

# Young Lives Consortium Safeguarding and Child Protection Policy for WF-I-Can

## Change history

| Version | Date       | Author                              | Description                   |
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|         |            |                                     |                               |

## Contents:

### Part A

|    |   |     |
|----|---|-----|
| 1. | Policy statement, principles, and terminology                   | p3  |
| 2. | Safeguarding legislation and guidance                           | p6  |
| 3. | Roles and responsibilities                                      | p7  |
| 4. | Good practice guidelines for staff code of conduct              | p9  |
| 5. | Abuse of position of trust                                      | p9  |
| 6. | Children who may be particularly vulnerable                     | p9  |
| 7. | Support for those involved in a child protection issue          | p11 |
| 8. | Complaints procedure  | p11 |
| 9. | If you have concerns about a colleague or safeguarding practice | p12 |

10. Allegations against staff ..... p12

11. Photography and images .....p13

19. Online Safety .....p13

Part B: Child Protection Procedures:

Categories and definitions of abuse including grooming, Indicators, Impact, Taking action, Early intervention, Dealing with Disclosures, Notifying parents, Recording and monitoring, Referral to social care, Referral to police, Confidentiality and Information sharing, Local and National contacts. .... p13-21

Designated Safeguarding Lead Emily Castle  
Date: 22/05/2020

Deputy Designated Safeguarding Lead Marie Rafferty  
Date: 22/05/2020

Board of Trustees  
Nominated Safeguarding Trustee Ann Tosta  
Date: 22/05/2020

PART A

**Policy Statement and Principals**

This policy is one of a series in the setting's integrated safeguarding portfolios and approach.

Related safeguarding portfolio policies:

- Supporting child/young persons with a medical condition
- Child/young person Behaviour incl acceptable IT use
- Staff code of conduct incl Acceptable IT use
- Tackling bullying
- Online Safety
- Missing Children
- Lone working/ photography /transporting children/young people
- Safeguarding Adults
- Complaints procedure
- Appropriate physical contact
- Whistleblowing
- Safer recruitment
- Managing allegations
- Grievance and disciplinary
- Online support facility [www.wf-i-can.co.uk](http://www.wf-i-can.co.uk)

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Summaries of the key legislation and guidance are available on:  
online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](http://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)  
bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](http://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)  
child protection [learning.nspcc.org.uk/child-protection-system](http://learning.nspcc.org.uk/child-protection-system)

<https://www.gov.uk/government/publications/health-and-safety-advice-for-settings>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

### **The purpose of this policy statement**

Young Lives Consortium works with children and young people as part of activities it has Management responsibilities for the [www.wf-i-can.co.uk](http://www.wf-i-can.co.uk) website. This includes: ensuring information and links on the website are trustworthy and accurate, policies and procedures are up to date and the code of conduct is understood and adhered to by paid and volunteers from the multi agency team involved in supporting the virtual 'drop-in and chat' facility. The drop-in offers children and young people aged between 7-19 yrs old an opportunity to informally connect with a (qualified and/or experienced) youth worker or equivalent. It has space to talk and can share a worry or reduce isolation (during covid-19) and be signposted to appropriate self care tips, support helplines or local services/activities and help if needed. The aim of the

'drop-in and chat' is to provide access to early intervention support and reduce the risk and escalation of poor emotional and physical health.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are accessing the internet, social media or mobile devices provide staff and volunteers with the overarching principles that guide our approach to online safety
- providing a safe environment that values and listens to children and young people to assist children and young people to early intervention support and self care tips to promote resilience
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- YLC will work with other agencies and share information appropriately to ensure the safety and wellbeing of children/young people

The policy statement applies to all staff, volunteers, children and young people and anyone involved in the [www.wf-i-can.co.uk](http://www.wf-i-can.co.uk) website and chat facility.

## **Child Protection statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will engage with the young person to obtain the information needed to act quickly and follow our procedures to ensure children receive early help and effective support and protection.

### **Policy principles**

- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to access support and advice
- All staff including volunteers have an equal responsibility to identify children who may benefit from early help and to act on any suspicion or disclosure that may suggest a child is at risk of harm
- Children should be able to use the internet for education and personal development, but safeguards need to be in place.
- There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding

- Children and young people and staff involved in child protection issues will receive appropriate support

## **Policy aims**

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice within YLC and alongside member organisations of the Young Lives Consortium
- To demonstrate the setting's commitment with regard to child protection to children /young people, parents and other partners
- To contribute to the YLC's safeguarding portfolio
- To ensure we continue to improve policies and practice to keep children and young people safe

## **Specific aims in relation to online world**

We recognise that the online world provides everyone with many opportunities; however it can also present risks and challenges

- We have a duty to ensure that all children, young people and adults involved in all the programmes including face to face and online via the [www,wf-i-can.co.uk](http://www.wf-i-can.co.uk) website are protected from potential harm when online
- We have a responsibility to help keep children and young people safe online, when accessing the online chat facility and online groups.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- We have a responsibility to encourage and explain the importance of providing contact details if safeguarding concerns are raised, but an understanding young people may withhold personal details or provide false details

## **Related Policies and Procedures**

The procedures contained in this policy apply to all staff, volunteers and trustees and are consistent with those of the;

Wakefield District Safeguarding Children Board WDSCB/ West Yorkshire Consortium Procedures. <http://westyorkscb.proceduresonline.com/index.htm>

Equality Act 2010 <https://www.gov.uk/government/publications/equality-act-2010-advice-for-settings>

This policy statement and procedures should be read alongside our organisational policies including:

- Child protection
- Procedures for responding to concerns about a child or young person's wellbeing
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures

Children may turn to a trusted adult in an online setting, especially during the Covid-19 outbreak (Spring 2020) where face to face services, schools and other face to face interactions are limited when they are in distress or at risk. It is vital that staff are alert to the signs of abuse or poor emotional wellbeing and understand the procedures for reporting their concerns. YLC will act on identified concerns and will work alongside agencies to provide early help, or support others to do so, to prevent concerns from escalating.

## **2. Safeguarding Legislation and Guidance**

### **Statutory Guidance**

Working Together to Safeguarding Children (2018) covers the legislative requirements and expectations on individual services (including settings and colleges) to safeguard and promote the welfare of Children. It also provides the framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services, including safeguarding arrangements in settings.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

What to do if you are worried about a child

This documents provides step by step guidance on how to respond if you are worried about a child

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Prevent Duty Guidance – England and Wales

Covers the duty of settings and other providers in section 29 Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

### **Safeguarding Contact details**

Online Safety Coordinator

Name: Marie Rafferty

Phone/email: phone to be added / [marie@ylc.org.uk](mailto:marie@ylc.org.uk)

Designated Safeguarding Lead

Name: Emily Castle

Phone/email: [emily@ylc.org.uk](mailto:emily@ylc.org.uk) / 07835817480

Deputy Safeguarding

Name: Denise Wheatman (temporary)

Phone/email: [dwheatman@wakefield.gov.uk](mailto:dwheatman@wakefield.gov.uk) / 07500 890605

Safeguarding Trustee

Name: Ann Tosta Ryszard

Phone/mail: tba

NSPCC Helpline

0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**All staff and volunteers have a responsibility for Safeguarding no matter what their role.**

### **Availability**

- During sessions the Online safeguarding coordinator, designated safeguarding lead or deputy will always be available for staff by telephone to discuss any safeguarding concerns. If required please contact the safeguarding lead at the end of the session, during the testing phase the safeguarding lead will be part of the debrief at the end of each shift. This will be reviewed and should enable us to improve our offer in a timely way.

### **DSL responsibilities:**

### **Manage referrals**

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;

- Support staff who make referrals to local authority children’s social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

### **Work with others**

- Liaise with Safeguarding Trustee to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the “case manager” (as per Part four) and the designated officer(s)/LADO at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

### **Good Practice Guidelines and Staff Code of Conduct**

To meet and maintain our responsibilities towards children and young people we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all children /young people with respect setting a good example by conducting ourselves appropriately, including online.
- involving children /young people in decisions that affect them
- encouraging positive, respectful and safe behaviour among children /young people including challenging inappropriate or discriminatory language or behaviour.
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with children /young people.
- maintaining appropriate standards of conversation and interaction with and between children /young people. Avoiding the use of sexualised or derogatory language, even in joke



- referring all concerns about a children /young people's safety and welfare to the DSL, or, if necessary directly to police or children's social care
- avoiding sharing excessive personal information with children /young people.

### **Abuse of Position of Trust**

All staff are aware that inappropriate behaviour towards children /young people is unacceptable and that their conduct towards children /young people must be beyond reproach. Disciplinary action can be taken if professional standards are not upheld.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the setting staff and a young person under 18 may be a criminal offence, even if that child is over the age of consent.

### **Children Who May Be Particularly Vulnerable**

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our children /young people receive equal protection, we will give special consideration to children who are:

- missing education/missing from education
- disabled or have special educational needs SEND
- young carers
- Looked After Children
- privately fostered children
- affected by domestic abuse
- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders.
- affected by poor parenting
- at risk of Fabricated or Induced Illness
- at risk of gang and youth violence.
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.

- live transient lifestyles
- LGBT (lesbian gay bisexual transgender)
- missing from home or care
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- vulnerable to extremism or radicalisation.
- vulnerable to faith abuse
- involved directly or indirectly in child sexual exploitation CSE or trafficking
- do not have English as a first language
- at risk of Honour Based Violence (HBV) including; female genital mutilation (FGM) and forced marriage.

This list provides examples of additional vulnerable groups and is not exhaustive.  
SEND Children /young people

We know disabled children are 3-4 times more likely to suffer abuse than those without disabilities and can be disproportionately impacted by bullying. Our staff are alert to this and do not ignore signs and indicators nor dismiss them as 'part of the disability'. Additional time and communication means will be in place to allow children to communicate effectively with staff.  
<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

How Wakefield supports SEN child/young persons is outlined below.

<http://www.wakefield.gov.uk/residents/settings-and-children/special-education-needs-sen>

### Helping Children to Keep Themselves Safe and Well

Our approach is designed to help children to think about risks they may encounter and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are also reminded regularly about online safety and the confidentiality of accessing the 'drop-in and chat' facility including the legalities and consequences.

The setting continually promotes an ethos of respect for children and the emotional health and wellbeing of our child/young persons is important to us. Children /young people are encouraged to speak in confidence about any worries they may have.

However all our children /young people are aware that if they disclose that they are being harmed or that they have, or intend, to harm another that this cannot be kept secret and that information will need to be shared. They understand that we may ask for personal details or use

their IP address (the number used by their internet provider) so we can ensure they get help in an emergency.

### **Support for those involved in a child protection issue**

We will support children /young people, their families, and staff by:

- taking all suspicions and disclosures seriously
  - nominating a link person (DSL) who will keep all parties informed and be the central point of contact
  - where a member of staff is the subject of an allegation made by a child/young person a separate link person will be nominated to avoid any conflict of interest
  - responding sympathetically to any request from children /young people or staff for time out to deal with distress or anxiety
  - maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
  - maintaining and storing records securely
  - offering details of helplines, counselling or other avenues of external support
  - following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- cooperating fully with relevant statutory agencies.

### **Complaints Procedure**

Our complaints procedure will be followed where a child or parent raises a concern about poor practice towards a child that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a child/young person, belittling a child/young person or discriminating against them in some way. Complaints are managed by senior staff and the trustees and trustees.

Complaints from staff are dealt with under the setting's complaints and disciplinary and grievance procedures.

### **If you have concerns about a colleague or safeguarding practice**

Staff who are concerned about the conduct of a colleague or safeguarding practice within the setting are undoubtedly placed in a very difficult situation.

All staff must remember that the welfare of the child is paramount and staff should feel able to report all concerns about a colleague or the safeguarding practice within the setting. The setting's whistleblowing code available in the Staff Handbook contact outside of the organisation via the NSPCC whistleblowing helpline number tel:0800 028 0285 enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Lead worker / volunteer. Complaints about the Lead worker / volunteer should be reported to the chair of trustees.

Staff may also report their concerns directly to the Designated Officer/LADO or the police if they believe direct reporting is necessary to secure action or to the NSPCC whistleblowing helpline.

### **Allegations against staff**

When an allegation is made against a member of staff, set procedures must be followed. It is important to have a culture of openness and transparency and a consultation with the Designated Officer/LADO will happen if staff;

- Behaved in a way which has harmed, 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 would pose a risk of harm to children.

Allegations against staff should be reported to the DSL. Allegations against the DSL should be reported to the Chair of Trustees. Staff may also report their concerns directly to the Police or Designated Officer/LADO or NSPCC Whistleblowing helpline if they believe direct reporting is necessary to secure action. Referrals must be made to the LADO within one working day.

It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. We recognise that a child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. However if a child is found to continually make false allegations this may be a sign of mental health issues and a referral to services such as CAMHs (Child and Adolescent Mental Health) may be required.

### **Photography and images**

We may ask permission to use images of young people on the [www.wf-i-can.co.uk](http://www.wf-i-can.co.uk) website especially if they are sharing interventions in the gallery. To protect children /young people we will:

- seek their consent for photographs to be taken or published (for example, on our website or in publications)
- seek parental consent
- not use children /young people's full name with an image
- ensure children /young people are appropriately dressed
- ensure that personal data is not shared.
- store images appropriately, securely and for no longer than necessary.
- only use setting equipment, i.e. not personal devices.
- encourage children /young people to tell us if they are worried about any photographs that are taken of them.

## **Online Safety**

Our children /young people increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications within the chat and will be appropriately challenged by the worker. If this continues the chat will be ended. The setting's online safety policy explains how we aim to keep children /young people safe in a setting which includes reasonable filters and monitoring, we will not link or pass details of children and young people up with other 'chat' users.

## Child Protection Procedures

### **Categories and Definitions**

To ensure that our children /young people are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment.

Abuse may be committed by adult men or women and by other children and young people, by someone the child knows, such as a family member or member of setting staff, or a stranger.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical abuse  
Emotional abuse  
Sexual abuse  
Neglect

## Position of Trust

The age of consent for sexual activity is 18 years old if you are in a position of trust over that child. For full definition see Sexual Offences Act 2003

It is very important that staff report and record their concerns as soon as possible – they do not need 'absolute proof' that the child is at risk before taking action.

## Taking Action

It is the responsibility of staff to report and record their concerns as soon as possible.

We actively encourage a 'never do nothing' attitude if staff have a concern about a child and promote discussion with DSL if in any doubt.

It is not settings' responsibility to investigate or decide whether a child has been abused.

Any child, in any family in any setting could become a victim of abuse. Staff should always maintain an attitude of "it could happen here".

Wakefield has a Continuum of Need for children and families who need support, this ranges from Level 1 to level 4. It is worth noting that a cause for concern does not always require a Level 4 response, it may be the family need a lower level of support to help the situation. The Children First hubs are able to signpost setting staff and support at Level 3.

Key points for staff to remember for taking action are:

- If an emergency take the action necessary to help the child, for example, call 999
- REPORT your concern to the DSL as soon as possible and certainly by the end of the day
- Complete the **FEEDBACK FORM to record concern which can be found on the [www.wf-i-can website](http://www.wf-i-can.com)** and immediately speak to the DSL. If you need assistance with this please speak to Emily Castle or Marie Rafferty
- Do not start your own investigation
- Share information on a need-to-know basis only – do not discuss the issue unnecessarily with colleagues, friends or family.
- Seek support for yourself if you are distressed. De-brief at the end of the session with the DSL on rota, your organisational Line Manager or ring the Samaritans 116 123

If you are concerned about a children /young people's welfare

There will be occasions when staff may suspect that a child / young person may be at risk, but have no 'real' evidence. Staff will give the children / young people the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine for staff to ask the children / young people's if they are OK or if they can help in any way.

Staff should record these early concerns on the FEEDBACK FORM. If the children / young people do begin to reveal that they are being harmed, staff should follow the disclosure advice below. Following an initial conversation with the child/young person, if the member of staff remains concerned, they should discuss their concerns with the DSL.

### Early intervention

If the concern is low level and does not require other agency involvement the DSL will initiate early intervention to;

Obtain personal details from the child or young person (name DOB, address or postcode)

Offer to link/singpost/refer the young person to the appropriate service or organisation

- Engage with the parents/carers if possible (unless the situation is so serious that would put the child/young person at increased risk.)
- We will record any contact with the family, dates and times on the FEEDBACK FORM
- We will then monitor the child/young person if they are regular visitors to the drop-in online chat - behaviour/concerns/interaction with. This will demonstrate the frequency of concerns and help to build patterns.

### Dealing with disclosures

If a child / young person talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the child / young person know that they must pass the information on – staff are not allowed to keep secrets. The point at which they tell the child / young person this is a matter for professional judgement. If they jump in immediately the child / young person may think that they do not want to listen, if left until the very end of the conversation, the child / young person may feel that they have been misled into revealing more than they would have otherwise.

Bear in mind that in some cases children may tell 'half a truth' to test out how information may be handled by the listener. Children can also withdraw disclosures later if they feel things have gotten out of their control. Effective communication with children will help in these situations.

During their conversations with the children /young people it is best practice for staff to:

- Allow children /young people to speak freely
- Remain calm and not overreact – the child/young person may stop talking if they feel they are upsetting their listener

- Give reassuring words of comfort –‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing talking to me’
- Not be afraid of silences, and allow space and time for child/young person to continue, staff will recognise the barriers the child/young person may have had to overcome to disclose.
- Clarifying or repeating back to check what they have heard if needed but will not lead the discussion in any way and will not ask direct or leading questions – such as.. whether it happens to siblings too, or what does the children /young people’s mother think about it.
- Use questions such as Tell me what happened.....? Is there anything else you want to tell me?
- At an appropriate time tell the child/young person that in order to help them, the member of staff must pass the information on
- Remember professional boundaries and not share personal experiences or information such as ‘that happened to me’
- Avoid saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but may be interpreted by the child to mean that they have done something wrong
- Not pass judgement on the perpetrator
- Tell the child / young person what will happen next. Let them know that you will be consulting them along the process.
- Download the conversation as soon as possible and save the website secure area and record on the FEEDBACK FORM and notify the designated lead
- Seek support if they feel distressed.

## **Notifying parents**

The setting will normally seek to discuss any concerns about a child / young person with their parents, if contact details are available. This must be handled sensitively and the DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the setting believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Social Care Direct.

## **Records and Monitoring**

Why recording is important

FEEDBACK FORM is completed at the end of each session

Any concerns about a child will be recorded and the DSL notified as soon as possible (verbally or by email with read receipt).

All records will be based on the actual conversation script which is kept for 30 days before being deleted if no Safeguarding concerns. Records will be dated.

Conversations can be downloaded as a PDF and saved in the secure ‘file’ on the website if required beyond the 30 days (if used as part of a section 42 safeguarding enquiry)



The safeguarding file is only accessible by the DSL  
It may be appropriate for the DSL to open the secure safeguarding 'file' and start a chronology page. This will help in building patterns and decision making.

We will give feedback to the staff member any actions, however this will be on a need to know basis. It may not be appropriate for staff members to know every detail of the child's life.

The safeguarding file

The establishment of a safeguarding file is an important principle in terms of storing and collating information about children which relates to either a safeguarding concern or an accumulation of welfare concerns which are outside of the usual range of concerns in ordinary life events.

This file will be kept securely on the website and only to be accessed by appropriately trained DSL's and will be shared with the appropriate organisation for support. The child young person (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

We will retain a copy of the chronology to evidence actions, in accordance with record retention guidance as inline with the website GDPR policy.

Any member of staff can refer to other agencies in exceptional circumstances i.e. in an emergency or when there is a genuine concern that action has not been taken.

### **Referral to Police**

Remember if a criminal offence has occurred to contact the police 101 or 999 as appropriate.

Confidentiality and information sharing

Staff will only discuss concerns with the Designated Safeguarding Lead, or Chair of Trustees (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. ⇐

We will normally seek to discuss any concerns about a child/young person with their parents if appropriate and we have their details. This must be handled sensitively and the DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure.

However, if we believe that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Social Care Direct.

## The Seven Golden Rules for Safeguarding Information Sharing 2015

- Data Protection/Human rights laws are not a barrier.
- Be open and honest. (unless unsafe or inappropriate)
- Seek advice. (anonymise if necessary)
- Share with consent if appropriate.
- Consider safety and wellbeing.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Keep a record of decisions and reason for it.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The Data Protection Act/ GDPR does not prevent setting staff from sharing information with relevant agencies, where that information may help to protect a child. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. In cases where agencies such as MASH (Multi Agency Safeguarding Hub) ring the setting requesting information reception staff will take a message and inform the DSL immediately, the DSL will ensure they can identify who is requesting the information before sharing and then record what has been shared, when, why and with whom.

Any personal safeguarding information shared with external agencies will be done so securely e.g. by secure email, password protected or recorded delivery.

All staff will need a copy of;

The Code of Conduct

### **Worried about a child or young person - Taking Action**

If you are worried about a child or young person suggested actions are :

Check out the concern with your colleague

Invite your colleague to the conversation to support or advise

Signpost to a local service if needed (liaise or advocate on the c&yp behalf with their permission)

Check out your concerns with the:

Safeguarding person on rota - Online Co-ordinator, Designated Lead

Health concern contact:

School Nursing Team

Mental health concern contact  
CAMHS SPA  
Reach team out of hours (crisis team)

Children's First Hub - general question or support to complete a MARF  
Mary Harper  
Gareth Hamlett  
Richard Carr

Social Care Direct  
Phone; 0345 8503 503  
Minicom: 01924 303450 (type talk welcome)  
Email; social\_care\_direct@wakefield.gov.uk

Police Safeguarding Unit  
NB If a criminal offence has occurred contact police via 101 or 999 as appropriate.  
wakefield.sguchild@westyorkshire.pnn.police.uk

NSPCC Helpline 0808 800 5000

At the end of the session:  
Debrief with your colleague

If something has happened that has affected you personally, you can share this when you 'check in' with the safeguarding lead on the rota, you can also contact your organisational Line Manager or but call the Samaritans 116123. Samaritans are experts in providing a listening service to those who work in situations that can cause worry or stress to 'off load'. The 'drop-in and chat' should be incorporated as part of your regular supervision with your host organisational to ensure your emotional well being is being monitored.

### **Local & National Contact Details**

Local Authority Designated Officer (LADO)  
lado.referrals@wakefield.gcsx.gov.uk  
01924 302 155  
Safeguarding Advisor for Education

Vicki Maybin  
vmaybin@wakefield.gov.uk  
07788743527

Safeguarding Information  
<https://www.wakefieldscb.org.uk/education/>

NSPCC Speak out Stay safe service for Primary settings  
Michelle Poucher. Area Coordinator  
07834 498 354 [mpoucher@nspcc.org.uk](mailto:mpoucher@nspcc.org.uk)  
<http://www.nspcc.org.uk/services-and-resources/>

Wakefield District Domestic Abuse Service WDDAS  
0800 915 1561

Prevent Contacts – referral form see templates on WDSCB website.  
Gary Blezzard Police Prevent Officer 07789 753634

CSE Police Team  
[DA.CSE@westyorkshire.pnn.police.uk](mailto:DA.CSE@westyorkshire.pnn.police.uk)  
01924 878125

Child Missing Education Officers  
Francesca Hunter [fhunter@wakefield.gov.uk](mailto:fhunter@wakefield.gov.uk) 01924 307449  
George Sykes [gsykes@wakefield.gov.uk](mailto:gsykes@wakefield.gov.uk) 01924 307395

Virtual Head for LAC  
Gary Stuart  
[gstuart@wakefield.gov.uk](mailto:gstuart@wakefield.gov.uk)

Future in Mind and CAMHS Single point of access  
01977 465865  
Wakefield Local Offer – for children with SEND and their families  
<http://wakefield.mylocaloffer.org/Home>

Wakefield Continuum of Need document;  
<https://www.wakefieldscb.org.uk/professionals-and-practitioners/early-help-strategy/>

Reporting Hate Crime  
<http://www.wakefield.gov.uk/residents/community-and-housing/community/hate-crime>

NSPCC Helpline  
0808 800 5000

NSPCC Whistleblowing Helpline  
0800 028 0285

