

# SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

JUNE 2022

THE SOCIAL INNOVATION PARTNERSHIP



<b>Policy name</b>	Safeguarding Adults Policy
<b>History</b>	Date adopted: Dec 2019
	Date of last review & update: June 2022
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<b>Approval Authority</b>	Chair of Directors, Mercy Shibemba
<b>Responsible Office</b>	CEO and SLT
<b>Designated Safeguarding Officer</b>	Saboohi Bukhari, Daniel Morris (TSIP) and Serena Dyett (Community)

**Scope:** safeguarding policies, procedures and guidance

**Reason for policy:** to provide guidance to staff on the policies and arrangements for identifying and reporting safeguarding concerns

**Who should read this policy:** everyone working on behalf of The Social Innovation Partnership (TSIP)

## Contents

<b>1. Introduction</b>	<b>3</b>
<b>2. What is abuse?</b>	<b>4</b>
<b>3. How you might notice abuse</b>	<b>5</b>
<b>4. Responding to abuse</b>	<b>5</b>
<b>5. Keeping records</b>	<b>6</b>
<b>6. What to do if a child makes an abuse allegation</b>	<b>6</b>
6.1 Reporting Female Genital Mutilation (FGM)	7
6.2 Reporting procedures if there is a concern about a professional working with children	7
6.3 Review	8
6.4 Named Persons	8
<b>Appendix 1: REFERRAL FORM</b>	<b>9</b>

## 1. Introduction

This policy refers to children and young people - anyone under 18 years of age. If a person over 18 years of age is at risk of abuse or neglect, please refer to The Social Innovation Partnership (TSIP) Adult Safeguarding Policy.

This policy should be read alongside:

- Safeguarding Adults Policy
- Data Protection and Privacy Policy
- Whistleblowing Policy

All organisations and professionals have a duty to keep children safe. All children have the right to be in a safe, secure and happy environment, and protected from being physically or psychologically harmed.

NSPCC defines safeguarding as the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and bad treatment
- preventing harm to children's health or development
- making sure children grow up with access to safe and effective care
- taking action to help all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

TSIP is committed to a practice which protects children from harm. All staff and volunteers must work to increase awareness of issues which cause children harm, and act if we have concerns that a young person is being, or is in danger of being, abused. We will make sure we respond to any concerns about abuse quickly and appropriately in line with current legislation and policies including but not limited to:

- Children's Act 1989

- Children's and Families Act 2014
- Working together to safeguard children 2018

Our staff will also adhere to guidelines from the Local Safeguarding Children Board (LSCB):

- We acknowledge that abuse of children can take different forms - physical, sexual, emotional and neglect.
- When children are suffering from abuse or neglect this may be shown through changes in behaviour, or in their play.
- We recognise that we have a duty to refer to the local authority if there are signs that a child is or is likely to suffer abuse and/or neglect. We will allow any investigation to be carried out with sensitivity. Staff will take care not to influence that outcome either through the way they speak to children or ask children questions.
- We will follow LSCB procedures for concerns regarding domestic violence or abuse by a child.
- We will follow the mandatory reporting duty in relation to Female Genital Mutilation (FGM)

**We will endeavour to safeguard children by:**

- adopting child protection procedures to be used by staff and volunteers
- sharing information about concerns with agencies who need to know
- using safe recruitment practices such as Disclosure and Barring Service checks (DBS).
- providing effective management for staff and volunteers including supervision, support and training

## **2. What is abuse?**

A person may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children & young people may be abused in a family, institutional or community setting; by those known to them or, more rarely, by a stranger.

- **Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by lying about the symptoms of, or deliberately causing, ill health.
- **Emotional abuse:** harming a child in ways that cause severe and long-lasting negative effects on the child's emotional development. It may involve telling children, or suggesting, that they are worthless or unloved, inadequate, or only valued when they meet the needs of another person, expecting too much of them at their age or development level, causing them to feel frightened, or exploiting them.
- **Sexual abuse:** involves forcing or persuading a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or being involved in making, pornography, or encouraging children to behave in sexually inappropriate ways.
- **Neglect:** longstanding failure to meet a child's basic physical and/or psychological needs, which may negatively affect a child's health or development, such as failing to provide adequate food, shelter & clothing; or neglecting/ignoring a child's basic emotional needs.

### 3. How you might notice abuse

- A child or young person might tell you that they have been abused
- Someone else might tell you that a child has told them they have been abused
- A child might show signs of physical injury for which there appears to be no satisfactory explanation
- Something in the child's behaviour may suggest they are being abused
- Something in the behaviour of a worker, parent or carer or the way they relate to a child may alert you
- You may see one child abusing another

## 4. Responding to abuse

If a child tells you they have been abused, or you worry they are at risk, you must record these concerns as soon as possible (within a maximum of 24 hours), whether or not the matter is taken to another authority.

All concerns should be reported to the Designated Safeguarding Officer (or a Senior Leader if the Designated Safeguarding Officer is not immediately available). If you feel there is serious cause for concern you must contact the local authority's child protection team or the police. You might have a safeguarding concern about a child or young person while working with an adult who is a parent or carer. In these instances, the concern should be raised to the local authority families and children's service where they live.

Where a concern relates to a professional working with a child or young person, the following steps must be taken:

- Tell the Designated Safeguarding Officer or any other senior manager in their absence of your concerns.
- Where the concern is about a member of staff in a health or social care setting, you must call the safeguarding children manager at the site to tell them your concerns and your intention to raise the concern in writing.
- Where a professional is involved, you must complete the safeguarding referral form in Appendix 2 and send it to the safeguarding children manager and the Local Authority Designated Officer (LADO).
- Follow the reporting and escalation processes as outlined in the Safeguarding Adults Policy.

If you hear an allegation outside office hours and the situation is urgent (for example, if the child is too frightened to go home or there are serious doubts about their safety), **contact the social services child protection team immediately**. In a case where a criminal offence is being committed, e.g. assault, contact the police.

## 5. Keeping records

If you see worrying changes in a child's behaviour, physical condition or appearance, or if a child makes a disclosure of possible abuse, you will need to make a clear and specific record, which should include:

- child's name, address and date of birth
- timed and dated observations, describing objectively the child's behaviour/appearance without comment or interpretation
- exact words the child said
- observer's dated name and signature
- name of any other person present
- any actions you have taken

## **6. What to do if a child makes an abuse allegation**

- Make sure the child or young person at risk is in no immediate danger.
- Dial 999 if the child or young person is in immediate danger or needs immediate medical attention.
- Stay calm.
- Listen carefully to what the child says, and always act as if you believe what the child is saying.
- Let the child know they are right to tell you about the abuse and reassure them they are not to blame.
- Allow the child to continue at their own pace.
- Only ask questions when you need to clarify something, and avoid leading questions that suggest a particular answer (it is not your job to investigate abuse).
- Be honest about what will happen next, who you will tell and why. Do not promise to keep secrets.
- Record in writing what the child said using their own words as soon as possible. Record the date, time, any names mentioned and who the information was given to. Make sure the record is signed and dated.
- Tell the nominated safeguarding person immediately – they will know how to follow this up and where to go for further advice.

## **6.1 Reporting Female Genital Mutilation (FGM)**

- If a girl tells you she has had FGM, or you have seen a physical sign suggesting a girl has had FGM, you should tell the Designated Safeguarding Officer or a Senior Leader Deputy immediately and report the matter to the police by calling 101.
- In all other cases you should follow normal safeguarding processes.

## **6.2 Reporting procedures if there is a concern about a professional working with children**

If you have concern about a professional abusing a child then immediately inform the Designated Safeguarding Officer or a Senior Leader following the same procedures as shown above.

Every council has to employ a Local Authority Designated Officer (LADO), who is responsible for managing allegations and concerns about anyone who works with children and young people in their area. You should make any referrals that are about professionals working with children to the LADO on the day you receive a concern. Each LADO will have their own protocols that you will need to follow.

If it is felt there is sufficient cause for concern the Designated Safeguarding Officer or Senior Leader will contact the LADO or the police.

If there is a concern about the immediate safety of a child, call the police on 999.

## **6.3 Review**

TSIP will make sure that child safeguarding issues receive continuous attention and will review this policy regularly in line with procedures of the London Safeguarding Children's Board (LSCB).

## **6.4 Named Persons**

The staff member who hears the safeguarding concern should raise it with social services and keep up with any updates, making sure to copy the Designated Safeguarding Officer or Senior Leader into all communications. TSIP will make sure all staff and volunteers know this policy and these procedures and have access to appropriate training and support.





## Appendix 1: REFERRAL FORM

### Safeguarding Children and Young People referral form – CONFIDENTIAL

Child or young person's name	
Address or location (if known)	
Telephone (if known)	
Age / DOB (if known)	
Gender (if known)	
Does the concern relate to an unborn child?	
Is the child or young person privately fostered?	
Is the child or young person adopted?	
Is the child or young person or their family experiencing any of the following difficulties:	<input type="checkbox"/> <b>Domestic abuse</b> <input type="checkbox"/> <b>Parental substance misuse</b> <input type="checkbox"/> <b>Parental mental illness</b> <input type="checkbox"/> <b>Risk of female genital mutilation</b> <input type="checkbox"/> <b>Risk of sexual exploitation</b> <input type="checkbox"/> <b>Risk of radicalisation</b> <input type="checkbox"/> <b>No recourse to public funds</b>
<p>Why you are concerned about this person</p> <input type="checkbox"/> Be specific and factual when describing what you saw or were told <input type="checkbox"/> Explain what you know and how you know this information <input type="checkbox"/> Outline why you are worried for this person/others <input type="checkbox"/> Include quotes where possible <input type="checkbox"/> Explain injuries you are aware of <input type="checkbox"/> Specify date and time of incident/s if known <input type="checkbox"/> Mention if you're aware of other similar incidents against this person, by this alleged perpetrator or within this setting	
Does the child or young person have any additional support needs (disability, impairment or condition)?	
How does the child or young person communicate (including any steps to make the service accessible, such as translators)?	
Are you concerned other children or young people might be at risk? If yes, please explain	

Provide details of other children or young people who might be at risk	
Provide the details of the parent/carer (if known) <input type="checkbox"/> Name <input type="checkbox"/> date of birth <input type="checkbox"/> relationship to child or young person <input type="checkbox"/> does the parent/carer have any support needs	
Has the child or young person given consent for you to report your concern to the local authority?	
Where known, provide the name, job title and contact details of social worker / GP / consultant / responsible clinician	
<b>Details of alleged perpetrator/s (if known)</b>	
Name	
Address	
Telephone	
Relationship to child or young person	
<b>About the person completing this form</b>	
Name	
Signature	
Job title	
Telephone	
Date	



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