

SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES

August 2023

This policy and set of procedures will be reviewed on an annual basis, or sooner should any major incident, organisational or legislative change arise.

Section	Page Number
Quick reference contacts guide	2
1. Introduction – Commitment to safeguarding	3
2. Scope of the policy	4
3. Working in partnership	4
4. Procedures to follow if concerned about the safety or welfare of a child, young person or vulnerable adult	3
5. The role of the Designated Safeguarding Officer and Deputy DSO/s in our organisation	4
6. Record-keeping	6
7. Concerns about the actions of an adult who works/volunteers with children/young people	7
8. Whistle-blowing	8
9. Safer recruitment procedures	9
10. Safeguarding Business Volunteers	10
11. Safeguarding young people on work experience placements	11
12. Training	12
13. Safeguarding when working remotely	12
Appendix 1 – Safeguarding and Child Protection Concern Form template	15
Appendix 2 - Low Level Concerns / Allegations Record Adult working or volunteering with children/young people	17
Appendix 3 – Definitions of Abuse (from Working Together 2018)	19

Quick Reference Contacts Guide	
Always try contacting Education Business Partnership first, unless you deem the situation to be an emergency in which case call an ambulance or the police (via 999)	
Education Business Partnership	
01635 279277 (during office hours) 07778 031447 (out of office hours)	
Designated Safeguarding Officer at EBP:	
Kate Barrow - Mobile: 07778 031447 or 01635 279275	
Deputy Designated Safeguarding Officer at EBP:	
Lesley Stewart - Tel: 01635 279245.	
Once you have spoken to the DSO/DDS0 at EBP, they will contact the Designated Safeguarding Lead at the pupil's/student's school. This is usually a member of the Senior Leadership Team. If you are unable to get hold of EBP please contact the school directly.	
School Designated Safeguarding Lead - Use school main line number	
If you need to contact someone out of office hours and are unable to contact EBP or the school, please telephone:	
West Berkshire Children & Families Social Care Services 01635 503090 (child@westberks.gov.uk)	Children's Services Emergency Duty Team (Out of hours) 01344 786543 5.00pm – 9.00am edt@bracknell-forest.gov.uk
The Children's Single Point of Access Reading 0118 937 3641 (includes out of hours contact details) ChildrensSinglePointofAccess@gcsx.gov.uk	Oxfordshire Local Authority Designated Officer Team 01865 810603 LADO.SafeguardingChildren@oxfordshire.gov.uk Alison Beasley - Designated Officer (LADO) alison.beasley@oxfordshire.gov.uk 07833 436649
Swindon Borough Council Multi Agency Safeguarding Hub (MASH) E-mail: Swindonmash@swindon.gov.uk Telephone: 01793 466903 (during normal office hours which are 8.30am to 4.40pm Monday to Thursday, and 8.30am to 4.00pm Friday)	The Emergency Duty Service (EDS) 01793 436699
LADO – for concerns involving adults who work/volunteer with children and young people 020 7974 4556	West Berkshire LADO@westberks.gov.uk Swindon

LADO.LADO@westberks.gov.uk	07392 103019 (Mon- Weds)
	07824 081177 (Thurs – Fri)

1. Introduction

Education Business Partnership (from here on known as EBP) fully recognises its responsibilities for safeguarding and child protection. Our policy applies to all staff and volunteers who represent and work in partnership with the organisation, working with children and young people.

We recognise that because of our regular contact with young learners, all adults in this organisation have an individual and collective responsibility to ensure the health, safety and welfare of children and young people, whilst involved in any activity managed by EBP. **Safeguarding is the responsibility of every adult in our organisation.**

Safeguarding and promoting the welfare of children and young people is defined for the purposes of this policy as:

- protecting children and young people from maltreatment;
- preventing impairment of children's/ young people's **mental and physical** health or development;
- ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children and young people to have the best outcomes.

EBP's Commitment to Safeguarding

EBP is committed to ensuring that: -

- the safety and the welfare of the child is paramount
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- staff and volunteers are provided with appropriate information and training about safeguarding and child protection to ensure that they feel confident to act appropriately both in terms of safeguarding themselves and young people
- all staff and volunteers know who the Designated Safeguarding Officer is within EBP and understand the procedures to follow to report any concerns about a child's safety or welfare
- all activity is carried out in a safe environment where children and young people can develop, thrive and reach their potential and that appropriate consent is sought
- the appropriate level of check is completed for adults working with children, as appropriate to their role and the level of additional supervision
- adults working with EBP understand the term 'professional boundaries' and have read the organisation's code of conduct

2. Scope of the policy

This policy and set of procedures applies to staff (paid/unpaid) working for, in partnership with or on behalf of EBP. This includes contracted members of staff, temporary staff and volunteers. For the purposes of this document, the term 'staff' refers to any of the above.

3. Working in partnership

EBP is committed to working in partnership with:

- West Berkshire Safeguarding Children Partnership & other local Partners
- Children's Social Care (for children up to their 18th birthday)
- Adults' Social Care (for vulnerable adults aged 18 and above)
- the Police
- the Disclosure and Barring Service

4. Responding to concerns about the welfare or safety of a child/young person - procedures for employers

Safeguarding is everyone's responsibility. If you are worried about a child, young person or vulnerable adult it is important that you report your concerns – no action is not an option.

Step 1 – Reporting

- If you are concerned that a child/young person might be in immediate danger you must act immediately. This may involve contacting the police.
- If the child/young person is in need of immediate medical attention, telephone for an ambulance. Inform doctors about the concerns.
- Report your concerns directly to a member of the EBP safeguarding team, as soon as you are able.
- In the first instance our Designated Safeguarding Officer is Kate Barrow, CEO : 07778 031447 or 01635 279275.
- If the DSO is unavailable, please report to our Deputy DSO - Lesley Stewart: 01635 279245.
- If no-one from the EBP safeguarding team is available, contact the child's school/college and ask to speak to the Designated Safeguarding Lead / Deputy DSL.
- If the concern/disclosure involves reference to alleged abuse or inappropriate behaviour by an adult working or volunteering with children, contact the Executive Safeguarding Lead. This is Kate Barrow, CEO: 07778 031447 / 01635 279275.

Step 2 - Recording

- Record your concerns using an 'Incident Recording Form', as soon as possible (see Appendix 1).
- Remember to record the full date and time, location, your name and role and keep your record as factual as possible. Use the child's/young person's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed on a child, record these on a body map (do not take photographs).
- If a concern/disclosure form is unavailable, handwritten notes can be made on a piece of paper. This must be retained, even if the notes are subsequently written up onto a form.
- Record what action you are taking, for example record the name of the member of the safeguarding team you have reported the concern to.
- The original concern form should be passed to the Designated Safeguarding Officer or Deputy DSO. Copies should not be retained by you.

See also ['What to do if you're worried a child is being abused' DfE March 2015'](#)

5. The role of the Designated Safeguarding Officer and Deputy DSO/s at EBP

Our Designated Safeguarding Officer is Kate Barrow, CEO (07778 031447 / 01635 277275).

In the absence of the DSO, our Deputy DSO is Lesley Stewart: 01635 279245.

In the first instance that an adult working with a child becomes concerned about their welfare or safety or receives a disclosure of abuse from the child, contact should be made as soon as possible with the DSO or the Deputy DSO at EBP.

The DSO or a Deputy DSO will consider the following points in order to respond appropriately to the concern/disclosure:

- If there is information which suggests that the *child or young person* is in immediate danger, the DSO/DDSO will contact the Multi-Agency Safeguarding Hub (MASH) within the local authority where the child/young person lives. A telephone referral to MASH will be followed up with a written referral (within 24 hours). *See quick reference contacts guide page 2 for contact details.*
- If there is information which suggests a *vulnerable adult* may be at risk, the DSO/DDSO will contact the Adult Safeguarding Team within the local authority where the young person lives.
- The DSO/DDSO may also consider contacting the police on 101 or 999.
- If there is no immediate danger to the child/young person, the DSO/DDSO will contact the Designated Safeguarding Lead at the child's school/college. The

Designated Safeguarding Lead should be involved in decision-making at this stage as they may be aware of wider concerns.

- If the concern/disclosure involves reference to alleged abuse by an adult working within or in partnership with EBP, the Executive Safeguarding Lead will consider whether a referral to the Local Authority Designated Officer (LADO) is required. See section 8 for further information.
- If the concern/disclosure involves reference to alleged abuse by an adult working within a school or college where the child/young person attends, the Executive Safeguarding Lead will contact the Head teacher/Principal, as well as the LADO.

You may not have received a disclosure from a child/young person, but you may have seen or noticed something which worries you; you may have noticed a change in a child or young person's behaviour. Remember that these observations are important and could be a sign or indicator that a child/young person is not safe. A child or young person may not feel ready to talk to someone or they may not recognise that what is happening to them is abuse. No matter how small or trivial you think your concern may be, it could be part of a bigger picture.

Please remember the following:

- **You must never keep a secret.**
- **You must refer. You must not investigate.**
- **Never leave an issue overnight**

Dealing with a disclosure from a child, young person or vulnerable adult

If a child/young person discloses that he or she has been abused in some way, you should:

- Listen to what they are saying, without displaying any signs of shock or disbelief.
- Allow them to talk freely without interrupting.
- Reassure them but do not make promises about keeping the information a secret.
- Reassure them that this is not their fault.
- Only ask questions if you need to clarify, take care not to put words in their mouth by asking leading questions.
- Stress that they have done the right thing by telling you and explain what you will do next.

Additional consideration needs to be given to children, young people and vulnerable adults with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

6. Record-keeping

The individual with the initial concern should record these concerns on appendix 1. Original records of concerns/disclosures made by a member of staff are handed directly to the DSO or Deputy DSO.

These are stored securely and confidentially by EBP and there is restricted access to these records. Student data for work experience is kept safely and securely for young people until

the age of 25, all working records are stored at the EBP offices, locked away, in a cabinet and in a locked room, only EBP staff have access to this.

Once students have been placed and their placement has been completed, all records are stored in a safe archive unit, they are checked every year and once the young person has reached the age of 25 all records are securely destroyed.

Student data sent from schools via Sims, is also stored electronically at EBP, all password protected.

Where appropriate, a copy may be given to the Designated Safeguarding Lead at the school or college which the child attends.

7. Concerns about the actions of an adult who works/volunteers with children/young people

- You may be worried about the behaviour or actions of an adult who works or volunteers with children/young people. You may have seen or heard something which makes you feel uncomfortable. You may be concerned that the adult's actions are contravening the EBP's code of conduct. You may be aware of a situation outside of the workplace which suggests that this individual is not safe to be working/volunteering with children/young people.
- If a concern involves an adult working as an employee of EBP, contractor, a volunteer or an employer, the Executive Safeguarding Lead should be contacted as soon as possible. This is Kate Barrow, CEO (07778 031447 / 01635 279275).
- If a concern involves a member of school staff (an adult who is employed directly by a school/college you are working/volunteering with), you should report your concerns to the Head teacher/Principal as soon as possible. You should also make the EBP Executive Safeguarding Lead aware.
- A record should be made by the member of staff in receipt of the concern/disclosure. This should be passed to the Executive Safeguarding Lead. Copies should not be retained by the member of staff who has recorded concerns. See appendix 2 for template.
- If the concern/disclosure involves the Executive Safeguarding Lead, this must be reported directly to the LADO (via the contact details for MASH).
- The member of staff who is in receipt of a concern or disclosure must not discuss this with the adult involved.
- The Executive Safeguarding Lead will consider the information of concern and initial consideration will be given as to whether this indicates that the person would pose a risk of harm if they continue to work in close or regular contact with children/young people in their present position or in any capacity.

Evidence to suggest that the harms threshold has been met: -

- the person has behaved in a way that has harmed a child, or may have harmed a child;
- the person has possibly committed a criminal offence against or related to a child; or

- the person has behaved towards a child or children in a way that indicates that he/she **may** pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Criteria listed above taken from Part 4 of 'Keeping Children Safe In Education'

- If the information received by the Executive Safeguarding Lead suggests that one or more of the criteria above has been met, a referral to the Local Authority Designated Officer will be made, **before commencing any investigation.**

The LADO will decide on further action: -

- strategy discussion/meeting, or
- advice and follow up from LADO, or
- no further action by the LADO after initial consideration and closure

If further action is agreed, the LADO will agree with the police whether or not a strategy discussion/meeting needs to take place. If it is agreed that the threshold has not been met for a strategy discussion/meeting, an allegations management meeting may be held. The main purpose of this is to ensure the safety of the child/young person and ensure the process is concluded promptly, ensuring the accused has adequate support.

At the conclusion of investigations, an outcome will be agreed by the LADO: -

- Substantiated: there is sufficient evidence to prove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject to the allegation
- False: there is sufficient evidence to disprove the allegation
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made
- If a member of staff/volunteer or employer is dismissed from their role, a referral will need to be made to the DBS if the outcome of an investigation is that the adult is dismissed from working with the organisation.
- Records of allegations involving staff are stored confidentially and securely.

Staff must share **all concerns which arise**, even if they do not believe the harm threshold has been met. Just because a concern does not meet the harm threshold does **not** mean it is insignificant.

Possible actions for concerns that do not meet the harms threshold: -

- The Executive Safeguarding Lead may still consider contacting the LADO for further guidance if required.
- The Executive Safeguarding Lead will consider what action needs to be taken to address the low-level concern/s, which may include additional staff training, mentoring and/or a verbal or written warning. Advice may be sought from the EBP's HR team here.

- It is important that all low-level concerns are recorded, to identify whether a pattern of worrying behaviour is emerging. This chronology of concerns may trigger a referral into the LADO where a pattern emerges.

8. Whistle-blowing

This organisation expects the highest standards of conduct from all staff, including volunteers and will treat seriously any concern raised about illegal or improper conduct. The law provides protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by the staff member who has a reasonable belief that:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any legal obligation
- a concealment of any of the above is being, has been, or is likely to be, committed.

It is not necessary for the individual to have proof that such an act is being, has been, or is likely to be committed, a reasonable belief is sufficient. The individual has no responsibility for investigating the matter; it is the organisation's responsibility to ensure that an investigation takes place.

Staff and volunteers are encouraged to raise concerns about poor or unsafe practice and potential failings in the organisation's safeguarding regime.

In the first instance, unless the individual reasonably believes the Executive Safeguarding Lead to be involved in the wrongdoing, any concerns should be raised with them. If he/she believes the Executive Safeguarding Lead to be involved, then the employee should proceed straight to the LADO.

Where an individual feels unable to raise a concern with either of the individuals identified above the NSPCC whistle-blowing helpline is available to them.

9. Safer recruitment

Step 1 - Planning and advertising

- The key responsibilities for the role are agreed, together with the skills and experience which the prospective employee/volunteer will need to have to fulfil the role.
- All job/role descriptions include reference to individual safeguarding responsibilities.
- All adverts for roles within EBP include a safeguarding statement: *"EBP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. All candidates will be subject to enhanced DBS checks along with other relevant employment checks"*.

Step 2 - Application process

- Submitted CVs and covering letters are reviewed by relevant line managers. These will be reviewed against the job description for the role and shortlisted candidates will be invited for interview.

Step 3 - References

- Two references are sought from offered candidates, and offers are subject to suitable references and enhanced DBS checks.
- References should not be from relatives of the candidate.

Step 4 - Interviewing

- Interviews take place face to face.
- At least one safeguarding question is asked.

Step 5 - Checks completed once an appointment has been made

- The successful candidate will be offered the job/role subject to enhanced DBS checks being satisfactory. This is made clear in the letter sent to the successful candidate.
- Successful candidates are required to provide proof of identification.
- An enhanced DBS check is completed for all new staff. DBS checks for volunteers are completed as required – depending on their role. Should a DBS check reveal information about previous convictions, this information will be considered by EBP and decisions will be made in accordance with legislation and in the best interests of children and young people.
- For adults who will be working in regulated activity (unsupervised) a check against the barred list for 1.) child and 2.) vulnerable adults will also be completed.

EBP aims to prevent people with a history of relevant and significant offending from having contact with children, young people and vulnerable adults.

Information about recruitment, including disclosure numbers and identity checks is held by EBP on a central record.

Step 6 - Induction of new staff/volunteers

Following the appointment of a new member of staff, safeguarding and child protection induction is provided. This includes provision of:-

- Safeguarding and child protection training, which includes the procedures to follow if concerned about a child, young person or vulnerable adult.
- EBP's Safeguarding and Child Protection policy and procedures and related documents.
- Information about key safeguarding personnel within EBP and contact details.
- A staff code of conduct

Staff are asked to sign to acknowledge that this induction has been completed.

10. Safeguarding Business Volunteers

- Business Volunteers will undergo a briefing session run by EBP as appropriate.

- All Business Volunteers are expected to follow relevant school rules at all times. Upon arrival at a school, you should be provided with the school's visitor code of conduct, which will outline the school rules and expectations. If not provided with this, please request a copy. *Please note the school's rules around use of mobile devices on site.*
- All Business Volunteers are expected to provide an equal and professional service that is non-judgemental and without favour or bias, regardless of the pupil's race, culture, gender, religion, sexual orientation, responsibilities for dependants, age, or physical/mental disability, in line with the school's policy.
- Business Volunteers should be aware that, as they build good relationships with their Mentees, the young people may talk about themselves. If a pupil tells a Mentor anything that is of a delicate, sensitive or worrying nature, particularly something that leads to the belief that the child is suffering from any form of abuse, or of an illegal nature, the school/college's Designated Safeguarding Lead should be informed immediately. Information about who this is in each school should be provided by the school/college but if it is not readily available, Business Volunteers should ask to be provided with this.
- Business Volunteers should seek advice from the DSO/DDSO at EBP about any issues with the placement with which they feel uncomfortable.
- Business Volunteers should not allow themselves to be placed in any situation that may be misconstrued or leave themselves open to possible misinterpretation.
- Business Volunteers should avoid physical contact with Mentees and should respect their personal space.
- Any necessary stakeholders will be informed separately on any specific programmes which may have different safeguarding requirements.

11. Safeguarding young people on work experience placements

This section is applicable to adults with direct supervisory responsibility of young people or vulnerable adults undertaking work experience. Under certain circumstances they **may** be required to obtain a Disclosure and Barring Service (DBS) Enhanced disclosure.

If the placement meets any of the below criteria an Enhanced DBS check should take place:

- a. The placement is of an extended nature i.e., more than 15 consecutive days
- b. The placement is for a longer-term basis – over 3 weeks (extended), or the student is identified by the school or college as vulnerable for educational, medical, or behavioural needs and the employer is a sole trader, or the supervisor works mainly or entirely on his/her own e.g., building trades
- c. If the employer is working from home (with no other staff)
- d. If the placement is in an isolated location and the employer works mainly or entirely on his/her own.

The following factors should be considered and if one or more are met, an Enhanced DBS check should be considered based on the specific scenario (how many employees will be present etc):

- e. The student is identified by the school or college as vulnerable for educational, medical, or behavioural needs
- f. If the student is travelling alone with the supervisor (permission must always be gained from the parents/carers)
- g. The placement involves a residential element

In cases where EBP feels an enhanced DBS check is required, this will be discussed with the relevant school or college before proceeding. It will be the decision of the education establishment as to whether an enhanced DBS check is carried out.

- All supervisory staff are expected to provide an equal and professional service that is non-judgemental and without favour or bias, regardless of the pupil's age, race, culture, religion, physical/mental disability, gender or sexual orientation, in line with the Providers Equal Opportunities Policy.
- Supervisory staff should be aware that, as they build good relationships with the learners, the young people may talk about themselves. If a learner tells a supervisor anything that is of a delicate or sensitive nature that leads to the belief that the young person is suffering from any form of abuse, the school/college's Designated Safeguarding Lead should be informed immediately. Information about who this is in each school should be provided by the school/college but if it is not readily available, supervisory staff should ask to be provided with this.
- Employers should never offer advice to a student and have a duty of care to pass on any information if there is concern for the student's welfare, and should seek advice from EBP about any problems they feel uncomfortable with.
- Staff should not interview the young person on a one-to-one basis in an enclosed office that is out of eye or ear shot of other adults.

12. Training

Members of the EBP safeguarding team complete safeguarding and child protection training every two years, in line with the requirements laid out by the West Berkshire Safeguarding Children Partnership. This ensures that they have the appropriate level of knowledge and understanding to fulfil the role of Designated Safeguarding Officer and Deputy DSO.

This safeguarding and child protection policy and set of procedures is disseminated to all EBP staff and trustees, who are asked to read and confirm their understanding of the content. The policy is distributed on an annual basis, following review. In addition, employers providing work experience, mentors and volunteers are provided with a copy of this policy and procedures.

13. Safeguarding when working remotely

The role of staff and volunteers

In your role at EBP you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring that when presenting remotely there is nothing that could be deemed personal or inappropriate in the background- if in doubt utilise the blur background function.
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the designated safeguarding officer
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in

- ensure that whenever possible, there is more than one adult present during activities with children and young people. Virtual content should be delivered where possible into a school setting, not an individual's home.
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. If there is a situation where virtual delivery needs to take place in the young person's home, more than one person should be present in the room at all times at the EBP side.
- School email addresses must be used, ideally that of the teacher/contact. Under no circumstances must an EBP member of staff or volunteer communicate via a student's personal email, or social media account.

Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

This policy and set of procedures works in line with the following: -

- **Legislation**
 - 1.) Children Act 1989 and 2004
 - 2.) Safeguarding Vulnerable Groups Act 2006
- **Statutory guidance for agencies working with children and young people**
 - 1.) Working Together to Safeguard Children and Young People (July 2018)
 - 2.) [Keeping Children Safe in Education](#) |
- **Non-statutory guidance**
 - 1.) 'What to do if you're worried a child is being abused' DfE (March 2015)
- **Linked EBP policies**
 - 1.) Code of Conduct
 - 2.) Health and Safety

Commented [ST1]: I have added reference to KCSIE here because of your close work with schools and colleges. I haven't put the date as this will be revised again for this coming Sept and would therefore need updating again - I have hyper-linked to the gov.uk webpage instead which will take you through to the most current version.

Appendix 1 – SAFEGUARDING AND CHILD PROTECTION INCIDENT RECORDING FORM

Date:		Name and role of person completing page 1 of this form	
Time:		Date and time read by DSO / Deputy DSO	
Name of child/young person:		DOB:	
Location (if applicable)			
What have I heard/seen/noticed which concerns me?			
<p><i>Remember, if you have seen marks on a child which worry you, these should be recorded on a body map. Do not take photographs.</i></p>			
Why am I worried?			
Action taken by person(s) above:			

<p><u>Page 2 – to be completed by the EBP Designated Safeguarding Officer or Deputy</u></p> <p>Name of DSO/DDSO completing this section Date: Time:</p>
<p>Is the child/young person in immediate danger or at risk of significant harm?</p> <p>Yes – consultation with the Multi Agency Safeguarding Hub (MASH) in the local authority where the child/young person lives.</p> <p><u>Record of conversation with MASH and agreed actions</u></p> <p>Has a written referral been requested? Yes/No</p>
<p>No – discussion with member of the safeguarding team at the child’s/young person’s ‘Home School’</p> <p><u>Record of conversation and agreed actions (include name of DSL/Deputy DSL spoken with)</u></p> <p><u>Include below copies of any information which is to be sent securely to the home school</u></p>
<p>Parents/carers informed via EBP – Yes/No</p> <p>Parents/carers informed via home school – Yes/No</p> <p>If it is agreed that the parents/carers will not be informed in the first instance, contact should be made with the MASH.</p>
<p>Additional notes / actions</p>
<p>Outcome</p>

Appendix 2 – Low Level Concerns / Allegations Record
Adult working or volunteering with children/young people
CONFIDENTIAL

Name of adult at centre of concern/allegation		Role	
Name of person completing form		Role	
Date of concern/allegation		Date record made	
Name of child /young person involved if applicable:			
<u>Details of the concern/ allegation</u>			
Is the adult aware of the concern/allegation?			
Action taken by person(s) completing the form:			

To be completed by the EBP Executive Safeguarding Lead
<p>Does the information provided suggest that the adult has: -</p> <ul style="list-style-type: none"> • behaved in a way that has harmed a child, or may have harmed a child; • possibly committed a criminal offence against or relating to a child; • behaved towards a child or children in a way that indicates that he/she may pose a risk of harm to children • behaved or may have behaved in a way that indicates they may not be suitable to work with children.
<ul style="list-style-type: none"> • has the LADO been contacted? Yes/No If yes, has a local authority referral form been completed and submitted? • has advice been taken from any other professionals? Yes / No <p><i>Include details of professionals spoken to</i></p>
<p>Details of decisions and actions taken <i>Include here details of</i></p> <ul style="list-style-type: none"> • <i>strategy discussion</i> • <i>allegations management meeting</i> • <i>no involvement by LADO – low level concern to be dealt with internally</i> • <i>disciplinary procedures</i> • <i>no further action</i> <p><i>as applicable</i></p>
<p>Include here any safeguards which have been put in place in response to the report <i>Include here details of</i></p> <ul style="list-style-type: none"> • <i>additional adult supervision implemented</i> • <i>risk assessment required</i> • <i>additional staff training required</i> • <i>duties away from children/young people</i> • <i>suspension during investigation</i>
<p>If a child or children has been involved, have parents/carers been informed? Yes / No If Yes, what action would they like to see?</p>
<p>Outcome If it is agreed that the LADO needs to conduct an investigation, has the school been informed of the final outcome at the end of the process? Substantiated/ Malicious/ False/ Unsubstantiated/ Unfounded</p>

Appendix 3 - Definitions of Abuse (taken from Working Together, July 2018)

Physical Abuse

A form of abuse which 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.

Neglect

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

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

Emotional Abuse

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 a child 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 or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 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.

Reviewed : August 2023

Next review: January 2024 (following update to 'Working Together to Safeguard Children')