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1. Introduction

- 1.1 Shap's Safeguarding Children and Young People Policy sets out the standards the Housing, Support and Wellbeing Service will adhere to and the approach it will take to ensure that any child or young person living within, receiving a service or coming into contact with any of our Schemes are safeguarded from abuse or neglect. It will also outline what we will do when and where problems do occur and how we will seek to learn from situations to improve our ways of working.
- 1.2 The organisation has statutory obligations to report safeguarding issues to relevant local authorities relating to incidents or suspected incidents of abuse or neglect affecting either children or adults who are deemed as '*having care and support needs*' and may be '*at risk*' of harm.
- 1.3 The framework for reporting and investigating under these requirements is detailed in Multi-Agency Safeguarding Guidance issued by partnerships of statutory agencies at either a local or regional level. There are separate guidelines relating to children and adults.

2. Scope

- 2.1 This Policy applies to all staff within the Housing, Support & Wellbeing Service.
- 2.2 ***It will be considered a disciplinary offence for staff not to comply with this policy and where their acts or inaction may have contributed to the harm of a child or young adult this may be deemed to be gross misconduct.***

3. Policy Statement

- 3.1 ***Everyone is responsible for safeguarding and promoting the welfare of adults, children and young people. Shap are committed to practice which protects adults, children and young people from harm. Staff, volunteers and students in this organisation accept and recognise their responsibility to develop awareness of all issues which can cause harm to adults, children and young people.***

4. Principles

- 4.1 Shap works with a substantial number of people who have been abused either some time ago, or in a few instances, more recently. We also work with parents whose childcare may be considered abusive. It is important to have clear guidelines when faced with the disclosure or witnessing of child abuse, or when there are serious concerns about the welfare of any child/young person.
- 4.2 This policy is based on the following principles:
- the welfare of the child/young person is paramount
 - all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and / or sexual identity have the right to protection from abuse
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

- all staff, students and volunteers, whether paid or voluntary, have a responsibility to report concerns to the local Authority Designated Officer with responsibility for child protection
- all staff, students and volunteers will receive safeguarding training in line with the requirements of the local authority within which they work
- Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Shap as a voluntary organisation will comply with the duties outlined in the Children Act in particular to comply with the Working Together to Safeguard Children Guidance 2013 and 2015 to have:
 - a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
 - a senior lead to take leadership responsibility for the organisation's safeguarding arrangements;
 - a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
 - arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
 - a designated professional lead (or, for health provider organisations, named professionals) for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;

The Safeguarding Lead within Shap (Adults, Children and Young People), is the Operations Manager, Communities.

- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a DBS check;

- appropriate supervision and support for staff, including undertaking safeguarding training:
 - employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
 - staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
 - all professionals should have regular reviews of their own practice to ensure they improve over time.
- clear policies in line with those from the LSCB for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who has:
 - behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

4.3 SHAP will endeavour to safeguard children/young people by:

- completing organisational '**Cause for Concern**' (Appendix 1) forms in any instances where staff, students or volunteers may feel concern for either the welfare or the safety of a child/young person. These are then discussed with senior staff immediately so that a decision can be made about whether more formal action is required
- adopting safeguarding guidelines and procedures in keeping with the local authorities within which we are working
- sharing information about safeguarding and good practice with staff, students and volunteers and other relevant agencies
- sharing information about concerns with relevant agencies, and involving parents and children appropriately

- having effective safer recruitment procedures, including checking all new staff and volunteers to make sure they are safe to work with children and young people in line with our Safer Recruitment Policy
- providing effective management for staff, students and volunteers through support, supervision and training
- demonstrating a commitment to review our policy and good practice regularly.

5. Definitions of abuse

5.1 A child or young person is abused when another individual (adult or child) who is in a greater position of power than the victim (by virtue of age, profession, experience and / or emotional maturity and/or gender and / or physical strength), abuses that power or trust and exposes the child/young person to neglect, physical injury, sexual and/or emotional abuse. For the purposes of child protection, a child is deemed to be anyone up to the age of 18 years. In general a young person is considered to be between the minimum school leaving age and 18 years.

5.2 Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. A child/young person 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, or another child or children.

5.3 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, development or welfare.

5.4 Other specific areas of abuse can include:

- sexual exploitation
- children in whom illness is fabricated or induced
- organised abuse
- female genital mutilation
- forced marriage

- extremism
- bullying
- begging
- domestic abuse.

5.5 Currently, all organisations that work with or come into contact with children should have safeguarding policies and procedures to ensure that every child, regardless of their age, gender, religion or ethnicity, can be protected from harm. Safeguarding children and child protection guidance and legislation applies to all children up to the age of 18

6. Sexual Exploitation

- 6.1 The vast majority of children enter sexually exploitative relationships as a result of coercion or desperation. In particular, they are unable to give truly informed consent to prostitution.
- 6.2 All children and young people under the age of 18 years and who are actively being sexually exploited, including those involved in prostitution, should be regarded as 'children in need' who may be at risk of significant harm and should therefore be subject to an assessment of their needs and circumstances.
- 6.3 Where a child is suspected to be involved in sexual exploitation, including prostitution, including any who have come to professional's attention via an allegation of rape, a prompt referral should be made to either the police or children's services, who will immediately liaise with each other. In cases where female genital mutilation is suspected a call is immediately placed to the police. Early intervention is important in influencing longer-term outcomes for the child.
- 6.4 Certain groups of children and young people are particularly vulnerable to sexual exploitation. These include:-

Looked After Children

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- 6.5 Looked After Children can be targeted by adults for coercion into sexually exploitative situations and prostitution. Residential staff and foster carers should always report to the child's allocated social worker, incidents of children being picked up by unauthorised persons in cars or individuals loitering outside residential establishments. There must be close liaison with the Police so that surveillance and monitoring of the adults can occur. Looked after children who run away are particularly at risk of being sexually exploited.

Non-school attenders

6.6 Staff should be particularly aware of the vulnerability of children whose whereabouts during school hours are unknown and should consider the possibility of such young people being coerced into sexual exploitation, including prostitution.

Other vulnerable groups

6.7 Other vulnerable children can be targeted, for example, unaccompanied Asylum Seekers (male and female). Women and children have been targeted and 'trafficked' for sexual exploitation from China/South East Asia/Thailand and Central and Eastern Europe. Also girls and young women with learning difficulties are deliberately targeted by paedophiles due to their often increased vulnerability. Homeless young people even when living in a hostel environment can be targeted by those wishing to exploit their need for attention, a stable environment and the need to belong.

Domestic Abuse

6.8 Domestic abuse can have an impact on the safety and welfare of children in a number of ways, including:

- children being physically assaulted during episodes of domestic abuse
- children being emotionally harmed by witnessing the physical and emotional suffering of parents
- safety of an unborn child being threatened, where a pregnant woman is assaulted or subjected to abuse
- the experience of domestic abuse having a negative impact on the ability of the adult victim to look after the children.

6.9 The impact of domestic abuse on children is exacerbated when:

- the abuse is combined with substance abuse
- children witness the abuse
- children are drawn into the abuse
- children are pressurised into concealing the abuse.

6.10 Where there is evidence of domestic abuse, the implications for any children in the household should be considered, including the possibility of the children being physically harmed or being emotionally harmed by witnessing or overhearing the abuse.

6.11 One serious incident or several lesser incidents of domestic abuse where a child is living in the household should result in children's social care undertaking an initial assessment, including consulting existing records.

7. Legal Requirements

7.1 The Children Act 1989 states "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of the child to be protected from harm. However every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated (see Appendix 3 – Record of Child Protection Issue/Disclosure).

7.2 Section 47 of The Children Act 1989 places a duty on local authorities to investigate a child's/young person's welfare when either emergency protection measures have been taken or there is reasonable cause to suspect that a child/young person is suffering or is likely to suffer significant harm. The investigation must involve any necessary enquiries to enable the local authority to decide whether they should take any action to safeguard or promote the child's/young person's welfare. In line with Working Together, Shap has a duty to cooperate with the local authority in their investigations (see Appendix 4 – Referral of Child Protection Issue/Disclosure to Statutory Agencies).

7.3 The Children Act 2004 identifies and places a responsibility on child practitioners to work together to help a child meet the five priority outcomes: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic wellbeing.

8. Professional Standards

8.1 The Quality Assessment Framework (QAF) was introduced in 2003 and updated in 2010 and sets out the standards expected in the delivery of Supporting People services. This means that all staff, students and volunteers should be aware of these standards and uphold them and give particular thought to providing a commitment to safeguarding the welfare of children/young people and service users and to working in partnership to protect vulnerable groups from abuse. In addition they should be fully aware that safeguarding is everyone's responsibility and this includes measures to prevent or minimise the potential for abuse occurring.

8.2 SHAP will:

- ensure they have up-to-date robust policies and procedures (less than 3 years old) for safeguarding and protecting children/young people and service users that are in accordance with current legislation
- ensure staff, students and volunteers are aware of policies and procedures, the prevent duty and their practice both safeguards children/young people and service users and promotes their understanding of abuse
- ensure staff, students and volunteers are made aware of and understand their professional boundaries and that their practice reflects this
- ensure children/young people and service users understand what abuse is and know how to report concerns
- ensure Shap's services can demonstrate their commitment to participating in a multi-agency approach to safeguarding children/young people and service users.

9. Government Guidance

9.1 **Working Together 2006 (amended 2010)**, the Government Guidance to professional workers involved in child abuse cases, states that:

"The starting point of the process is that any person who has knowledge of, or a suspicion that a child is suffering significant harm, should refer their

concerns to one or more, of the agencies with statutory duties and/or powers to investigate or intervene". These agencies are Children's Social Care, and the Police.

10. The most recent advice to Shap

10.1 There are, in the main, two situations when professionals cannot maintain confidentiality:

- where there is a child protection issue (i.e. the child/young person or other children are at risk of suffering significant harm)
- where the life of a child/young person or a third party may be at risk.

10.2 When a decision is made to breach confidentiality, it should be made in the best interests of the child/young person involved (or other young people) to pass on information to other services. We should always try to obtain the child/young person's consent before referring any concerns outside Shap. However, when this is refused, we must then explain very clearly why we believe we must reveal what has been disclosed to us.

11. Service provision

11.1 We will always report abuse to Children's Social Care where a child is at risk of immediate significant harm. We will continue to offer support to the person who has revealed the abuse. This may be the person who has been abused, or may themselves be the perpetrator of the abuse.

11.2 Where a child is a witness of domestic abuse Shap will report such abuse to the local safeguarding board.

11.3 Where a child under 16 reports abuse, Shap will report the abuse to Children's Social Care. When a decision is made to breach confidentiality, it should be made in the best interests of the child to pass on information to other services. We should always try to obtain the child's consent if appropriate before referring any concerns outside Shap. However, if this is refused, we must then explain (if appropriate taking into account the child's age) why we believe we must reveal what has been disclosed to us.

- 11.4 Where young people over 16 tell us that they have been or are being abused and there is no immediate risk to them or any other child/young person, we will not report that abuse unless the young person wishes us to do so. We may work with the young person towards reporting the abuse in the future. However, if the young person revealed abuse to us and then returned to the same situation where they may be at risk of abuse again, Shap would inform Children's Social Care. This means that all young people over 16 who reveal abuse should be told that we will not promise confidentiality if they return to the same, or another abusive relationship.
- 11.5 Shap will not report abuse to people over 18 year of age, unless they specifically ask us to do so, or unless they are at risk as a vulnerable adult, or there are indicators that others could be at risk.
- 11.6 When someone over 18 years of age wishes to take action about recent or past abuse, we will support them to use the services of the relevant Police Family Support Unit within the area in which they live.
- 11.7 Where a third party tells us about abuse to a child/young person, we will tell the young person concerned and discuss it with them. If there are other children at risk, we must inform the young person of our policy to report any concerns or possible risks to Children's Social Care. Similarly, we should advise them, if they are under 18 years of age, that we would report to Children's Social Care if they return to the same potentially abusive situation. Staff, students and volunteers must refer to, and seek advice from local authority procedures to safeguard and promote the welfare of children for the area in which they work.
- 11.8 All staff working with children are required to undertake Safeguarding Children training as part of their induction and must attend Safeguarding Children training provided by the Local Authority in which they work.
- 11.9 We will ensure that the ethnic, cultural or religious needs of those at risk are understood and met when dealing with cases of safeguarding, domestic abuse or neglect; but we will not accept ethnicity, culture or religion as a reason for a perpetrator committing abuse.

11.10 We will deliver training to all staff on abuse awareness, with periodic refresher training. Courses will be designed for specific roles but all training will advise staff what they need to do when they suspect abuse of either adults or children.

11.11 We will regularly raise awareness of our staff's responsibilities and the importance of the protection of adults, young persons and children at risk through internal communication.

11.12 We will maintain a secure system where confidential information relating to allegations of abuse can be kept.

11.13 The effectiveness of this policy will be evaluated every 12 months and following any serious incidents.

11.14 This policy will be reviewed every year.

12. Measures, monitoring and reporting

12.1 Effective governance and accountability for this Policy is ensured by the lines of assurance detailed in the Table below:

1st Line assurance	2nd Line Assurance	3rd Line Assurance
Staff supervision and one-to-one meetings	Operations Meetings	Internal Quality Assurance Audits
Team meetings	Safeguarding Lead Review and Audits	Leadership Team Review and Audits

Line Manager Audits

12.2 We will monitor and report on the following to the Leadership Team and Board of Trustees at agreed frequency, including the production of an Annual Safeguarding Report:

- the number and type of Safeguarding referrals made to Local Authorities and the number and type accepted as Safeguarding by the Local Authority

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- the number of Safeguarding & Wellbeing alerts by types of abuse and outcomes from interventions and actions taken
- the number and job role of staff who have been the subject of a Safeguarding alert, investigation and / or action
- training on Safeguarding delivered to staff
- the effectiveness of our partnership working and strategic links to Adult Safeguarding Boards
- any Serious Case Reviews or Domestic Homicide Reviews we've been involved in and the learning and improvements we've made as a result
- Case studies that demonstrate the impact of our actions and interventions on service users and clients.

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1. Introduction

- 1.1 Shap's Safeguarding Children and Young People Policy sets out the standards the Housing, Support and Wellbeing Service will adhere to and the approach it will take to ensure that any child or young person living within, receiving a service or coming into contact with any of our Schemes are safeguarded from abuse or neglect. It will also outline what we will do when and where problems do occur and how we will seek to learn from situations to improve our ways of working.

2. Scope

- 2.1 This Policy applies to all staff within the Housing, Support & Wellbeing Service and **MUST** be used where there is a concern, allegation, suspicion or disclosure of abuse or neglect in relation to any child or young person.

3. Procedure

- 3.1 **When there is a cause for concern, or abuse has been disclosed or witnessed, the following procedures must be followed (see the Flowchart at Appendix B):**

- 3.1.1 The procedure to follow when there is a cause for concern is outlined in Appendix C. All incidents that require a Cause for Concern Form (Appendix D) to be completed must be copied to the relevant line manager for advice on further actions if appropriate. A copy should be held on the relevant case file. The content of manager's guidance and further actions should be recorded on the Cause for Concern Form. A copy of the form should be sent to Shap's Safeguarding Lead (Operations Manager, Communities) if a safeguarding referral is necessary or it is felt that it could become necessary in the forthcoming weeks.
- 3.1.2 Staff, students and volunteers should discuss all disclosures of abuse with their manager immediately, or with another member of the management team if waiting for their own manager would cause delay, or directly with Children's Social Care if appropriate. (See Appendix 3 and Appendix 4). Under no circumstances should staff, students or volunteers attempt to explore or investigate the disclosure with the child/young person or service user as this could seriously compromise any subsequent safeguarding investigation. All safeguarding referrals should be brought promptly to the attention of the Designated Officer.
- 3.1.3 Where a decision is taken to inform an outside agency, a verbal report should be made to Children's Social Care, so that a record of the referral is immediately logged on file. It is also appropriate to contact social workers by telephone at this point, but a formal referral **must always** be made via Children's Social Care. A written copy of the referral must be sent within 24 hours using the relevant Authority's referral procedures and forms. Where these are not available staff should use the form in Appendix 4. Each Local Authority will have their own Safeguarding policies and procedures. Staff must familiarise themselves with the procedures of the Local Authority in which they work.
- 3.1.4 The child / young person or service user must be told that a referral has been, or will be made. The exception of this would be where informing the parents or the child / young person could increase the risk to the individual. Whenever possible, the young person or service user should be encouraged to make the referral themselves, or be a party to the referral.

- 3.1.5 Clear and concise records must be kept, detailing what has been said, to whom, where and when. Any referral records should be kept separately from service user's file, in order to ensure greater security, but a note of the existence of the record should be kept on file. The referral must be kept in a secure file at central office. Any decision to refer to an outside agency should be agreed by a line manager, and the Shap's Safeguarding Lead (the Operations Manager, Communities) informed. Appendix E should be completed and sent to the relevant agency immediately following the verbal report.
- 3.1.6 Staff, students and volunteers will be offered continued personal support by their line manager and supervision may be increased in order to help the staff member, student or volunteer to offer continued support to the young person/service user. Staff who would like extended support and/or debriefing should discuss their needs with their line manager.
- 3.1.7 Where a child is witness to domestic violence staff, students and volunteers should report the abuse to a member of the management team who will make contact with the relevant local safeguarding board.

4. Line manager responsibilities

- 4.1 It is the responsibility of each line manager to:
- ensure policy and procedure guidelines are being followed and that all staff, volunteers and students have been fully inducted and trained on all aspects of the Safeguarding Children and Young Adults policy operated within SHAP
 - take the matter seriously and follow the Local Safeguarding Children Board alert guidance as set out by the Local Authority in which they work
 - deal with the matter sensitively
 - report and oversee cases of abuse or suspected abuse as appropriate
 - offer support where relevant and debrief with staff
 - regularly update procedures to promote safer working practices.

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5. Escalation Procedure

- 5.1 All professionals working with vulnerable adults need to know what to do about a case where they are worried that professionals are not working well together and as a result an individual is not making good enough progress or is at risk.

Social Care Escalation

- 5.2 For issues relating to Social Care any concerns should be discussed initially with the Social Worker and followed up in writing. If this does not resolve the problem then an Operations Manager should be contacted who will discuss the concerns with a Social Care Team Manager as appropriate having made reference to the individual Authorities Escalation Procedures. Contact will be made by telephone and then followed up in writing. If the issue remains unresolved then the appropriate Operations Manager will be contacted. The escalation notice attached should be used and forwarded to the relevant Manager within Social Care and Shap's Designated Safeguarding Lead (Operations Manager, Communities). This Form should be used even if a verbal agreement to escalate a case has been reached. The form will be stored in the central safeguarding file and will be reviewed after 7 days.

Other Agency Escalation

- 5.3 Where concerns need to be raised with another agency then staff should ensure that this happens as soon as possible and that all discussions are clearly recorded. Ordinarily, the Lead Professional should be the first contact and if that does not resolve the concerns then their manager should be contacted. If this is not an appropriate way to resolve the concerns then advice should be sought from your Scheme Manager, or Operations Manager within 1 working day. The escalation notice attached should be used to record your concerns and actions taken. It should be forwarded to the Safeguarding Lead Officer (Operations Manager, Communities) who will monitor and review the case after 7 days.

Internal Escalation

5.4 Where there are concerns regarding internal working then concerns should be raised with the Scheme Manager within 1 working day. They will investigate and recommend an appropriate course of action within 24 hours of receiving the concern. Recommended actions will be recorded and reported to the Operations Manager and the actions will be reviewed within 7 days. Where it is not appropriate to discuss concerns with the Scheme Manager or they are unavailable then contact should be made with an Operations Manager or Head of Service. Staff should use the form attached to record concerns and actions and forwarded it to the Scheme Manager and Safeguarding Lead Officer (Operations Manager, Communities). This Form should be used even if a verbal agreement to escalate a case has been reached.

5.5 In all cases the local Safeguarding Children Unit can be contacted for advice by fieldworkers or managers. ***The unavailability of Managers should never prevent staff from escalating a concern within 24 hours.***

6. Appendices

Appendix A – Local Authority contact details

Appendix B - Safeguarding Children and Young People Flow Chart

Appendix C – Cause for Concern Flow Chart

Appendix D – Cause for concern Form (Internal)

Appendix E – Record of child protection issue / disclosure

Appendix E – Referral of child protection issue / disclosure to Statutory agency / agencies

Appendix F – Escalation Notice

7. Related documentation

- Confidential Reporting ('Whistleblowing')
- Equality, Diversity and Inclusion
- Disciplinary Policy
- Safeguarding Adults

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- Personal and Professional Boundaries

8. Information Circulation Checklist:

Line Managers, who needs to know about this process and how will you tell them ?

Team Meeting	√
Team email	√
Supervision / Catch Up meetings	√
Group training	√
Staff Noticeboard	
Service User Meeting / update	
Partners	

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Appendix A

Local Authority contact details:

St Helens Children's Services	01744 676600 / 0345 0500148 / 0845 0500148 http://sthelensscb.proceduresonline.com/chapters/full_contents.html#core
Liverpool Children's Services (Care Line)	0151 233 3700 http://liverpoolscb.proceduresonline.com/chapters/contents.html
Halton Children's Social Care	0151 907 8305 / 0345 050 0148
Knowsley Children's Social Care	0151 443 3792 / 0151 443 3798 http://www.knowsleyscb.org.uk/professionals/

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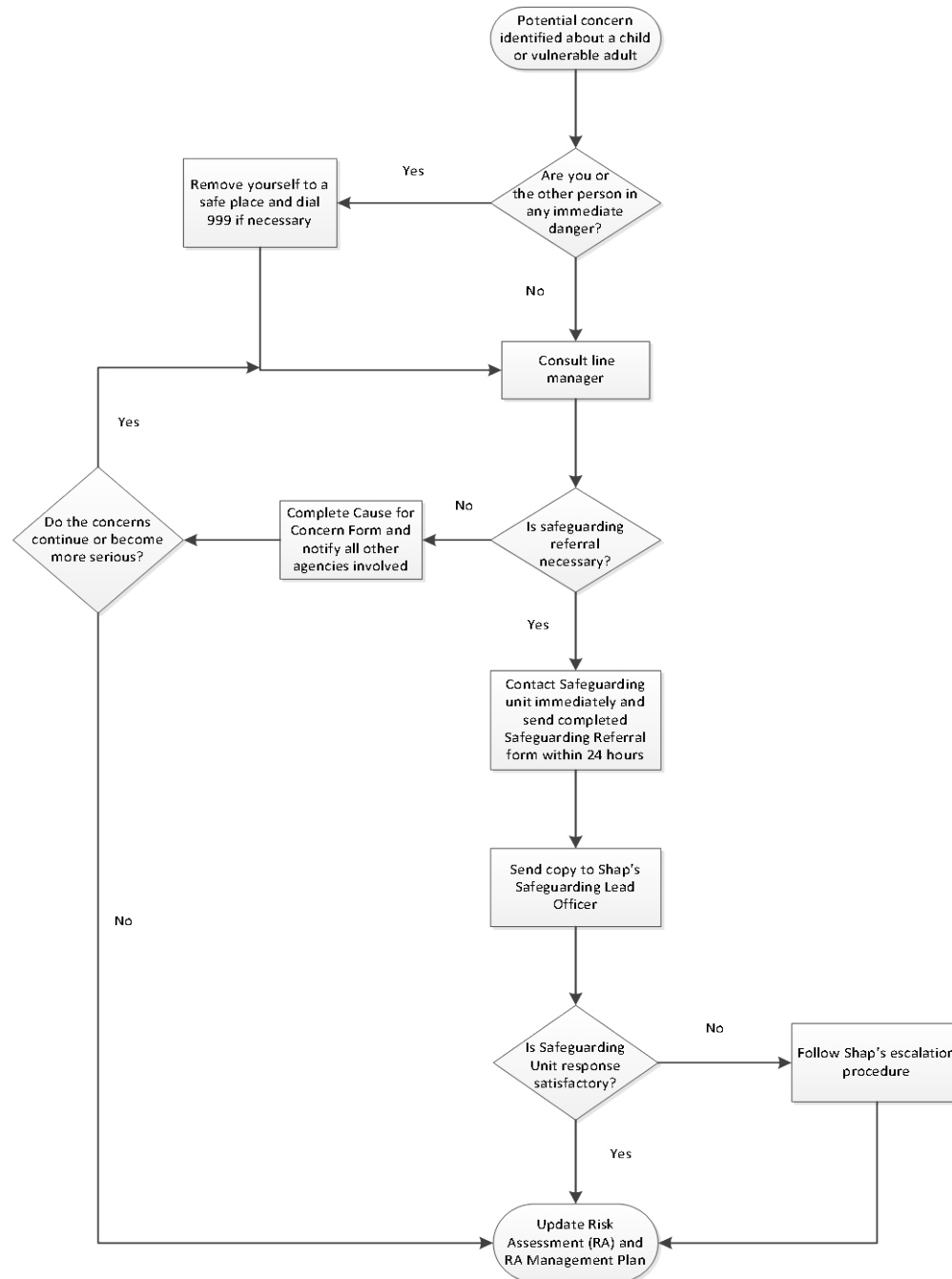
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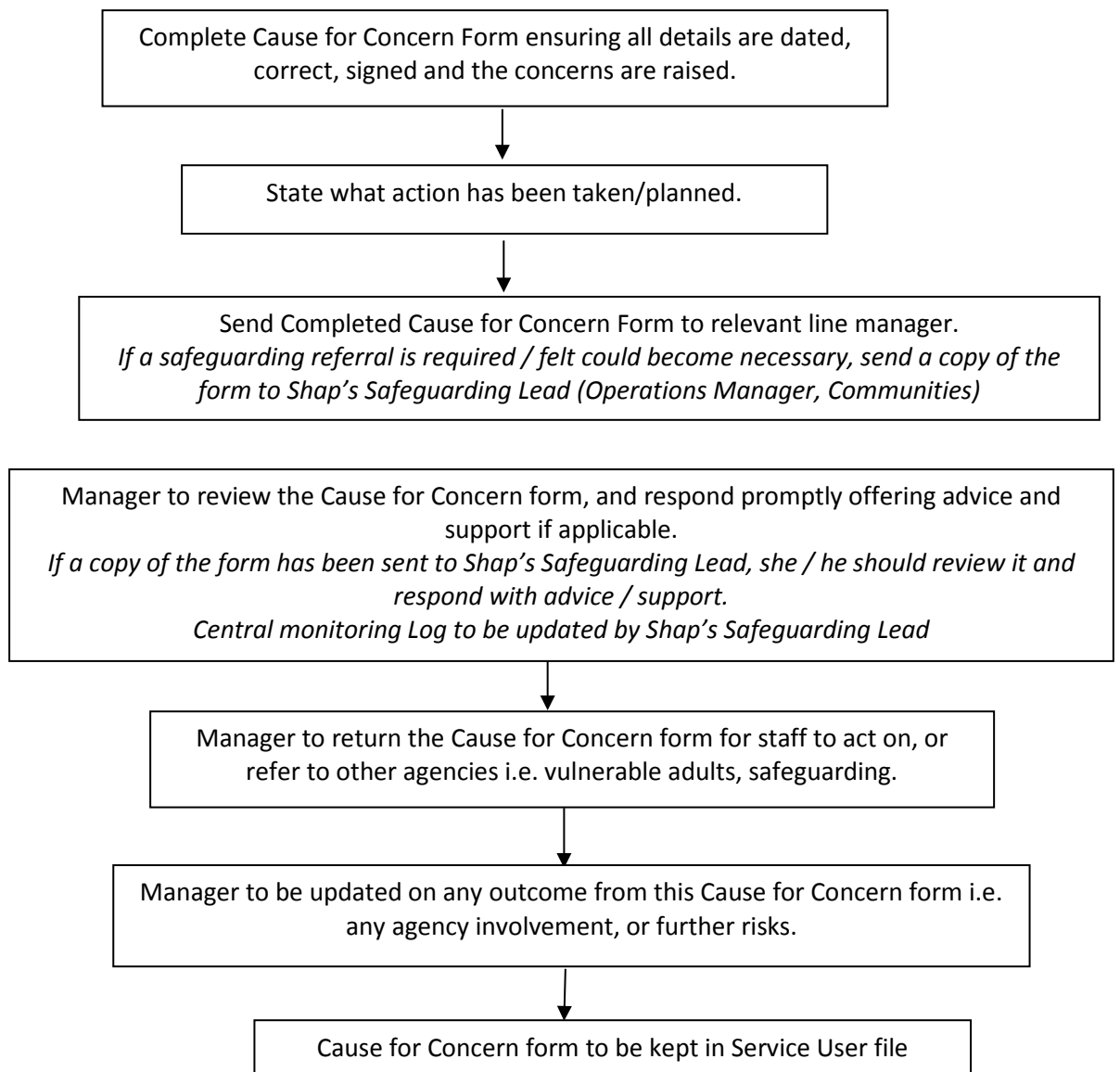
Appendix B¹

¹ If an allegation is made against a staff member:
Contact line manager or other member of management as appropriate. Allegations will be dealt with through SHAP's disciplinary procedure.
The Local Authority Designated Officer (LADO) must be informed



Appendix C: Cause for Concern Process Flow Chart

Procedure to follow if you are aware of a cause for concern relating to service users



Appendix D: Cause for Concern Form

Section A:

Name of client/person involved:

Address:

Date of birth:

Name of scheme/site:

Name of staff member completing the form:

Date of issue/incident that has caused concern:

Date of referral:

Details of any other agency(ies) involved (under CAMHS, Crisis Team):

Concern in relation to *(please tick)* adult child both

Are there any of the following plans already in place for the person(s) concerned?:

Child protection plan Education plan

Family action plan Looked after child (LAC) care plan
(if care leaver, aged 18 yrs+)

Pathway plan (if aged 16-18 yrs) Signs of safety plan

Graded care profile plan

(this is a document utilised by some LA's which links with child protection plans when there are concerns about neglect)

Section B: Nature of Concern

(please tick relevant issue that has led to the cause for concern)

Risk to self Risk to others Risk from others

Abuse (please specify category from the following list)

[Emotional/psychological; Financial; Physical; Sexual; Neglect & acts of omission; Discriminatory; FGM; Domestic abuse]

- Allegation Anti social behaviour
- Breach of confidentiality/other data protection breach Child exploitation
(inc. criminal & sexual)
- Conditions in the home Cyber/on-line bullying Drug dealing
- Grooming Hate crime Knife/other weapon crime
- Missing person Overdose Self-harm
- Self neglect Substance misuse Suicide attempt
- Trafficking

Welfare concern about the service user/their child(ren)

Care Concern about service practice (provider care concern)
(situation that may have/has occurred as a result of internal service delivery/by staff in the scheme)

Medication error/other Issue with medication

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Other *(please specify)*

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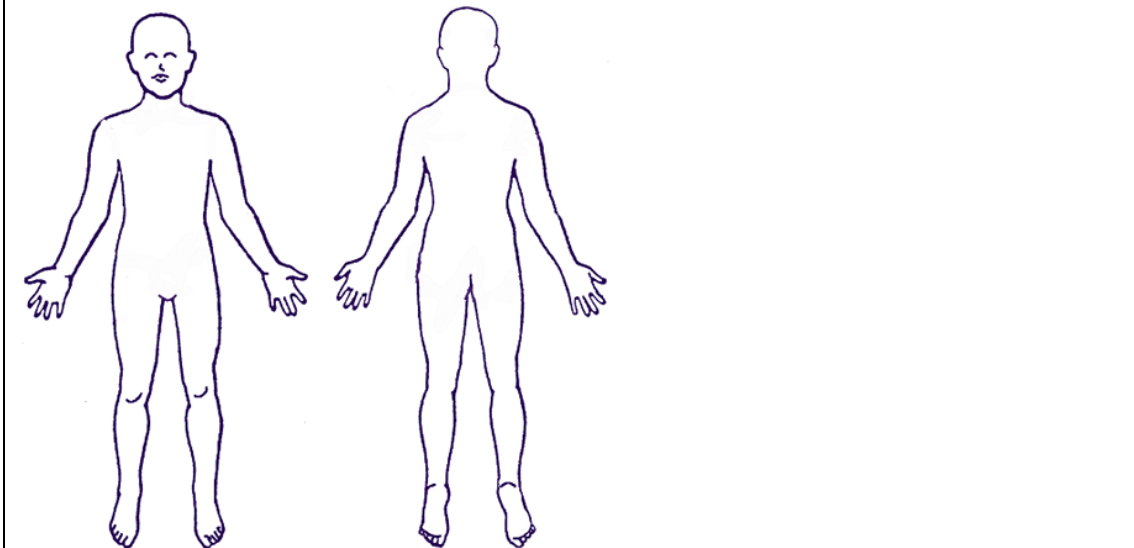
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Section C: Brief details about the incident/concern/allegation

Please use the body diagram to indicate any area(s) of injury or mark(s) seen.

(To indicate on the body diagram where any areas of injury or marks have been seen; please use 'insert text box' on the diagram and then use this to indicate the injury or mark. The inserted text box can be shaded in using 'Format tab' and selecting 'Shape fill' whilst the computer cursor is on the text box).



Any witnesses to incident:

Section D: Action taken/planned

Support plan review Risk assessment review Graded care plan review

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Signs of safety plan review

Referral made/to be made:

Referral to safeguarding Date referred Safeguarding case no (if known)

CAF/FAM/CIN/EHAT (St Helens early help) Date of CAF/FAM/CIN/EHAT meeting

Child exploitation referral Date referred (CE or MARAC):
MARAC referral incl. MERIT Assessment

Notification sent to/contact with:

Adult social care/social worker Child Young Person Services
Domestic Abuse Co-ordinator Family Nurse Practitioner (FNP)
LADO MAPPA

Other agency informed/to be informed Please specify

Report to Ofsted/other regulator Date reported

Report to police Date reported Log no. (if known)

Report to Local Authority (if provider care concern) Date reported

Social worker/other agency informed

Joint visit arranged

Name of person(s) that you have reported the concern to in any of the above mentioned agencies

Meeting to be arranged (*please specify which agency & date of meeting if known*)

(e.g. FAM, Strategy Meeting, Professionals Meeting, Safeguarding Strategy Meeting)

Report to data protection officer (if data protection breach)

Other action taken (*please specify*)

Section E: Making safeguarding personal

What would the individual like to see as the outcome? (i.e. difference wanted/desired)

What does the person (adult/child at risk/that you are raising the concern about) want to happen or the outcome to be (if known), please give details of their wishes. Please remember, this is not about the views of staff members but the client's own.

Section F:

Comments by Scheme Manager including additional action required

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

Issue No. **001**

Document Reference: HSW 0025

Scheme Manager Name:

Date:

Form to be sent to: Safeguarding Lead

NB Provider care concern/safeguarding issue/an aspect that may if the situation continues result in the need to report to safeguarding, must be sent to the Safeguarding Lead

Comments by Safeguarding Lead including additional action required

Name:

Date:

Section G: Outcome of interventions, including any meetings relating to the concern

Please send updated form to the Safeguarding Lead if any items are included in Section G

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

Issue No. **001**

Document Reference: HSW 0025

Appendix E: Record of Child Protection Issue / Disclosure / Allegation

Name of staff member: Job/Role:

Name of child/young person:

Age and date of birth:

Ethnicity: Religion:

First Language: Disability:

Parents/Carer's Name:

Address/Tel No.:

.....

Are you reporting your concerns or those of a third party? Please give details:

.....

.....

.....

Brief description of what has prompted the concerns – include date, time, specific incidents:

.....

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

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.....
.....
.....

Any physical signs? Behavioural signs? Indirect signs?

.....
.....
.....

Have you spoken to the child/young person? If so, what was said?

.....
.....
.....

Have you consulted anybody else? Please give details:

.....
.....
.....

Person reported to and date of reporting:

.....
.....

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

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Service: Housing, Support & Wellbeing



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Date: September 2018

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Signature of staff member:

Signature of manager:

Recommendation: Referral to Statutory Agency

Non Referral and reasons

.....

.....

Referred to designated person

This form must be handed to a manager at the Central Office to be filed confidentially. A note of the existence of this record must be kept on the Service User's file.

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

Issue No. **001**

Document Reference: HSW 0025

Appendix F: Referral of Child Protection issue / disclosure to statutory agencies

Name of designated person: **Role:**

Date of referral:

This referral must be made by telephone to the Local Authority Children’s Services, or the NSPCC, or the police.

Agency referred to:

Name of person dealing with referral:

Please see attached referral in respect of:

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

Issue No. **001**

Document Reference: HSW 0025

Appendix G: Escalation Notice

Name of Adult, Child or Young Person	D.O.B

Please document any information of concern.

Agreed/Recommended actions

Actions taken including names of managers notified

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

Issue No. **001**

Document Reference: HSW 0025

Service: Housing, Support & Wellbeing



Policy & Procedure: Safeguarding Children and young People

Date: September 2018

Issue No. **001**

Document Reference: HSW 0025

Review. Include date and any ongoing actions required


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Signed:.....

Date:.....

Review Record and Version Control

Document Title: Biennial Review of Role Profiles (Procedure)

Version Number	
Date of last review	01/11/2017 (for Residential Family Service)
Date of next review	August 2019
Name(s) of staff conducting review	P. Campbell J. Iyanda A Lee-McGurk
Details of revisions	
Circulation plan	As per Section 8
Approved for circulation by	 Head of Housing, Support & Wellbeing