

# Safeguarding Children Policy and Procedure

## Document Control Sheet - Key Information

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<b>What is Different?</b>	
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## Safeguarding Children Policy and Procedure

### Leeds Jewish Welfare Board

#### 1. Introduction

##### Key Roles and Contacts

Every member of staff and volunteer has a responsibility to act on concerns of possible abuse and must inform LJWB's Safeguarding Lead and Line Managers where ever possible. If you suspect a child or young person is being harmed or is at risk of being harmed, then you have a duty to report it immediately.

The Safeguarding Concerns Lead have the responsibility to decide whether it is appropriate to raise a Safeguarding Concern required or respond to the concerns in an alternative manner.

Concerns which may need an immediate response are:

- When it is considered a child or young person is at immediate risk of harm
- When a child protection investigation is needed (because of physical, sexual, and emotional abuse or chronic neglect)
- When a child or young person is in need of an urgent mental health assessment

##### Contacts:

- Safeguarding Lead: Janine Field
- Telephone number: 0113 2684211
- Mobile Number: 07590862503
- Name of Deputy Safeguarding lead : Relevant service manager
- If you are concerned a child is in immediate risk, then call the police on 999
- To report a concern call Duty and Advice Team- Tel: 0113 3760336 (Monday to Friday 8am-6pm)
- Out of office hours call Children's Emergency Duty Team on 0113 3760469
- You can also email on [childensedt@leeds.gov.uk](mailto:childensedt@leeds.gov.uk)

Refer to the Leeds Safeguarding Children's Board Website at <https://www.leedsiscb.org.uk> for further information and guidance

#### 2. Recognising the signs and symptoms of abuse

Child abuse is quite rare however, it is important that all staff and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse.

There are four types of abuse which can cause long term damage to a child or young person:

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

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may 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 or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (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 include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, 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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

In addition to the above types of abuse, staff need to be alert to the following safeguarding issues:

- Child Sexual Exploitation (CSE) - a type of sexual abuse in which children are sexually exploited for money, power or status.
- Radicalisation – underpinned by the 'Prevent' strategy which aims to prevent people from being drawn into terrorism through extreme influences or prejudiced views.
- Female Genital Mutilation (FGM) – a process where the female genital organs are injured or changed without medical reason
- Possible signs of abuse include:
- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.

- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

#### 4. Becoming aware of a safeguarding issue

It is important to treat all allegations extremely seriously. Never think that someone else may be dealing with it. If staff become aware that a child or young person may be at risk of, or experiencing harm, below are guidelines how to respond appropriately.

Child / young person's statement, appearance, behaviour, play, drawing cause suspicion of abuse and / or neglect

- If a statement is made, listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- Do not ask any leading questions or attempt to encourage the child /young person to expand on their disclosure- It is not the responsibility of the LJWB to investigate incidences of suspected child abuse but to gather information and refer to appropriate agencies only.
- If the concern is noted with regard to appearance, behaviour, play or drawing, initially talk to the child / young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? However, again never use leading questions
- Always explain to children and young people that any information they have provided will have to be shared with others, if this indicates they and or other children are at risk of harm.
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated.

The contents of the pro-forma should include:

- Date and time of notification
  - Child / Young person's name
  - What, if anything, was said - include quotes
  - Any other relevant information e.g. appearance, behaviour demeanour of the child, descriptions of play or any drawings etc.
- Notify the Safeguarding Lead immediately
  - Record Actions to be taken (both internal and external actions - based on the issues raised in the allegation. E.g.; Notify Manager/ Duty and Advice/ LADO- Leeds Designated Authority Officer)
  - Respect confidentiality and file documents securely
  - The Safeguarding Lead or Line Manger should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Safeguarding Concerns Manager should contact the police and /or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.

If consulting with the LJWB Safeguarding Lead will lead to an undue delay and thereby leave a child in a position of risk, staff should raise a Safeguarding Concern with any other member of the Senior Leadership Team or make a referral themselves without prior consultation.

N.B. Parents / carers will need to be informed about any referral to Children Social Care unless to do so would place the child at an increased risk of harm.

## 5. What to do if you are concerned about a child

### Stage 1

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the organisation's Named Person for safeguarding (above)
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma and ensure it is signed and dated. The contents of the pro-forma should include:
  - Date and time of notification
  - Young person's name
  - What was said
  - Actions to be taken (both internal and external actions - based on the issues raised in the allegation. E.g.; Notify Manager/ Duty and Advice/ LADO)
  - Respect confidentiality and file documents securely;

### Stage 2

- The Named person(s) should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person should contact the police and/or the Duty and Advice Team. If a referral is made direct to the Duty and Advice team this should be followed up in writing within 24 hrs.  
NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.  
Considering whether to Raise a Safeguarding Concern

Raising a safeguarding concern, means reporting abuse to the local authority under the safeguarding children's procedure. Anyone can raise a safeguarding concern; often however this is undertaken by the LJWB Safeguarding Lead.

**When deciding whether a safeguarding concern should be raised, consider the following key questions:**

1. Is the person a 'child at risk' as defined within this policy/procedure?
2. Is the child experiencing, or at risk of, abuse and neglect?
3. What is the nature and seriousness of the risks?

Consider:

- The child's age
- The child's individual circumstances
- The nature and extent of the concerns
- The length of time it has been occurring
- The impact of any incident
- The risk of repeated incidents for the child
- The risk of repeated incidents for others
  
- Refer to the Leeds Safeguarding Children's Board Website at <https://www.leedslscb.org.uk> for further information and guidance

You may also need to inform:

- Parents/ carers of the child at risk
- Your line manager of your decisions and actions in line with this procedure
- The Head of Human Resources Human Resources if allegations / concerns relate to a member of employee or volunteer
- Staff delivering a service on a need-to-know basis so that they do not take actions that may prejudice an enquiry.

**Third party or anonymous allegations:**

It is important to emphasise to any person seeking assistance from the LJWB that we are not an agency with statutory powers to investigate any allegations of child protection/ abuse. Staff involved in the receipt of information regarding the safety and wellbeing of children / young people need to stress that they will have to forward the concerns to the Safeguarding Concerns Manager, as they have a duty to pass on information where a child or young person is at risk of abuse. This might also include other agencies, such as Leeds Children's Services, the NSPCC and the Police.

Where appropriate, the person seeking assistance should be supported and encouraged to contact these agencies directly to share their concerns.

### **Historical Abuse:**

Non-recent abuse (also known as historical abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old. Many people who were abused in childhood believe that they are to blame and that the abuse was their fault. But this is never the case - a child cannot consent to abuse.

People who disclose historical abuse should be supported and encouraged to contact the police through the non-emergency 101 telephone number and briefly explain the issue.

If they do not feel comfortable contacting the police directly, they can contact the NSPCC Helpline at any time where an advisor will discuss options for reporting. The NSPCC Helpline number is 0808 800 5000

If through the allegation of historical abuse, it emerges that there is a current risk of a child or young person being at risk, then Safeguarding Concerns Manager should be contacted immediately. The person who disclosed the abuse should be supported and encouraged to share their information with children's social care this, but if no then a safeguarding referral should be made by the Safeguarding Concerns Manager.

## **6. Safe recruitment**

Sometimes there are people who work or seek to work with children and young people who may pose a risk to children and who may harm them. LJWB have clear process for recruiting staff and volunteers to help reduce this risk. All potential employees and volunteers to go through the same recruitment and selection process as a paid worker.

- Application forms or CV's are used to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps receive the important information required
- LJWB has a commitment to safeguarding and protecting children. This is to be included in the application pack.
- Face-to-face interviews are undertaken with pre-planned and clear questions.
- A question is included about whether an applicant holds any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID and right to work in the UK documentation.
- Check the candidate actually holds any relevant qualifications they say they have.- this must be done at the interview by sight of the physical qualifications – a copy of which should be taken.
- Apply for a DBS check. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members.
- Always check any references a candidate provides. Ask specifically about an individual's suitability to work with children.
- Provide them with a copy of your safeguarding procedures.

There may be occasions where you wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless a “fit person” check may be available from the country the person is moving from. You should ensure that additional references are undertaken on any worker from abroad.

Please see LJWB Recruitment and Selection Policies for further information.

## **7. Management and supervision of staff/volunteers**

LJWB is fully committed to ensuring that all staff and volunteers are skilled, confident and clear in their understanding of their role in relation to safeguarding. Training is tiered depending on the specific role undertaken, and will be discussed at induction, supervision and appraisal.

Staff are required to access training every 2 years, delivered either in-house, or by accessing Leeds City Council’s Safeguarding training provision. Training will include both safeguarding children and adults, at a level commensurate to staff roles and roles, this may include: -

- Awareness of this safeguarding policy/procedure at induction
- Safeguarding Adults and children training sessions
- In house briefings on Safeguarding roles and responsibilities
- Support and discussions at team meetings
- One to one support during supervision.
- Spot checks and file audits undertaken by the quality assurance team.
- Option to attend funded external training commensurate with their role.

The LJWB believes it is important that all staff have an opportunity to discuss with their line manager any safeguarding matter giving them concern, and has an ‘Open Door’ culture, where managers are highly visible and accessible. Regular formal supervision is also provided to staff every 12 weeks months or more frequently if felt beneficial by either party.

## **8. Allegations of Serious Misconduct of Staff or Volunteers Towards a Child or Young Person**

LJWB has a zero tolerance of abuse and we implement a range of policies and procedures to ensure that risks are minimised where ever possible. These include: -

- Recruitment and Selection Policy and Procedures
- Whistleblowing Policy
- Disciplinary Policy
- Public Interest Disclosure Policy
- Professional Boundaries Policy
- Case Recording Policy
- Volunteering Policy
- Supervision Policy
- Code of Conduct for Staff and Volunteers
- Complaints Policy and Procedure
- Incident Reporting Procedures
- Lone Working Policy and Procedure
- Allegations Management procedure

All serious allegations made to LJWB personnel relating to staff or volunteers must be reported immediately to the CEO, LJWB Safeguarding Lead and Head of Human Resources.

In accordance with Working Together (2015), where an organisation has received an allegation that a volunteer or member of staff who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Where there is an immediate threat to a child the Police, Children's Social Care or the Emergency Duty Team (if outside office hours) should be contacted.

The Duty Local Authority Designated Officer (LADO) should also be contacted. The LADOs for Leeds Authority can be contacted Monday – Friday on 0113 247 8652. A referral should be sent to the LADO within one working day using the LADO Notification Form (available on the Leeds Safeguarding Children's Board website) giving as much detail as possible.

A strategy meeting must also be convened to decide any necessary action. Any action must not interfere with any investigations that are being undertaken by Social Services or the Police. The meeting will involve appropriate manager, the CEO, Head of Care and Human Resources representative and LJWB Safeguarding Lead and will consider:

- Support to the child / young person, the person making the allegation and the member of staff/ volunteer involved.
- Decisions regarding suspension without prejudice of the member of staff / volunteer involved (See Disciplinary Procedure) Suspension should be seen as a neutral act, which is designed to protect both children and young people, and the staff member or volunteer concerned.
- A framework and timescale for an investigation to be carried out

Allegations against employees or volunteers may also be raised through the Grievance, Complaints and Disciplinary Policies and Procedures. If this is the case, child protection procedures must take precedence and other investigations suspended whilst a safeguarding investigation takes place. Staff raising concerns will be supported in line with the Whistleblowing Policy.

### **Less serious allegations:**

In some instances allegations may be made against a member of staff or volunteer which do not fall into the category of 'significant harm' as defined in the Children Act 1989, but which nevertheless are a cause for concern. These should be reported to the CEO, who in consultation with the Head of of Care and Human Resources representative s and Safeguarding Lead may decide it is more appropriate to address the matters of concern through the LJWB Disciplinary Procedures.

If following allegations against LJWB staff and volunteers a subsequent investigation by Social Services and / or Police results in no Further Action, the LJWB may still need to process the matter through internal Disciplinary or Capability procedures.

Termination of Contract:

Where a member of staff or volunteer:-

- a) resigns prior to the conclusion of a child protection investigation or disciplinary action or
- b) is dismissed as a result of a child protection investigation or disciplinary action

It is good practice to consider completing the investigation and record the findings on the personnel file. This decision lies with the CEO.

The CEO and LJWB Safeguarding Lead will also consider the appropriateness of informing the Independent Safeguarding Authority in line with good practice and guidelines.

## **9. Recording and managing confidential information**

LJWB recognises that every person has a right to privacy under the European Convention on Human Rights (Article 8). It is important to ensure a child or young person understands their personal information will be treated respectfully and confidentially. Establishing this form of trust is fundamental for the provision of safe and effective services, but when working with children and young people, the LJWB acknowledges that two essential factors:

- Timely information sharing is key to safeguarding and promoting the welfare of children. It enables intervention that crucially tackles problems at an early stage
- If a child is at risk or suffering significant harm, the law supports people and organisations in sharing information without consent.
- Brief and accurate written notes should be completed of all incidents and safeguarding concerns relating to individual children, and recorded on a Safeguarding Alert Form, which should be forwarded to the LJWB Safeguarding Lead. These notes are significant, especially if the incident or the concern does not lead to a referral to other agencies. This information may be shared directly with other agencies as appropriate.
- All contact with parents and external agencies will be recorded and these will be kept as Child Protection records on the CRM electronic system. Any notes or records pertaining to Child Protection Meetings will be stored on this secure case recording system.
- Records will be kept securely by the Organisational Lead or Safeguarding and stored securely in a Drive on the shared server. They may only be accessed by the Organisation Lead for Safeguarding, the Quality Assurance Team and the CEO.
- LJWB will maintain accurate and up to date records of those with Parental Responsibility and emergency contacts.

## **10. Distributing/ reviewing policies and procedures**

This policy will be reviewed by the LJWB every three years by the policy committee, or if further amendments are identified. Any changes will be communicated through staff and latest versions of this and all policies will be available on the LJWB Intranet.

The Children Safeguarding Policy will also be displayed on the LJWB Website.

All staff will be required to read this policy as part of their induction training and sign to confirm this has been read and understood.

## **11. Responsibilities of management committees**

All policies and procedures are approved by the relevant Board sub-committee. These Committees understand that they are ultimately accountable for all that happens within their service area and that includes the implementation of effective safeguarding procedures

This is achieved by:

- Providing written guidance to all staff and committee members
  - Ensure everyone understands their legal duties and responsibilities
- Management committees should also:
- Develop a clear framework for behaviour management towards any children or young people
  - Have information about procedures to follow if an allegation is made
  - Ensure all workers have training to recognise the signs and symptoms of abuse
  - Ensure that all staff have enhanced DBS checks.
  - Have correct policies in place covering your activities e.g.: health and safety, lone working, etc.
  - Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within your organisation
  - Ensure all workers understand that physical punishment or threat of physical punishment must never be used
  - Ensure that workers understand that verbal humiliation of children is unacceptable

## **12 Legal Frameworks:**

This policy and procedure has been developed to be consistent with the Leeds Safeguarding Children's Board Policy and Procedures for Voluntary/ Community/ Faith and Third Sector Organisations which can be referred to for additional guidance [www.leedslscb.org.uk](http://www.leedslscb.org.uk)

- The Children Act 1989
- United Nations Convention of the Child 1991
- Data Protection Act 1998
- Sexual offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) Code of Practice 0-25 years (Statutory guidance for organisations which work with and support children and young people with disabilities: HM Government 2014)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015

- Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children: HM Government 2015

Signed: 

Date February 2018

Last Updated: 23.02.2018

Policy review date: February 2020 or sooner if legislation changes.