



# Safeguarding Children Policy

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## Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

Website: Full publication

### **1. Introduction:**

- 1.1. It is a legal requirement for any organisation working with young children to ensure that there are procedures in place which, as much as possible, provide for their safety. As the City Council operates a number of activities for children it is important that a robust set of procedures is adopted to protect both individuals and the Council.
- 1.2. The policy statement below is supported by a more detailed working procedures document which all staff, volunteers and councillors should be aware of and for which the Council will provide basic training during the induction process.

### **2. Responsibility:**

- 2.1. Every member of staff, volunteer or councillor who supports activities involving young people has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to this policy

### **3. Designated Officer Role and Responsibilities:**

- 3.1. The Communities Manager will be the **Designated Safeguarding Lead (DSL)** for all Child and Vulnerable Adult Protection issues.
- 3.2. Activities undertaken by the City Council which are likely to involve these people should be reported to the Designated Officer prior to their commencement. The DO will then undertake, with the support of the initiating manager, a full risk assessment of the activity and recommend any risk mitigation actions. This risk assessment and any subsequent actions will be formally recorded and this record will be maintained by the DO.

### **4. Reporting Procedures:**

All annexes and full policy documents are stored on SCC sharepoint Documents/Policies/Safeguarding

- 4.1. Where there is a suspicion of child abuse taking place it must be reported following the process as outlined in the Wiltshire Safeguarding Children Board document '**What to Do**' document - also shown at Annex A
- 4.2. This shows that any concerns must be raised either with a Line Manager or the DO.
- 4.3. Concerns raised with a Line Manager must be reported by that Line Manager to the DO at the earliest opportunity. If the Designated Safeguarding Lead (DSL) is unavailable then the incident must be reported to the City Clerk.
- 4.4. The DO will consider further actions required
- 4.5. Concerns, discussion, decisions and reasons will be recorded in writing using Wiltshire Safeguarding Children Board's Welfare and Child Protection Concern Record shown as Annex B
- 4.6. The key issue is to ensure that any suspicion of child abuse is promptly reported and the all staff understands that is it their responsibility to do so.

- 4.7. Staff, volunteers and councillors should acquaint themselves with the types of abuse and how to recognise signs of abuse. Details of this are shown at Annex A.
- 4.8. Where there is allegation against staff/volunteers, it should be reported following instructions on the Wiltshire Safeguarding Children Boards 'Allegations against Adults Who Work With Children- Guidance Flowchart' - shown at Annex C.
- 4.9. Furthermore **all** incidents involving staff/volunteers will be reported to the City Clerk.
- 4.10. If the DSL is unavailable then the incident should be reported to the interim lead officer of SCC in the first instance.

## **5. Types of Abuse:**

- 5.1. Neglect
- 5.2. Sexual
- 5.3. Physical
- 5.4. Emotional
- 5.5. Annex D gives further details.

## **6. Confidentiality:**

- 6.1. It is important to ensure confidentiality about any suspicions, or allegations being made by a child. Whilst it is recommended notes should be made as soon as possible, these should be treated in confidence until required by investigating authorities.

## **7. Emotional Distress:**

- 7.1. It is possible that anyone having abuse reported to them or identifying the signs of abuse may be affected emotionally. In such cases staff, volunteers or councillors should contact the SCC's HR Manager or the Emergency Duty Team at Social Services for advice and support if appropriate.

## **8. Procedures**

- 8.1. Guidelines on precautions and checks to be carried out should be followed at all times. Advice on whether an activity requires special measures in place is available from the Communities Manager

## **9. Staff Disclosure and Barring Service Checks (DBS):**

- 9.1. Any staff member, volunteer or councillor who wishes to lead, or be responsible for, activities on a regular basis involving children must have successfully completed an Enhanced Disclosure and Barring Service (EDBS) check first.
- 9.2. A standard check (SDBS) is requested for all staff or volunteers who are likely come into contact with children and don't meet the criteria for an enhanced disclosure.
- 9.3. A basic check (BDDBS) may be sufficient for those who do not meet the eligibility criteria for SDDBS
- 9.4. SCC will have carry out an assessment of the eligibility of each role for an enhanced DBS check. An example of the questions considered can be found at <https://www.gov.uk/find-out-dbs-check>
- 9.5. Anyone not holding an EDDBS check may not support activities where there is a possibility of unsupervised contact with a child occurring. In this situation they must be fully supervised by a member of staff who does hold a EDDBS check and the activity must be sufficiently staffed to ensure there is always and EDDBS

checked person in the room The DO must also be made aware of this supervision.

- 9.6. All staff are required to join the DBS update service. If the person continues in the role the SCC the status of their DBS will be checked annually as per the DBS policy
- 9.7. SCC will renew the DBS of Volunteers who stay in a role requiring a standard DBS, every three years in accordance with procedures.
- 9.8. This policy is written to allow for staff, volunteers and councillors to begin working with adults at risk in advance of the appropriate check being completed with the appropriate supervision. This will allow effective service delivery whilst at the same time ensuring that no adult at risk is exposed to risk of abuse

## **10. External Staff / Bought in Staff:**

- 10.1. If an activity requires the buying in of outside expertise e.g. children's entertainers or trainers, then said providers **must** produce their own EDBS certification which should be checked using the following criteria:
- 10.2. If providing a hard copy certificate, only the original document can be accepted as proof of an EDBS – photocopies will not be accepted. Certificates of more than 2 years old **will not** be accepted
- 10.3. If the external staff are registered with the DBS update service, they can provide SCC with access to the service to verify EDBS status.
- 10.4. If for exceptional reasons, staff **without** EDBS Certification are to be used, then they **must not** have unsupervised access to children at any time during the course of activities. This must be included in the risk assessment and action plan for the event or activity.
- 10.5. Furthermore, the use of uncertified staff must be reported to the DSL in advance of the activity taking place.

## **11. Additional Information/Support:**

- 11.1. If anyone has concerns about Child Protection issues additional support is available from:

Multi-agency Safeguarding Hub: Integrated Front Door (IFD)

8.45am – 5pm Mon – Thurs, 8.45 – 4pm Fri

0300 456 0108

Or for non-urgent enquiries [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

## **12. Disclosure:**

- 12.1. Any information regarding allegations or suspicion of abuse incidents must be conveyed to City Council responsible officers as soon as possible. This will enable procedures to be examined and statement prepared if allegations require further investigations.

## **13. List of Annexes:**

- 13.1. Annex A
- 13.2. Annex B
- 13.3. Annex C
- 13.4. Annex D

## What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings

Be alert to signs of abuse and question unusual behaviour

**If you have concerns about a child's welfare...**

**Where a child also discloses abuse or neglect:**

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

**Report concerns to the Designated/Named Safeguarding Lead or their deputy:**

NAME.....Sarah..Gregson.....07879.661.086.....01722.417.100.....

**The Designated/Named Safeguarding Lead will:**

- consider further actions required, including consultation with MASH (number below)
- record in writing the discussions, decisions and reasons for decisions.

**In exceptional circumstances or in the absence of a Safeguarding Lead you may contact MASH directly.**

**If a referral is not required:**

The Designated Safeguarding Lead will oversee relevant action, eg pastoral support, and/or early help assessment and monitor locally.

If concerns continue

**The Designated/Named Safeguarding Lead (or staff) will contact MASH to make a referral**

**Additional/unmet needs –** the Designated Safeguarding Lead will consult with relevant agencies and undertake an Early Help CAF and Team around the Child meetings.

- **Multi-Agency Safeguarding Hub (MASH): 0300 456 0108**
- **Out of Hours Emergency Duty Service: 0300 456 0100**  
(5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)
- If the child is in **immediate risk**, dial **999** and ask for police assistance

**MASH will:**

1. Acknowledge receipt of referral
2. Decide on next course of action (within 1 working day)
3. Provide feedback decision to referrer (e.g. further assessment including: strategy discussion/child protection enquiries; no further action required for children's social care and early help assessment/CAF recommended; referral to other agency for service provision).

This flowchart is intended for use as a brief guide. Refer to the DfE Guidance [What to do if you are worried a child is being abused](#) for more information, definitions and possible indicators of abuse (including child sexual exploitation).

**Annex B to SC's Safeguarding Children policy****Child Welfare and Child Protection Concern Record**

For completion where child welfare or child protection concerns are identified in accordance with the agency child protection policy. This record should be completed by the adult who first observed the concern and reported to the agency safeguarding lead without delay. The agency Safeguarding lead will review and report concerns where appropriate to Children's Social Care if a child is deemed to be in need or at risk of significant harm or in need. **This information will be disclosed only to those staff who need to know for the purposes of child protection.** Where there is no agency safeguarding lead available or in place consult with /refer to MASH where there are concerns about a child being at risk of harm.

**Please note that a new form is required for each new concern**

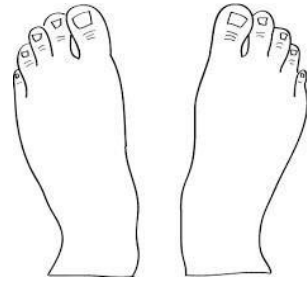
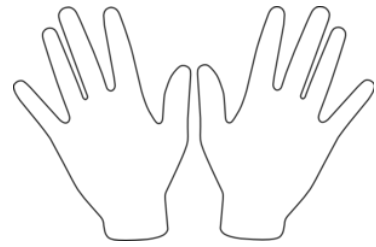
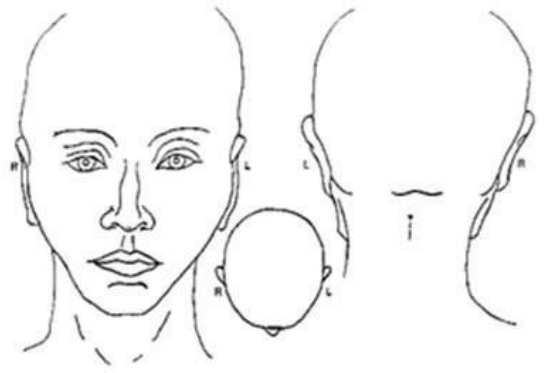
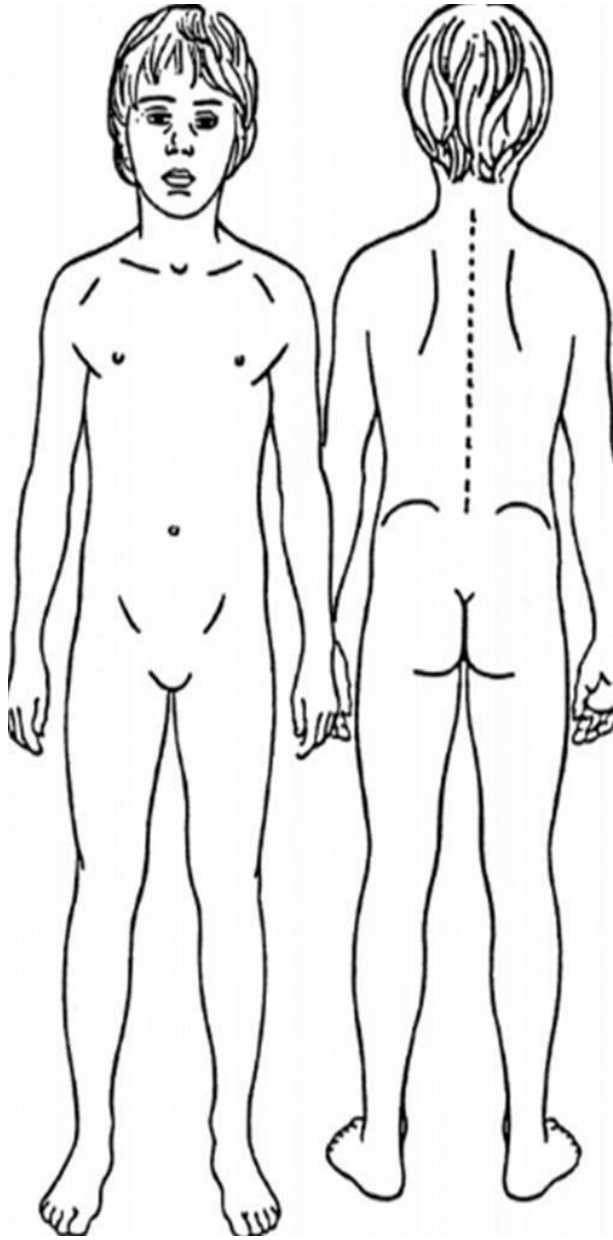
<b>Date of alleged incident/disclosure/concern</b>		<b>Date/time of report</b>	
<b>Name of child/ren</b>		<b>DOB</b>	
<b>Child's address</b>			
<b>Name of person making this record</b> (PLEASE PRINT)		<b>Role in Agency</b>	
<b>Signed as a true record</b>		<b>Date</b> DD/MM/YY	
<b>Nature of concern</b>  <b>Attach additional sheet(s) if necessary</b>  (include observations, child's own words where possible; exact words must be used even if they offend)  <b>Please write legibly</b> and do not use acronyms.			
<b>Body map used:</b>	<b>Y</b> <b>N</b>		
<b>Any other relevant information</b> (previous concern, other professionals involved/SEN details etc.)			
<b>Current status with Early Help or Children's Social Care</b> (please tick & add name where known)	None	CAF	Y N
		Known to Social Care	Y N
		Allocated social worker	Y N
		Child Protection Plan	Y N
<b>This section is to be completed by the agency Safeguarding Lead</b>			
<b>Name of Safeguarding Lead reviewing the concern</b>			<b>Date:</b>
<b>Concerns should be shared with parent/child, unless to do so may place a child/ren at increased risk of harm (if in doubt consult with children's social care).</b>			



<p><b>Further action taken</b> Please also record whether concerns were shared with:</p> <ul style="list-style-type: none"> <li>• parents/carers</li> <li>• MASH</li> </ul> <p>and if not outline reason(s)</p>		<b>Date:</b>
<p><b>Final outcome</b></p>		<b>Date:</b>

WSCB Welfare and CP Concern Record – September 2016 Review date: September 2017

<b>Body Map to be completed by the person raising the concern or observing injuries</b>			
<p><b>PLEASE NOTE: CHILDREN ARE NOT TO BE UNDRESSED OR PHOTOGRAPHS TAKEN OF ANY MARKS OR INJURIES</b></p>			
<b>Date concern noted</b>		<b>Date/time of report</b>	
<b>Name of child</b>		<b>DOB</b>	
<b>Name of person making this record</b> (PLEASE PRINT)		<b>Role in agency</b>	
<b>Signed as a true record</b>		<b>Date DD/MM/YY</b>	



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## Allegations against adults who work with children

### If you become aware that a member of staff/volunteer may have:

- 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 a child
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.



### Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser



### **Report** immediately to your /a senior manager/safeguarding lead.

Unless there is clear evidence to prove that the allegation is incorrect **the manager/safeguarding lead must**:



### **Report the allegation within one working day** to the Designated Officer for Allegations or DOFA (formerly known as LADO):

- Contact the Multi-agency Safeguarding Hub (MASH): **0300 456 0108** and Select Option 3 then Option 4
- Or email [dofaservice@wiltshire.gov.uk](mailto:dofaservice@wiltshire.gov.uk)
- Out of Hours Emergency Duty Service (5.00pm to 9.00am Weekdays, 4:00pm Friday to 9:00am Monday): **0300 456 0100**



### The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.



**If the allegation threshold is NOT met**, the Designated Officer will agree with you an appropriate response (*e.g. for the agency to undertake further enquiries or undertake an internal investigation*).



**If the allegation threshold is met** a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

## **Annexe D to SCC's Safeguarding Children Policy**

### **What are the Types of Abuse?**

*(Definitions are taken from HM Government 'Working Together – A Guide to Inter Agencies Working To Safeguard and Promote the Welfare of Children – March 2013)*

These categories are used for children who are subject to a Child Protection Plan and for statistical recording:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

**Abuse** 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

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

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

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