities to act.

Managing allegations made against a member of staff or volunteer

Advonet will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The Named Person for child protection should be informed immediately. In the case of an allegation involving the Named Person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a director or anyone senior within the organisation believed to be independent of the allegations being made).
- The Named Person must ensure that the child is immediately safe.
- The Named Person should contact the local authority designated officer (LADO- who is based within Children and Young People's Social Care Child Protection Unit, for Leeds this is 0113 2478653) for advice on how to proceed with the immediate

situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.

- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The Named Person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request to the police and/or Children and Young People's Social Care.

Regardless of whether the police and/or Children and Young People's Social Care and investigation follows, Advonet will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Management and supervision of staff

Advonet is committed to the appropriate management and supervision of staff in relation to safeguarding children.

- Staff will receive regular supervision meetings in line with the organisation's supervision policy. These will be recorded and the notes agreed by both parties.
- When a member of staff is involved in a child protection incident this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/member within the organisation.
- When a member of staff is a member of a child protection core group, working with a child who is subject to a child protection plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.
- Supervisors will ensure that information about children is appropriately shared with other organisations and that they will be informed if work ceases with a child when other organisations are involved.
- Staff will be able to access ad hoc time for support if required
- In exceptional circumstances external supervision may be granted at the discretion of the senior management team.

Recording and managing confidential information

A form for recording concerns/allegations of abuse, harm and neglect is attached in Appendix 5. The person who receives the allegation or has the concern should complete the form and pass it to the Named Person.

A copy of the referral made to the LSCB should be sent to the Named Person.

Advonet is committed to manage confidential information safely. However the Children's Act 1989 clearly places welfare of child above need for confidentiality.

Disseminating and reviewing the policy and procedure

This policy will be disseminated through the team meeting. It will be reviewed by the Named Person and other interested parties at least every three years, if legislation changes or following feedback regarding practical issues of implementation.

Leeds Safeguarding Children Partnership

Our policy and practice in the area of Safeguarding Children is in line with the West Yorkshire Safeguarding Procedures. This includes awareness of linked agendas such as the government's Prevent Agenda. Advonet supports the approach of Channel, which uses existing collaboration between local authorities, statutory partners and the local community to identify individuals at risk of being drawn into

terrorism; to assess the nature and extent of that risk; and to develop the most appropriate support plan for the individuals concerned.

10.1 West Yorkshire Safeguarding Children Procedures

These procedures provide the structure within which Advonet and other agencies in Leeds will work together to respond to situations involving adult abuse. These are available online at <http://westyorkscb.proceduresonline.com/index.htm>

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Appendix 1

Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, and P: 37-38)

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Children in Need

A child shall be taken to be "in need" if:

- (a) S/he is unlikely to achieve or maintain or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a Local Authority;
- (b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services;
- (c) S/He is disabled.

Appendix 2 – Order of Action

Member of staff has concerns about a Child/Young person's Welfare

Worker discusses with Line Manager and Named Person alerted.
Named Person: Philip Bramson
Named Trustee: Ivan Nip

Still have concerns?

Named Person refers to Children and Young People's Social Care, following up in writing within 48 hours.

Initial Assessment Section 47 Enquiries

Possible Course of Action:

Feedback to referrer on next course of action

Children and Young People's Social Care acknowledge receipt of referral and decide on next course of action within one working day.

Appendix 3

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations that can listen to and record your concern, and then take appropriate action.

In Leeds, these are the number that you can ring for advice and to make a referral:

Children and Young People's Social Care (Social Services)

Call Centre (normal working hours) 0113 3984702

Out of Hours Emergency Duty Team 0113 2409536

West Yorkshire Police 0845 60 60 60

NSPCC Leeds Office 0113 2172200

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

Telephone: 0808 800 5000

Email: help@nspcc.org.uk

The NSPCC Asian Child Protection Helpline is a free, multilingual service for the UK's Asian Communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

Appendix 4

Responsibilities to Act

Social Services: The Children Act 1989 places a duty on Social Services Departments to make enquiries following concerns raised or allegations made regarding children and young people in their area. They can make enquiries where they have reasonable cause to suspect a child is suffering or is likely to suffer significant harm. The emphasis is placed upon the welfare of the child.

The Police: Police involvement is primarily about protection of the community and bringing offenders to justice. They have powers to act in extreme circumstances when fear for a child's safety is imminent. However, the overriding consideration of the Police is to determine a criminal offence, identify the person responsible, secure evidence and commence criminal proceedings.

NSPCC: The NSPCC will take referrals from anyone who is concerned about a child. Although NSPCC officers have the power to investigate, they will normally pass the concerns on to the Social Services Area Duty Officer by telephone, later making a written referral. NSPCC officers may undertake investigations only when specifically asked to do so by Social Services or by a member of the public.

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Appendix 5

Form for reporting / recording concerns

Reporting Form

Safeguarding Children and Young People

CONFIDENTIAL

Please return the completed form immediately to your line manager (cc the organisational safeguarding lead)

Details of child or young person:	
Name:	Telephone:
Address:	
Age/DoB:	Gender:
Relationship of Child or Young Person with Advonet.	
Does the child or young person have any support needs (disability, impairment or condition)?	
How does the child or young person communicate (including any steps to make the service accessible, such as translators)?	
Has anyone given consent for referral?	
Any information we have been given about any risks to this child or young person that we have to be aware of when working with Advonet clients, whether these are risks to any workers or to the person themselves	
Any other information that will support any third parties work with the adult	
Details of Parent/ Guardian/ Carer (if relevant):	

Name:	Telephone:
Address (if different from above):	
Relationship to child or young person:	
Are you reporting your own concerns or passing on those of somebody else? Please give details:	
Date and time of incident(s)/disclosure:	
Where the event or disclosed event took place	
Exactly what the person (the adult at risk, other person raising the concern) said, using their own words about the incident and how it occurred or exactly what has been reported to you	
Appearance and behaviour of the child or young person at risk, or the other person raising the concern	
Any injuries observed or that you are aware of	
If you witnessed the incident, exactly what you saw	
Any details of previous concerns raised or incidents of abuse	
If there any evidence, or do we have any information, that indicates there is a decline in the individual's health or condition	
Were there any other witnesses. Provide names and contact details.	
Details of alleged perpetrators (if known):	
Name:	Telephone:
Address:	

Relationship to vulnerable person:

Signed:

Date:

Print Name:

Time:

Internal Use Only:

Was this concern reported to the Local Authority Safeguarding team? Yes/No

If no, please outline the reasons why not reported and who agreed this course of action.

If yes:

Name of person reported to

Job Role

Contact Details

Date & Time Reported

What action they will take

Who will contact you to give you feedback

When will they contact you to feedback

Which address the follow up in writing sent to

Signed:

Date:

Print Name:

Time:

For completion by your line manager

Date/Time received:

Reference no./Case no.

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