



Action Community Enterprises (ACE)

Safeguarding, Incorporating Child Protection Policy 2019/20



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Action Community Enterprises CIC

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Safeguarding Incorporating Child Protection Policy

Policy Consultation & Review

This policy is available on our organisation's website and is available on request from the central office. We also inform parents and carers about this policy when their children and young people and young people join us.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance ['Keeping Children Safe in Education'](#), DfE (2016). This policy will be reviewed in full by the Board of Directors on an annual basis.

1. PURPOSE & AIMS

1.1 The purpose of ACE's safeguarding policy is to ensure every child and young person who is a registered student at our centre is safe and protected from harm. This means we will always work to:

- Protect children and young people and at our centre from maltreatment;
- Prevent impairment of our children and young people's health or development;
- Ensure that children and young people at our centre grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our centre to have the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all students at our centre.

1.3 Our centre fully recognises the contribution it can make to protect children and young people from harm and supporting and promoting the welfare of all children and young people who are registered student at our centre. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children and young people who are absent from the centre or who go missing from education. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

1.5 This policy applies to all students, staff, parents, governors, volunteers and visitors.

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our centre will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Children and young people at our centre will be able to talk freely to any member of staff at our centre if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and young people and their families has a role to play in safeguarding children and young people. We recognise that staff at our centre play a particularly important role as they are in a position to identify concerns early and provide help for children and young people to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.**

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for children and young people to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage children and young people to develop essential life skills.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children and young people (2015).

3. ROLES AND RESPONSIBILITIES

| Role | Name | Contact details |
|------------------------------------|-------------------------------------|------------------------------|
| Designated Safeguarding Lead (DSL) | Danielle Lindoff | 01603 567011 |
| Alternate DSL | Lauren Gardiner Danielle Lindoff | 01603 567013 01603 567013 |
| Managing Director | Lou Gardiner | 01603 567012 |
| Named Safeguarding Director | Julia Howard | 01603 567012 |

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our centre to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students at this centre. This includes the responsibility to provide a safe environment in which children and young people can learn.

The ACE Board

3.2 The ACE Board is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Board takes collective responsibility to safeguard and promote the welfare of our students, we also have a named board member who champions safeguarding within the centre.

3.3 The Board of Directors will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our centre website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Partnership (NSCP) policies and procedures;
- The centre contributes to inter-agency working in line with Working Together to Safeguard Children and Young People (2015);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated regularly;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2016);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The board of directors will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the centre. It will also record all safeguarding activity that has taken place, for example, meetings attended,

reports written, training or induction given. It will not identify individual students.

The Managing Director

3.5 At ACE the Managing Director is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the board of directors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

The Designated Safeguarding Lead (DSL)

3.6 The Designated Safeguarding Lead(s) will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children and Young People Safe in Education'*. The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

3.7 The DSL at ACE will represent our centre at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children and young people's Services and other agencies where necessary, and make referrals of suspected abuse to Children and young people's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children and young people.

3.8 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.9 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the centre to the agreed centre's [safeguarding training pack](#) provided by Children and Young People's Services.

4. TRAINING & INDUCTION

4.1 When new staff, volunteers or regular visitors join our centre they will be informed of the safeguarding arrangements in place. They will be given a

copy of our centre's safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead (DSL) is. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and young people at our centre and the remit of the role of the Designated Safeguarding Lead (DSL). At induction, all staff will also be provided with a copy of Part One of *'Keeping Children and young people Safe in Education'* (2016) and will be expected to read this.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Norfolk Safeguarding Children and young people Board advice.

4.4 All regular visitors and volunteers to our centre will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2).

4.5 The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children and young people's Board at least once every three years. In addition to this, the DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years.

4.6 Our board of directors will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children and young people at our centre.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of *'Keeping Children and young people Safe in Education'* (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership at <https://www.norfolkscb.org/> and within the Safeguarding Section of the Norfolk Centres website: <http://www.centres.norfolk.gov.uk/safeguarding>. The DSL will also provide regular safeguarding updates for staff.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 ACE adheres to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Partnership.

5.2 Every member of staff including volunteers working with children and young people at our centre are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of centre staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our centre. Any member of staff or visitor to the centre who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children and Young People's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.8 All referrals will be made in line with Norfolk Children Services procedures as outlined in Appendix 3.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children and Young People's Services immediately. Anybody can make a referral. If the child's situation does not

appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Managing Director. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children and Young People's Services, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Managing Director are all unavailable;
- they are convinced that a direct report is the only way to ensure the student's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Managing Director or a member of the Board. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children Services directly with their concerns.

6. RECORDS AND INFORMATION SHARING

6.1 If staff are concerned about the welfare or safety of any child at our centre they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

6.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within centre on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

6.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

6.4 When a child leaves our centre, the DSL will make contact with the DSL at the new centre and will ensure that the child protection file is forwarded to the receiving centre in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving centre and/or evidence of recorded delivery. Where a parent elects to remove their child from the centre roll to home educate, the centre will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

7. WORKING WITH PARENTS & CARERS

7.1 ACE is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and young people and to support them to understand our statutory responsibilities in this area.

7.2 When new students join our centre, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the centre website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children and young people's Services.

7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

7.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the centre has about a child will not prevent the DSL making a referral to Children and young people's Services in those circumstances where it is appropriate to do so.

7.5 In order to keep children and young people safe and provide appropriate care for them, the centre requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from centre (if different from the above).

The Centre will retain this information on the student file. The centre will only share information about students with adults who have parental responsibility for a student or where a parent has given permission and the centre has been supplied with the adult's full details in writing.

8. CHILD PROTECTION CONFERENCES

8.1 Children and young people's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children and young people Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

8.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the centre in respect of individual children and young people. Usually the person representing the centre at these meetings will be the Managing Director or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

8.3 All reports for child protection conferences will be prepared in advance using the guidance and education [report](#) template provided by Children and Young People's Services. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at centre. In order to complete such reports, all relevant information will be sought from staff working with the child in centre.

8.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children and Young People's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and young people and our aim is to achieve this in partnership with our parents.

9. SAFER RECRUITMENT

9.1 We will ensure that the Managing Director and at least one member of the Board of Directors have completed appropriate safer recruitment training. At all times they will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children and Young People Safe in Education*', DfE (2016).

9.2 At ACE we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children and young people.

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

10. SAFER WORKING PRACTICE

10.1 All adults who come into contact with our children and young people have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children and young people are competent, confident and safe to do so.

10.2 All staff will be provided with a copy of our centre's code of conduct at induction. They will be expected to know our centre's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Managing Director.

10.3 If staff, visitors, volunteers or parent helpers are working with children and young people alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in centre, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children and young people. This advice can be found in '[Guidance for Safer Working Practices for Adults who work with Children and young people and Young People in Education Settings](#)', DCSF, March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children and young people at our centre. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children and young people.

11.3 We will take all possible steps to safeguard our children and young people and to ensure that the adults in our centre are safe to work with children and young people. We will always ensure that the procedures outlined in [Norfolk Safeguarding Children and young people Board Protocol: Allegations Against Persons who Work with Children and young people](#) and Part 4 of '[Keeping Children and Young People Safe in Education](#)', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01603 223473.

11.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children and young people, the member of staff receiving the information

should inform the Managing Director immediately. Should an allegation be made against the Managing Director, this will be reported to the Chair of the Board. In the event that neither the Managing Director nor Chair of the Board is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Managing Director or the Vice Chair of Governors.

11.5 The Managing Director or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the board of directors will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Managing Director or Chair of Governors should contact the LADO directly on 01603 223473.

11.7 The Centre has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our centre, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

12 RELEVANT POLICIES

12.1 To underpin the values and ethos of our centre and our intent to ensure that students at our centre are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Preventing Extremism & Radicalisation Policy
- Anti-Bullying
- Safer Recruitment & Selection
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of students with medical conditions
- First aid
- Educational visits including overnight stays

13. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- ['Working Together to Safeguard Children and young people: A guide to inter-agency working to safeguard and promote the welfare of children and young people'](#), DfE (2015)
- ['Keeping Children Safe in Education'](#), DfE (2016)
- [Norfolk Safeguarding Children Partnership](#) procedures
- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children and young people](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009.
- ['What to do if you're worried a child is being abused'](#), DfE (March 2015)
- ['Information Sharing: Advice for practitioners'](#), DfE (March 2015)
- ['The Prevent duty: Departmental advice for centres and childcare providers'](#), DfE (2015)

Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Julia Howard if they have a safeguarding concern about a child in our centre.

| | | | |
|--------------------|---------------|------------------|----------------------------------|
| Full name of child | Date of Birth | Tutor/Form group | Your name and position in centre |
| | | | |

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Was there an injury? Yes / No

Did you see it? Yes / No

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?
Yes / No

Was anyone else with you? Who?

Has this happened before?

Did you report the previous incident?

Who are you passing this information to?

Name:

Position:

Your signature:

Time:

Date:

Action taken by DSL

Referred to...?

Attendance
Improvement
Officer
Other

Police

School Nurse

Children and young people's
Services

PSA

Guidance
Adviser

☐☐☐☐☐☐☐

Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

☐

Pastoral team

☐

Tutor

☐

Child

☐

Person who recorded disclosure

Further Action Agreed:

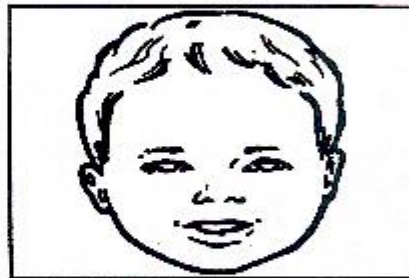
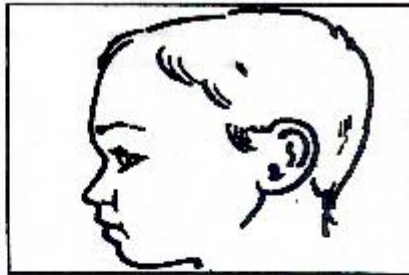
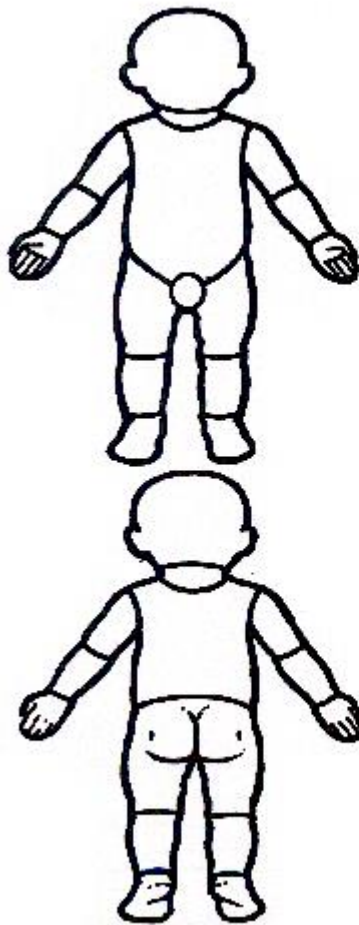
e.g. Centre to instigate a Family Support Process, assessment by Children and young people's Services

Full name:

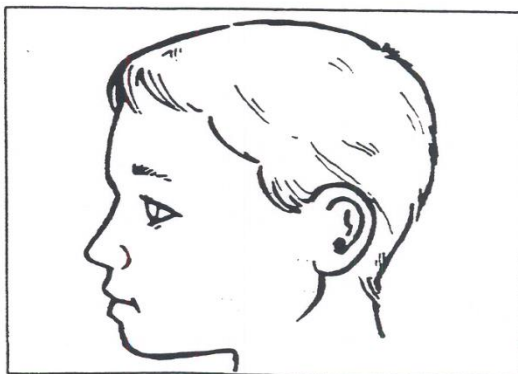
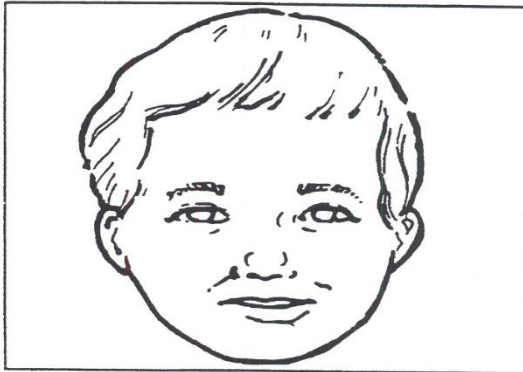
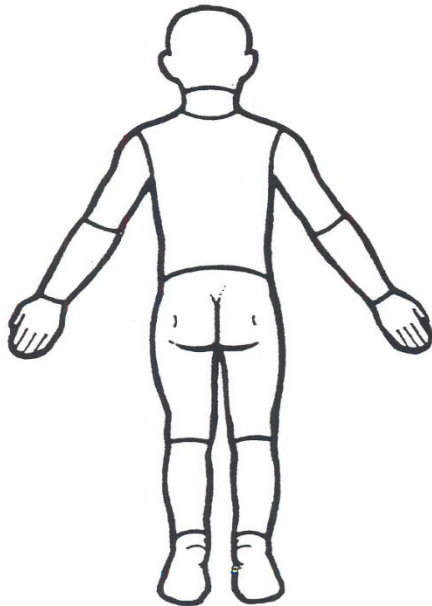
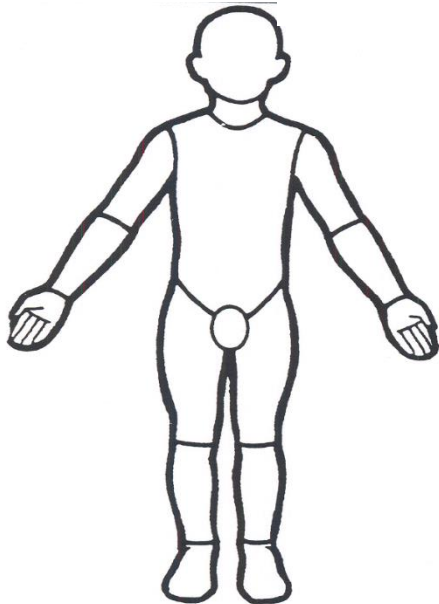
DSL Signature:

Date:

Young Child



Older Child



Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children and young people, and at our centre we take this responsibility seriously.

If you have any concerns about a child or young person in our centre, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the central office. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the centre office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Managing Director. If an allegation is made about the Managing Director you should pass this information to the Chair of the Board of Directors. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473.

The people you should talk to in the centre are:

Danielle Lindoff
Designated Safeguarding Lead (DSL)
01603 567011

Lauren Gardiner
Alternate Designated Leads
01603 567013

Lou Gardiner
Chair of Board of Directors
01603 567012

Appendix 3: Local Safeguarding Referral Procedures 2018

If we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral.