

Children and Young Person's Safeguarding Policy and Procedures



**March 2024
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Important:

Remember it is not up to you to decide if abuse has taken place, that is the role of Social Care, the Police or other relevant agency, BUT it is up to you to report ANY concerns to a Designated Safeguarding Officer

We have a legal responsibility to respond to any safeguarding concerns even if they do not involve our staff or services

Policy approval

Head of Community Services: Paul Sanders	Signed: 	Date: 23/4/24
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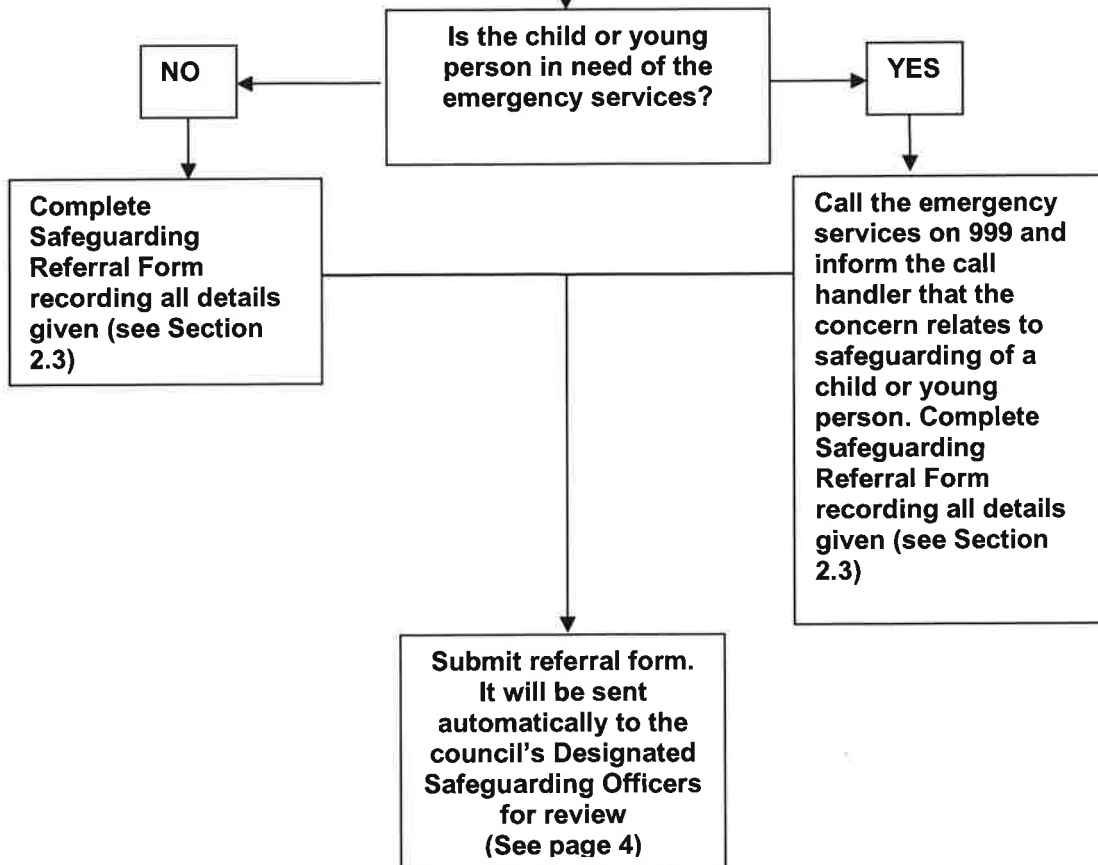
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Guide for Dealing with Concerns Relating to a Child or Young Person

A member of staff, elected member or volunteer has concerns about a child or young person
or
A child or young person or their carer has disclosed information relating to safeguarding to you

- Stay calm
- If the child or young person is present reassure them they have done right to share their worries
- Don't make promises of secrecy or what the outcome may be



**Designated Safeguarding Officer to decide and action:
Does the concern meet safeguarding thresholds/ should it be referred using the safeguarding processes?
If not, are there any other sources of support that the family could be signposted/ referred into?**

Out of office hours contact:
Children's Social Care / First Response Children's Duty: 0116 305 0005 (24 hour phone line)
Leicestershire Police: 101 if there is no immediate danger or 999 if a crime is being committed or if a child is in immediate danger

Who are the Designated Safeguarding Officers for Concerns Relating to Children and Young People?

If appropriate and helpful to you, you may speak to your line manager who will support you through the following process:

In the first instance always report to a Designated Safeguarding Officer (DSO):

A full list of DSOs can be found on the Safeguarding section of the North West Leicestershire District Council intranet <https://nwleicestershire.sharepoint.com/services/Pages/Safeguarding-.aspx>, as well as on posters in offices and on notice boards

If all DSO's are unavailable or it is out of office hours, ask for advice from

Children's Social Care
First Response Team
(24 hours)
0116 305 0005

NSPCC Action Help
Line
0808 800 5000

Always follow the reporting procedure back to the Designated Safeguarding Officers

!!!

If you feel that there is an immediate risk, always contact the emergency services!

1.0 Introduction

North West Leicestershire District Council (NWLDC) has produced this safeguarding policy in order to acknowledge its duty to protect children as part of delivering services to the local and wider community.

Nothing is more important than children's welfare. Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. (*Working Together to Safeguard Children 2023*)

What does 'safeguarding' mean?

The government guidance on Working Together to Safeguard Children 2023 defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment, whether the risk of harm comes from within the child's family and/or outside (from the wider community), including online
- preventing impairment of children's mental and physical health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Who is this policy for?

This policy is for you if you are a member of North West Leicestershire District Council (NWLDC) staff, an elected member, a volunteer or anyone working on behalf of, delivering a service for or representing the council.

It is important to be aware that NWLDC has both a moral and legal obligation to ensure the duty of care for children across all of its services. Council staff may come across cases of suspected abuse either through direct contact with children, for example running a sports or community event, observing a child or family in council premises or as staff visiting homes as part of their day to day work. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in services organised by the council.

What does this policy cover?

The policy tells you what actions to take if you suspect or are told about abuse, and what will happen next. This may be the tool that helps you to save a child's life.

While it is not our job to establish whether or not abuse is taking place, it **IS** our responsibility to report any concerns we have over the welfare of children or young people. This duty extends to the identification of abuse, poor practice by internal members/staff of the Council, as well as allegations brought to the attention of the council by a member of the public/community.

This policy outlines that your primary concern is to ensure that you **record relevant information and pass it on to the Designated Safeguarding Officers (DSO's) without delay**, so that they can discuss any action or referral to the relevant authority. Remember to contact the emergency services without delay if necessary.

Safeguarding Children Legislation

This policy has been developed in accordance with the following legislation and procedures:

The legal obligations concerning children and young people are underpinned by the Children Act 1989 and 2004 and the Social Work Act 2017. Section 11 of the Children Act 2004 places a duty on us, as a district council, to ensure our functions, and any services which we contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Further guidance is provided in the the government's Working Together to Safeguard Children 2023 document, a guide to multi-agency working to help, protect and promote the welfare of children.

NWLDC is a statutory agency of the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP). This policy document is based on LRSCP guidance. For more information go to www.lrsb.org.uk

1.1 Policy Statement

NWLDC accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children, safeguard their well-being and protect them from abuse.

We recognise that:

- The welfare of children and young people is paramount
- All children and young people irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief, sexual orientation, relationship status, and / or pregnancy and maternity have the right to protection from abuse.
- Strong multi-agency and multi-disciplinary working is vital to identifying and responding to the needs of children and families. (*Working Together 2023*)
- It is **everyone's** responsibility to report any concerns about abuse

1.2 Definitions

This policy and these procedures are based on the following definitions:

- The term child, or young person is used to refer to anyone who has not yet reached their 18th birthday
- The term parent is used as a generic term to represent parents, carers and guardians
- The terms staff, elected members and volunteers is used to refer to employees, district councillors, volunteers, contractors and anyone working on behalf of,

delivering a service for, or representing the council including commissioned services

- Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical, as well as the impact of witnessing ill treatment of others. Children may be abused in a family or in an institutional or extra-familial context by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

There are 4 broad types of child abuse:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

Full definitions of these can be found in the Leicestershire and Rutland Safeguarding Children Partnership Procedures available from www.lrsb.org.uk.

Local Safeguarding Children Partnerships have an important role in monitoring the effectiveness of partner agencies and are key to improving multi-agency working as well as supporting and enabling partner organisations to adapt their practice and become more effective in safeguarding children. The Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) maintains a portfolio of policies, procedures and guidance. All partner agencies are signed up to these and they are regularly updated. Procedures and guidance relating to assessing need and safeguarding in specific circumstances, such as exploitation, or safeguarding disabled children are all provided on the website <https://lrsb.proceduresonline.com/contents.html>. The LRSCP also conducts and publishes Child Death Reviews and associated findings and recommendations after a child has been seriously harmed or died. Collectively, this is the practice guidance that informs the actions of DSOs.

1.3 Principles

- **Section 11 of the Children Act 2004** places a duty on a range of organisations, agencies 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.
- This includes local authorities and district councils that provide children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services.

In line with Working Together 2023 guidance (section 222), we, at North West Leicestershire District Council, aim to discharge our duties by having the following in place:

- a clear line of accountability for the provision and commissioning of services designed to safeguard and promote the welfare of children
- a senior corporate lead (Head of Communities) with the required skills, knowledge, and expertise to take leadership responsibility for our 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
- clear whistleblowing procedures, which are referenced within policies and staff training, and a culture where issues about safeguarding and promoting the welfare of children can be addressed
- clear escalation policies for staff to follow if their child safeguarding concerns are not being addressed internally or by other agencies
- procedures which set out clearly the processes for sharing information
- a lead designated safeguarding officer (Community Safety Officer - Safeguarding) who supports colleagues to recognise the needs of children, including protection from possible abuse or neglect
- A team of designated safeguarding officers who are given sufficient time, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively
- safe recruitment practices and safe working practices for employees who work regularly with children, including a policy on when we need to obtain a disclosure and barring service check
- appropriate supervision and support for staff, including undertaking mandatory safeguarding training for all staff at a minimum of every 3 years.
- a culture of safety, equality, and protection within the services we provide
- a commitment to ensuring that our 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
- a mandatory induction for all staff which includes familiarisation with their responsibilities and the procedures to be followed if anyone has any concerns about a child's safety or welfare
- regular reviews, for designated safeguarding officers, of their own practice to ensure they have knowledge, skills and expertise which improve and develop over time
- publishing a safeguarding policy and procedure document which is reviewed bi-annually

1.4 Support for Members of Staff, Elected Members or Volunteers Raising Concerns

In the event of having a concern, you may choose to talk to your line manager in the first instance, who will support you to report your concerns to an appropriate DSO.

When a member of staff, an elected member or a volunteer raises concerns with a DSO, the DSO will ensure that:

- The procedures are followed appropriately in consultation with social care and in line with LRSCP procedures
- The appropriate agencies, or any other parties, are informed

- Information is recorded and stored in line with the council's data retention policy
- Staff involved, where they indicate that they require support, are signposted to the relevant service in line with the Council's employee wellbeing policies. This includes access to a confidential counselling service. Support and signposting will primarily be carried out by the person's line manager.

1.5 Additional Considerations when Concerns Relate to an Internal Member of Staff, Elected Member, Volunteer or Contractor

Working with children and young people is regulated to ensure their safety. As a council we must comply with requirements for DBS (Disclosure and Barring Service) checks as outlined in the council's DBS Policy and Procedure. For further information please contact the Human Resources team (HR).

It can be very worrying to have concerns about a child's safety or welfare that relate to the conduct of a colleague. NWLDC recognises that this can involve additional stress for those reporting concerns. Full support will be given in line with the local authority Whistleblowing Policy which ensures that mechanisms are in place to assure staff that concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services. Contact HR for more information and a copy of the Whistleblowing Policy.

Where you have concerns about a colleague, which could involve an allegation, a concern about the quality of care or practice, or a complaint, the reporting procedures should be followed in exactly the same manner as outlined above. You may need to have regard to which DSO (and manager if you wish) it is appropriate to report your concerns. The district's online safeguarding referral form allows you to restrict access to the referral to the district lead professional officer and community safety officer for safeguarding.

You can report to:

- Your line manager
- Human Resources

You **must** report to:

- A Designated Safeguarding Officer

Remember that the safety of the child is paramount

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
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may be unsuitable to work with children (KCSIE Guidance 2020).

Allegations can be made in relation to physical chastisement and restraint but can also relate to inappropriate relationships between members of staff and children or young people. For further information please refer to LLR Procedures [Allegations Against Persons who Work with Children \(proceduresonline.com\)](http://proceduresonline.com)

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to your line manager and you can ask a DSO for guidance about appropriate action.

Where an allegation is made against an elected member this should be referred to a DSO who will then engage the Monitoring Officer or Deputy Monitoring Officer who has responsibility to address Member Code of Conduct related issues.

Any allegation or concern regarding a member of staff, officer or volunteer involving conduct towards a child or young person should be referred to the DSO who will then engage Human Resources. Human Resources have the responsibility to refer to the designated officer for the management and oversight of allegations against people that work with children based at the appropriate Social Care Department (Leicestershire County Council for North West Leicestershire residents). This role, referred to as the Local Authority Designated Officer (LADO) in Leicestershire, will:

- Manage the overall allegations process, including receiving reports and maintaining accurate records of allegations
- Provide advice and guidance to employers and voluntary organisations and agencies
- Liaise with the police and other agencies
- Monitor the progress of all cases to ensure that they are dealt with quickly, consistently and fairly.

Details of the designated team responsible for the referral of allegations against those who work with children are in Section 3.1

1.6 Confidentiality, Information Sharing and Consent

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and young people. Information should be handled and disseminated on a need-to-know basis only. Your line manager and the DSO will guide you as to who needs to know information about the case.

It is best practice to gain consent before you share information with a Designated Safeguarding Officer, however you do not legally need consent to share the information.

The child or young person's safety and welfare must be the overriding consideration

In general terms you should inform the parents/carer or individual of your concerns and referral to a DSO unless doing so would:

- place a person (the individual, family member, yourself or a third party) at increased risk of serious harm
- Prejudice the prevention, detection or prosecution of a serious crime

- Lead to an unjustified delay in making enquiries about allegations of significant harm

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion if it is safe to do so. The person should be informed that the member of staff will, at the very least, have to disclose the conversation to a DSO and depending on the severity of the information, it may be disclosed to social care services and/or the Police.

When it comes to safeguarding concerns – however they arise, the UK General Data Protection Regulation and Data Protection Act 2018 do not prevent, or limit, the sharing or storing of information for the purposes of keeping children and young people safe.

North West Leicestershire District Council is signed up to the 'LLR Multi-Agency Overarching Information Sharing Agreement (ISA) and Guidance' to facilitate the lawful sharing, use and security of data for the purpose of safeguarding children. This is intended to help with the sharing of information across agencies, especially in relation to safeguarding children by:

- Making it easier and quicker for information to be shared securely between agencies
- Removing the uncertainty that often surrounds inter-agency information sharing
- Encouraging agencies to share information to assist with the safeguarding of children.

Remember - The Welfare of the Child is Paramount

2.0 Procedures for Reporting and Managing Incidents and Concerns

It is our duty as officers, elected members or volunteers of North West Leicestershire District Council to report any concerns we may have concerning the safeguarding or welfare of a child or family.

The process on how to respond to concerns is detailed in the flowchart on page 3: Guide for Dealing with Concerns Relating to a Child or Young Person.

2.1 Responding to Suspicions

You are not expected to investigate suspicions or concerns, other agencies are trained to do this.

If you have a concern about the safety or welfare of a child or young person:

- Complete the online safeguarding referral form, noting your concerns, your reasons for being concerned and your professional opinion of the situation (see Section 2.3)
- You may choose to speak to a DSO or your line manager first
- Maintain confidentiality in line with Section 1.6

Do not

- Undertake further investigations

- Promise confidentiality or secrecy

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child or young person, the parent or carer should not be contacted about the allegation of abuse. Social care services and/or the Police will do this at an appropriate time.

2.2 Responding to Disclosure

Abused children and young people are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying you are already helping the situation. It is key that you reassure the person that they were right to tell and do not make promises to keep secrets. The guidelines accompanying this policy contain a more detailed guide to help you respond appropriately (Appendix 1).

Remember: Listen – write it down – report it

2.3 Safeguarding Referral Form

You need to fill in a safeguarding referral form for all concerns, suspicions and disclosures relating to the safeguarding of children and young people. This needs to be done without delay to ensure all the facts are recorded. ***Do not delay when reporting concerns as a child's welfare or safety may be imminently at risk.***

The Safeguarding Referral Form is available:

- Via a link on the intranet, on the Safeguarding page
<https://nwleicestershire.sharepoint.com/services/Pages/Safeguarding-.aspx>
- Using the direct link to the form
<https://www.leicestershireasb-sentinel.org.uk/SENTINEL/Webforms/NWLDCSAFEGUARDING>
- From a Designated Safeguarding Officer (if you do not have access to the online form).

When you submit the form, it is sent securely to the council's Designated Safeguarding Officers.

The Safeguarding Referral Form is an important tool for DSO's to keep track of concerns, to ensure that the necessary action is being taken and to help to draw out the relevant information.

If you have to fill in a form, please include all relevant facts about you, about the incident and about the victim. Please talk to a DSO for advice and guidance.

2.4 Investigations

There may be circumstances where you could be involved in an investigation as a result of an incident or concern. You will receive full support from HR and from your line manager should this happen. DSO's will also be available for help, information and advice.

2.5 Support for Staff

If an allegation is made towards another member of staff, full support will be given in line with the Local Authority Whistleblowing Policy. Contact HR for more information and a copy of the policy.

If you are affected by what you have witnessed or heard, DSO's are always available for support, help and advice. Support can also be accessed through the council's Mental Health First Aiders. Information on support available and who to contact is detailed in our [Menu of Support](#) found on the iNet.

Support is also available externally through the employee wellbeing service 24 hours a day, 365 days a year. **UK Healthcare, Scheme Number 72740**
Tel 0800 107 6585

2.6 Child Exploitation

Child exploitation is a form of abuse. Potential victims can be exploited for criminal or sexual purposes, including forced labour and domestic servitude.

As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families and homes. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation, and the influences of extremism leading to radicalisation.

If you suspect or become aware of any incidents of child exploitation or are concerned about a young person, you should follow children and young people safeguarding procedures.

For further information refer to LLR Procedures [Child Exploitation, CSE and Assessment of Risk Outside the Home \(Contextual Safeguarding\)](#)

2.7 Prevent

Section 29 of the Counter-Terrorism and Security Act 2015 places a statutory duty on specified authorities including County and District/Borough Councils, the Police, Health and Schools to have “due regard to the need to prevent people from being drawn into terrorism”. We call this process Radicalisation.

Radicalisation is the process of being drawn into extremism which may lead to terrorist activities.

This can be recognised by seeing either vocal or active opposition to the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. We also include the calls for the death of members of our armed forces.

The council has an e-learning module on the Prevent duty which is mandatory for all staff to complete

If you suspect or become aware that someone may be developing extremist views or is being radicalised, you should follow our children and young people’s safeguarding procedures and complete a safeguarding referral form **without delay**. Do not make promises regarding confidentiality. The form will be sent to a NWLDC Designated Safeguarding Officer who will take appropriate action. If you feel that an attack is imminent, please call 999 before making your referral.

For further information please refer to the Leicestershire & Rutland Safeguarding Partnership guidelines:

[Safeguarding Children Vulnerable to Violent Extremism \(PREVENT\)
\(proceduresonline.com\)](http://proceduresonline.com)

2.8 Domestic Abuse

Domestic abuse is a form of abuse which impacts children and young people and can be complex. The Domestic Abuse Act 2021 defines the age from which someone can legally be the victim of domestic abuse as 16 years and therefore is included within the remit of this children and young people’s policy and procedures document.

The statutory definition of domestic abuse is ‘the behaviour of one person towards another where: both people are aged 16 or over and are personally connected to each other and the behaviour is abusive’.

Behaviour is ‘abusive’ if it consists of any of the following:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- economic abuse
- psychological, emotional or other abuse

It does not matter whether the behaviour consists of a single incident or a course of conduct. Anyone can be a victim of domestic abuse. It can happen in all kinds of relationships - regardless of age, race, sex, sexuality, disability, wealth, gender identity, and lifestyle.

The Domestic Abuse Act 2021 recognises children as victims of domestic abuse if they have seen, heard or experienced the effects of domestic abuse. Such abusive behaviour towards a child who is under the age of 16 remains classified as child abuse and not as domestic abuse.

Under the Act local authorities have a duty to provide support to victims of domestic abuse and their children in refuges and other safe accommodation. In addition, all eligible homeless victims of domestic abuse automatically have 'priority need' for homelessness assistance.

For further information refer to the Leicestershire and Rutland guidelines: [Domestic Abuse \(proceduresonline.com\)](https://proceduresonline.com)

These changes mean that it is important for staff to be familiar with signs of domestic abuse, and to know how to respond to disclosures or concerns appropriately.

The council has an e-learning module on domestic abuse which is mandatory for all staff to complete.

If you become aware of any incidents of domestic abuse, you should follow safeguarding procedures and complete a safeguarding referral from without delay. If there is an immediate risk to someone's safety, you should call the Police straight away. Do not make promises regarding confidentiality. Do not ask questions about domestic abuse in front of any partner, third party or family member as this may put the victim at increased risk.

The district council has commissioned a domestic abuse link worker who manages all referrals from staff.

3.0 Systems and Structures

Working Together 2023 states that strong multi-agency and multi-disciplinary working is vital to identifying and responding to the needs of children and families. To support this, expectations are outlined within the guidance which cover three levels within individual organisations: Strategic Leaders, Senior and Middle Managers and Direct Practice Officers.

Districts and boroughs in Leicestershire have developed systems and structures to report, refer and record safeguarding concerns for internal use and in line with the Local Safeguarding Children Partnership procedures for multi-agency working which can be found at <https://llrscb.proceduresonline.com/index.htm>.

3.1 Key Contacts

A full list of DSO's can be found on the Safeguarding section of the NWLDC intranet <https://nwleicestershire.sharepoint.com/services/Pages/Safeguarding-.aspx> or on posters in offices or on notice boards.

External key contacts:

Children's Social Care Services (24 hour phone line)

Tel: 0116 305 0005

Leicestershire Police

Tel: 999 if there is an immediate risk of harm

Tel: 101 if you think a crime has been committed but there is no immediate danger

Designated team responsible for the referral of allegations against those who work with children (also known as the LADO)

<http://lrsb.org.uk/lado-local-authority-designated>

Tel: 0116 305 4141

Email: CFS-LADO@leics.gov.uk

North West Leicestershire District Council Domestic Abuse Link Worker

DAHousingNWL@wallaction.org.uk

NSPCC Childline (for persons under 18 years)

0800 1111

www.childline.org.uk

NSPCC Advice Line (for adults who are concerned about a child)

Tel: 0808 800 5000

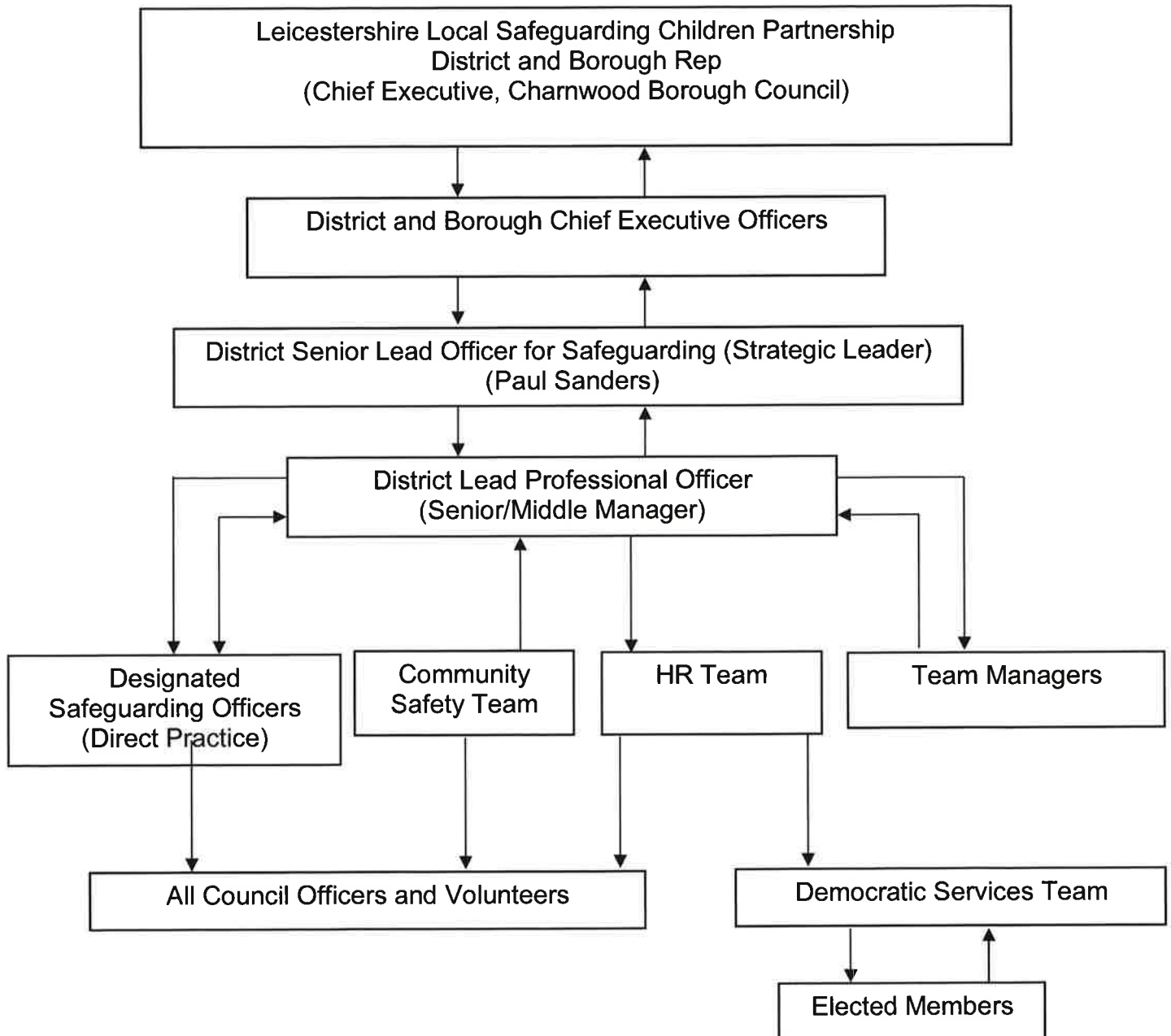
E-mail: help@nspcc.org.uk

Hearing impaired 18001 0808 800 5000

www.nspcc.org.uk

3.2 Leicestershire Structure and Contacts

Leicestershire and Rutland Safeguarding Children Partnership Communication and Accountability Flow Chart



3.3 What is the Role of the Designated Safeguarding Officer?

- Receive information from staff, volunteers and elected members who have concerns, and support them to record them, using appropriate forms and procedures
- Give professional advice and feedback to staff, volunteers and elected members who have concerns
- Ensure that the procedures for reporting concerns and making referrals to agencies are followed appropriately in line with LRSCP procedures
- Ensure that the appropriate agencies are informed
- Ensure that HR are alerted and included in any issues that may result in staff being reported to the Disclosure and Barring Service
- Understand what to do if a referral is not accepted including escalation procedures
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them when they ask for it
- Receive ongoing and appropriate training.
- Promote awareness of safeguarding children within and outside the organisation

If you make a referral and would like a second opinion on the action taken, you may request this from the District Lead Professional Officer.

3.4 What is the Role of the District Lead Professional Officer?

- Ensure that safeguarding referral forms and copies of the policy and procedures are available
- Ensure that arrangements are made to provide mandatory safeguarding training to all staff within the organisation
- Map training needs according to the LLR Children's Competency Framework
- Ensure that all staff have access to relevant training
- Ensure relevant training is completed
- Ensure policies are developed and reviewed
- Retain an overview of all concerns reported
- Report to the District Senior Lead Officer
- Support staff and Designated Safeguarding Officers in the organisation when they request it
- Ensure partnerships are in place.
- Receive the appropriate training

3.5 What is the Role of the District Senior Lead Officer?

- Work with the District Lead Professional Officer
- Represent the council on formal investigations into allegations of abuse led by social care services (unless it is appropriate for the member of staff reporting the concerns or the DSO that dealt with the report to do so)
- Check and challenge structures
- Drive and promote the safeguarding agenda to the senior management team and Chief Executive

- Ensure plans and targets for safeguarding children are embedded at a strategic level across the organisation
- Ensure communication strands are strong
- Ensure members are appropriately informed
- Receive the appropriate training

Promoting Good Practice with Children

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue or even result in prosecution.

- Always put the welfare of children first
- Provide a good role model of behaviour
- Treat all children equally with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all children around you, not just the ones immediately in your care
- If you have to physically touch a child i.e. for swimming lessons, gymnastic coaching, restraint etc., then do so with consideration, never touch intimate areas and always tell the child what you are going to do
- Always wear appropriate clothing when working with children, e.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times
- Ensure a code of behaviour is established so that everyone knows what is expected of them and what is acceptable. If you have to challenge unacceptable behaviour, then do so in a positive constructive manner making sure that the child knows it is the behaviour and not the child that is not welcome
- Use appropriate language and explanations. (it is not always what is said but how it is said that can be of concern and of great importance)

If you are responsible for a group of children

- Maintain correct statutory staff to child ratios
- Always have a register of children in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not let them leave with anyone else without checking with a parent first
- If working with children without parents present, an appropriate consent form should be filled in by parents detailing emergency contacts and medical issues
- If children are old enough to make their own way home after a session this should be clarified on the consent form

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children should never be undertaken by just one member of staff, there should always be two adults within your selected mode of transport
- Making sexually suggestive comments
- Engaging in rough physical or sexually provocative play
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child to stay in your home
- Taking children to your home, for however short a time
- Sharing a room with a child on residential based activities
- Performing personal care for someone which they can do themselves or that you are not trained to do
- Forming inappropriate relationships with children in your care, N.B Remember this legally means a child up to 18 years of age
- Allowing allegations made by a child to go unchallenged, unrecorded or un-acted upon
- Giving home or mobile number to children or obtaining children's mobile phone numbers unless this is an agreed part of the service/ activity being delivered

NB – some situations may require an amendment to good practice regulations. This should be done in advance and checked with a DSO or with HR, and the young person if possible, to ensure that it is appropriate for the situation.

Responding to a disclosure of abuse

Abused children and young people are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

What to do if a child or young person discloses information to you:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell **and do not make promises of confidentiality**
- Be open and honest, explain to them that you will have to share your concerns with a Designated Safeguarding Officer
- Immediately record all details in writing, using the child or young person's own words.
- As soon as possible fill out the Safeguarding Referral Form, available on the intranet, again including all the details that you are aware of and what was said using the child or young person's own words. You may attach your original notes to the Safeguarding Referral Form and give these to a Designated Safeguarding Officer.

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about an alleged abuser
- Make promises or agree to keep secrets
- Say what might happen as a result of the disclosure

First Aid and Treatment of Injuries

If a child requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the child in language that they understand, and their permission sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's interests and on professional advice not to
- An accident form must be completed and signed and passed to the Health and Safety Officer.

Transporting Children

If it is necessary to provide transport or take children and vulnerable adults in a car the following good practice must be followed:

- Staff are not specifically required to transport children or young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so. The use of a

competent, professional driver should always be considered as a preferred option, where reasonable and practical

- You should only transport a child/children where there are two members of staff/adults present in the selected mode of transport
- Ensure where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by the Council's Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian consent
- Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced.
- Ensure that the vehicle used to transport children and young people is legal and roadworthy and complies with the Council's requirements that those using a vehicle for work purposes have a valid driving licence and up to date car tax, MOT and insurance
- It is the driver's responsibility to ensure that every child travelling in his/her car is properly restrained. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars, vans and other goods vehicles must travel in the correct child restraint for their weight with very few exceptions.

Use of Contractors

North West Leicestershire District Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the council are monitored appropriately. Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into contact with children should have their own equivalent safeguarding policy, or failing this, comply with the terms of this policy.

Where there is potential for contact (including direct contact) with children, the following guidance should be followed:

Three key distinctions have been made of contracted provisions in terms of safeguarding requirements. The Lead Officer procuring in consultation with the Team Manager is responsible for ensuring that any contract makes proper provision for the safeguarding of children.

Tier 1: Involves direct contact with children, young people or vulnerable adults
or

Tier 2: The work to be contracted take place in, or overlooks, an area which children, young people or vulnerable adults regularly use
or

Tier 3: The work involves access to data about children, young people and vulnerable adults

Where the services being procured fall into tier 1, 2 or 3 above, safeguarding measures must be detailed within the Request for Quotation or Invitation To Tender (as appropriate) that require the contractor to make appropriate and proportionate provision of the protection of children.

Photographic and video consent guidelines

North West Leicestershire District Council Photographic Consent Guidelines for images and video to be used in marketing, social media and the media have been developed by the Communications Team and can be found on the HR Policies intranet site.

Recruitment, employment and deployment

Comprehensive policies and guidance regarding recruitment, employment and deployment including Disclosure and Barring Checks can be found on the HR Policies intranet site.