

Yorkshire MESMAC

SAFEGUARDING OF CHILDREN POLICY



<p>To be read in conjunction with:</p> <p>Also of relevance are:</p>	<p>Yorkshire MESMAC policies:</p> <p>Data Protection; Confidentiality; Workers Code of Conduct; Recruitment and Selection of Staff; Recruitment of Ex-Offenders; Training.</p> <p>West Yorkshire Consortium Procedures Manual http://westyorkscb.proceduresonline.com/chapters/contents.html</p> <p>West and North Yorkshire Safeguarding Adults Multi-agency Policies and Procedures - for the area in which you work</p> <p>Yorkshire MESMAC policies:</p> <p>Complaints, Comments & Compliments; Whistleblowing; Confidentiality.</p>	
<p>Training</p>	<p>Staff will be trained on this policy and its use as follows: As a Priority Policy it is read & signed for understanding at induction and annually thereafter. At induction the appropriate level of safeguarding training is considered and then provided based on staff role (see training policy). All roles minimum training is Basic Awareness of Child/Adult Safeguarding. Training is renewed every 3 years Training is recorded on the staff training matrix and reviewed during supervision and through Learning and Development plans.</p>	
<p>Date for review:</p>		<p>Nov 2018</p>
<p>Priority Policy?</p>	<p>Yes</p>	
<p>Seen by Staff subgroup</p>		<p>31.10.2017</p>
<p>Agreed by BOT</p>		<p>21.11.2017</p>

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Yorkshire MESMAC Group of Services is fully committed to safeguarding and promoting the welfare of all children, young people and adults. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and adults from harm, abuse and exploitation. Yorkshire MESMAC Group of Services acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers (hereafter referred to as 'workers') will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Safeguarding takes precedence over any other policy or procedure.

Safeguarding Children

A child is defined as anyone who has not yet reached their 18th birthday.

Safeguarding and promoting the welfare of children is defined as:

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

1 Key principles of safeguarding

Safeguarding is everyone's responsibility and for services to be effective they should be based on a clear understanding of the needs and views of children adopting a child-centred approach.

2 Implementation

In implementing this safeguarding children and young people policy, Yorkshire MESMAC Group of Services (YM) will:

- Ensure that all workers understand their roles and responsibilities in respect of safeguarding to protect children and young people from harm, abuse, neglect and exploitation;
- Promote and prioritise the safety and wellbeing of children and young people
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's Child Protection Procedures and work at all times

towards maintaining high standards of practice. Where workers are concerned, they are to seek advice from their manager;

- Ensure that all workers are aware of Local Safeguarding Children's Board (LSCB) interagency safeguarding procedures and are confident in how to work within these guidelines.
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's Named Person for child protection and that support is provided to the individual/s who raise or disclose the concern;
- Ensure that the Named Person understands their responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children and Young People's Social Care, formerly Department of Social Services);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide appropriate learning opportunities for all workers to develop their skills and knowledge, to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure;
- Ensure that parents/carers are encouraged to be involved in the work of the organisation where appropriate and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

3 Introduction

These procedures have been designed to ensure the welfare and protection of any children – defined as anyone who has not yet reached their 18th birthday – who accesses Yorkshire MESMAC services. The procedures recognise that child protection can be an emotive subject and understand that some workers may find it a challenging area. However, it is important that staff and volunteers respond appropriately to child protection incidents and are aware of their responsibilities. YM is committed to the belief that protecting children and young people is everybody's responsibility and that these guidelines will enable all

workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

YM is committed to Equal Opportunities (see Equal Opportunities Policy).

YM is committed to safer recruitment procedures (see Recruitment & Selection of Staff and Recruitment of Ex-offenders policies).

4 Recognising the Signs and Symptoms of Abuse

Abuse is defined as a form of maltreatment of a child. The forms of abuse are defined under the umbrella headings of Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect. An additional appendix of the full revised definitions as outlined in Working Together to Safeguard Children (2015) is outlined in Appendix 3. YM requires all staff and volunteers to familiarise themselves with these definitions and symptoms.

YM will ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse and of the LSCB's interagency safeguarding procedures.

Staff should be aware of and be able to respond appropriately to any:

- significant changes in children's behaviour;
- deterioration in their general well-being;
- unexplained bruising, marks or signs of possible abuse;
- signs of neglect;
- comments children make which give cause for concern.

5 Concerns for a child/young person's safety

Concerns for a child/young person's safety may come to light in one of the following ways:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

6 Named Person(s) for Child Protection

YM has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will be available for workers to consult with wherever possible. The Named Persons for Child Protection within YM are:

Named Person for Child Protection: Tom Doyle

Position Chief Executive

Work telephone number: 0113 244 4209

Mobile number: 07771 931 421

Emergency contact no: as above

Deputies

Name of contact person: Ellen Hill

Position Operations Manager - HR

Work telephone number: 0113 244 4209

Mobile number: 07738 489 893

Emergency contact no: 07956 021 783

Name of contact person: Paul Storey

Position Operations Manager – Technical

Work telephone number: 01482 291190

Mobile number: 07468 883084

Emergency contact no: 07415 534456

The role and responsibilities of the Named Person(s) are:

- To ensure that all staff and volunteers are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of safeguarding children and young people policies and procedures using the Child Protection Incident Reporting Form (**Appendix 1**). This will be kept in a secure place and its contents will be confidential.
- The Named Person will refer on as necessary any incidents in relation to a child/young person or breach of safeguarding children and young people policies

and procedures to the appropriate safeguarding board or multiagency partnership as appropriate for the region the safeguarding incident occurred in.

7 Stages to Follow if you are Worried about a Child/ Reporting Procedures

YM recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). Every time worrying changes are observed in a child's or young person's behaviour, physical condition or appearance, or they make a disclosure staff will:

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? Never use leading questions.
- Listen carefully to what the young person has to say and take it seriously.
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and/or other children are at risk of harm;
- Notify the organisation's Named Person for Child Protection, or in their absence a Deputy named person. If you are concerned about a child's immediate wellbeing and are unable to reach the designated safeguarding leads then you should contact the local Safeguarding Board or emergency services if necessary .
- Record what was said immediately or at maximum three working days after any disclosure. The person who receives the allegation or has the concern should complete the **Child Protection Incident Reporting Form** and ensure it is signed and dated. Copies are available at each office as well as on the server.
- This should be sealed in an envelope and given or emailed (with a read receipt request) to the Named Person who will store it in a folder kept for this purpose at YM's head office, 22/23 Blayds Yard, Leeds, LS1 4AD. If this is not appropriate or possible, the report should be given to a named Deputy or a member of the Board of Trustees who will do likewise.

- Due to the sensitive and confidential nature of these incidents you should not discuss the matter with members of the public or any other third party.
- Respect confidentiality and file documents securely.
- The Named Person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the Police and/or Children and Young People's Social Care.
- If a referral is made direct to Children and Young People's Social Care this must be followed up in writing (including e mail) within 24 hrs.
The decision making process should be recorded on the YM CHILD PROTECTION INCIDENT REPORTING FORM and ensure a record of their signature is noted on the Report Form where indicated.
 - Co-operate with the authorities much as possible and;
 - Record details of what was discussed and outcomes within all telephone conversations, visits, meetings and interviews.
- All records and information will be kept, securely, only as long as is required.
- The Chair of the Board must be kept informed of the progress and outcome of any investigation. Personal details of the investigation and any persons relevant will only be disclosed where appropriate and relevant.
- NB Parents / carers will need to be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.
- The Named Person can also seek 24 hour advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection Helpline on 0800 800 5000.

8 Managing Allegations made against a member of staff or volunteer

An allegation may relate to a person who works with children who has:

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

YM will ensure that any allegations made against a worker(s) will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the child is safe and away from the person against whom the allegation is made.
- The Named Person for child protection should be informed immediately. In the case of an allegation involving the Named Person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person (ordinarily, the Chair of the Board of Trustees).
- The Named Person should contact the Local Authority's designated officer or team of officers for the management and oversight of allegations for advice on how to proceed with the immediate situation. Outside of working hours, the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the Police should be contacted.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told immediately or at maximum three working days after observing the incident/receiving the report. It is important that the report is an accurate description. The Named Person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from the Police and/or Children and Young People's Social Care.

Regardless of whether a Police and/or Children and Young People's Social Care investigation follows, YM will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. No front-line work will be undertaken by a staff member if they are under investigation.

9 Management and supervision of staff / volunteers

YM is committed to the appropriate management and supervision of staff and/or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

Staff will receive regular supervision meetings in line with YM's supervision policy. These will be recorded and the notes agreed by both parties.

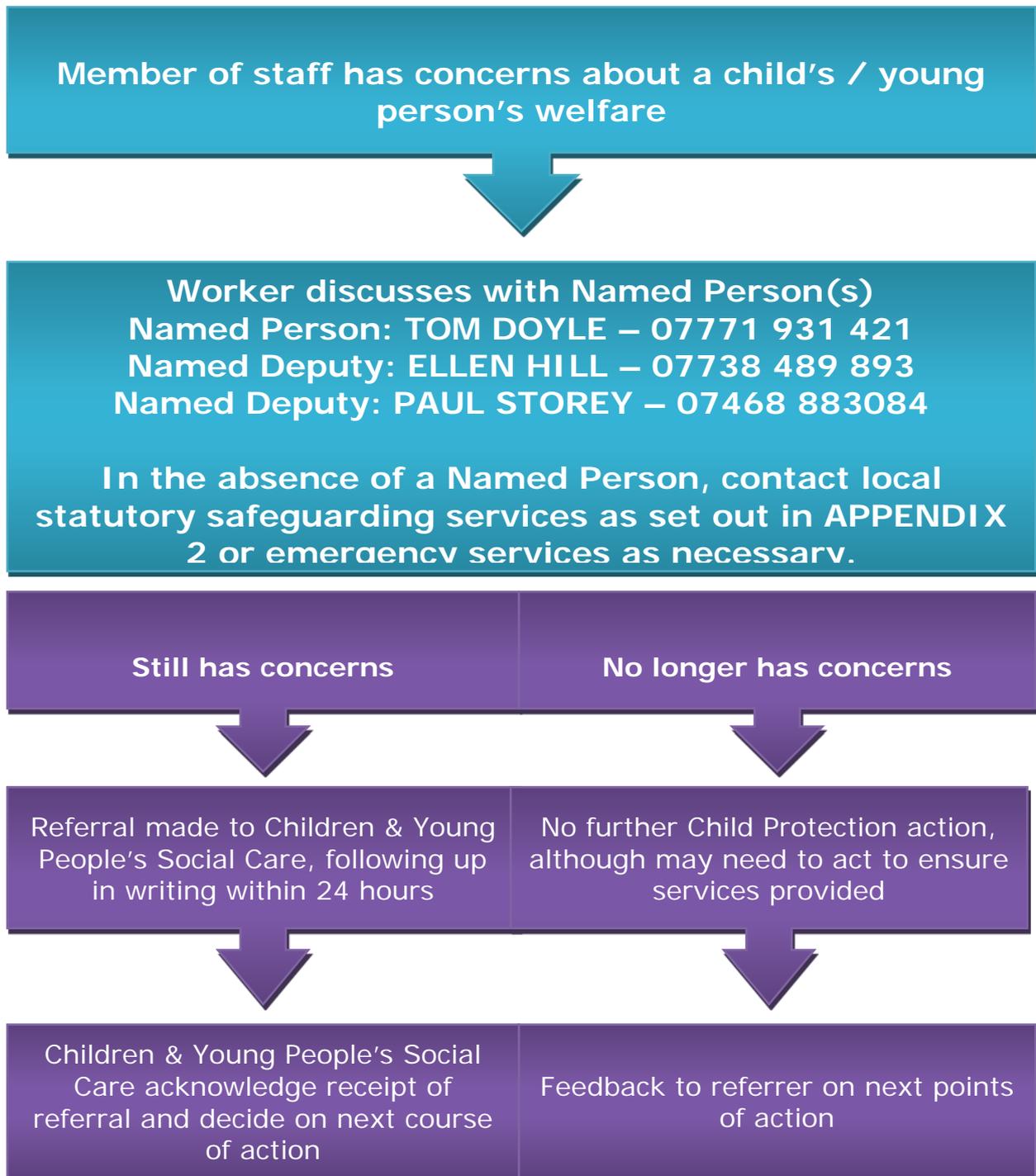
When a member of staff is involved in a child protection incident, this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc. and decisions relating to the level of involvement will be taken by the appropriate officer/member within YM.

When a member of staff is a member of a child protection core group, working with a child who is subject to a child protection plan, case management meetings and any additional appropriate support will be provided as necessary.

Supervisors will ensure that information about children is appropriately shared with other organisations and that they will be informed if work ceases with a child when other organisations are involved.

The Named Person dealing with the incident will speak with the worker who raised the concern within one week and discuss any support they may need.

10 Flow Chart



For Child Protection Incident Reporting Form **See APPENDIX 1.**

For Useful Contacts/Support Organisations re Child Protection, see **APPENDIX 2.**

APPENDIX 1 – CHILD PROTECTION INCIDENT REPORTING FORM

YORKSHIRE MESMAC CHILD PROTECTION INCIDENT REPORTING FORM

- 1. Date of Incident:**
2. Person completing the Report Form:
3. Job Title:
4. Name and address of person reporting poor practice or potential abuse (If different from No. 2 above)
5. Details of Incident: (Be specific, include times, dates, location, details of any witnesses etc.)

6. Date incident reported to DESIGNATED REPORTING OFFICER:
7. Brief notes of discussion with DESIGNATED REPORTING OFFICER including any action/instructions agreed:

8. Action/Instructions Agreed: (Please include any details and contact numbers where appropriate).

• *NB: Please attach any other information that you feel is relevant to this form*

Name

Date

APPENDIX 2

11 Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and take appropriate action.

Following are useful numbers for making a referral and/or getting help deciding whether a referral is necessary.

If ever you believe anyone is at immediate risk of harm you can always ring the Police as an emergency on 999.

If a crime has occurred, advice needed or non emergencies, call the Police on 101

Preserve any evidence

Accurately record the information ensuring you date, time and sign it

Useful Contacts/Support Organisations

In Leeds

Children & young people (under 18 years old)

Report a child protection concern if you work with children or young people:

- Call the Duty & Advice team on 0113 376 0336 between 8am to 6pm.
- Emergency Duty Team: 0113 240 376 0469 On weekends, Bank Holidays and all other times

Useful Contacts/Support Organisations

In Bradford

Children & young people (under 18 years old)

To make a referral and/or get advice about whether to make a referral for children and young people:

- During office hours call Children's Social Care Initial Contact Point - 01274 437500 - (8.30am - 5.00pm Monday to Thursday, 4.30pm on Friday)
- At all other times, Social Services Emergency Duty Team - 01274 431010

General enquiries, please contact Children's Specialist Services
01274 435600

<http://www.bradford-scb.org.uk/>

Useful Contacts/Support Organisations

In Wakefield

Social Care Direct

To make a referral and/or get advice about whether to make a referral for both children:
Social Care Direct is a free and confidential phone line, open 24 hours a day 7 days a week

- Tel:
0845 8503 503
- Minicom: (Type Talk calls welcome)
01924 303 450
- Email:
social_care_direct@wakefield.gov.uk

For all other Safeguarding Children's Board contacts: arranging meetings, enquiring about the appropriate procedure to follow, training requests etc. use the following contact details:

WDSCB
Civic Centre
Ferrybridge Road
Castleford
WF10 4JH

Tel: 01977 722047

Fax: 01977 722400

Email: wdsbc@wakefield.gov.uk

Web:

<http://www.wakefield.gov.uk/HealthAndSocialCare/ChildrenAndYoungPeople/SafeguardChildren/contactus.htm>

Useful Contacts/Support Organisations

In North Yorkshire

To make a referral and/or get advice about whether to make a referral for children:

During Office Hours

- By Phone: 01609 780780
- Email: Children&families@northyorks.gov.uk

Outside Office Hours

- Emergency Duty Team (for evenings, weekends and bank holidays): 01609 780780

For all other Safeguarding Children contacts: arranging meetings, enquiring about the appropriate procedure to follow, training requests etc. use the following contact details:

North Yorkshire Safeguarding Children Board
South Block,
NYCC, County Hall,
Racecourse Lane,
Northallerton.
DL7 8AE

Jesmond House
31/33 Victoria Avenue
Harrogate
HG1 5QE

Customer services centre (social care enquiries)

Full contact details for the customer services centre, including how to call in personally, can be found below.

social.care@northyorks.gov.uk

Tel: 0845 034 9410

Fax: 01609 532009

- Full details for Customer services centre (social care enquiries)

Emergency duty team

edt@northyorks.gov.uk

Tel: 0845 034 9417

Fax: 01347 824648 (out of hours only). For all other faxes, please ring in advance to obtain the fax number to ensure people's confidentiality is maintained.

- Full details for Emergency duty team

<http://www.northyorks.gov.uk/index.aspx?articleid=3193#>

Useful Contacts/Support Organisations

In York

Children's Services Advice, Assessment & Early Intervention Team

To make a referral and/or get advice about whether to make a referral for children:

- **Call Centre** (8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday)
01904 551900
fax: (01904) 555150
email: childrensfrontdoor@york.gov.uk

- **Out of Hours Emergency duty team**
0845 034 9417
fax: 01609 532009
email: edt@northyorks.gov.uk

For all other Safeguarding Children contacts: arranging meetings, enquiring about the appropriate procedure to follow, training requests etc. use the following contact details:

Children's Services Advice, Assessment & Early Intervention Team
10-12 George Hudson Street,
York
YO1 6LP

Useful Contacts/Support Organisations

In Hull

Hull Safeguarding Children Board

Midmere Centre

Dorchester Road

Hull

HU7 6BD

Main office Tel: 01482 379 090

Young Witness Service (direct line) Tel: 01482 379 091

Email: hscb@hullcc.gov.uk

In East Riding

East Riding Safeguarding Children's Board

County Hall

Cross Street

Beverley

North Humberside

HU17 9BA

Tel: (01482) 396999

Email: erscb.enquiries@eastriding.gov.uk

Useful Contacts/Support Organisations

In Rotherham

If you are concerned about a child or young person you can contact the **Multi Agency Safeguarding Hub (MASH)**.

Telephone: 01709 336080

Out of Hours

Rotherham Children's Social Care Out of Hours Team

Tel 01709 336 080

Alternatively

Call the **Rotherham Local Safeguarding Children Board** (RLSCB) Business team:

Tel 01709 254924

Rotherham

Local **Safeguarding Children** Board

1st Floor Wing B

Riverside House

Main Street

Rotherham

S60 1AE

Other useful contacts

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

Telephone: 0808 800 5000

Email: help@nspcc.org.uk

Web: www.nspcc.org.uk/reportconcern

Text: 88858

Textphone / Webcam (for deaf or hard-of-hearing): 18001 0808 800 5000 / SignVideo

ChildLine

If you are a child or young person, for confidential advice and support from someone you can trust,

Telephone: 0800 1111

Web: www.childline.org.uk

12 APPENDIX 3 – DEFINITIONS OF ABUSE

Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2015, P: 92-93)

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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.

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.

Sexual Abuse

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

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

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

Neglect

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); or
- ensure access to appropriate medical care or treatment.

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