



Mending hearts, minds & families

Child Protection and Safeguarding Policy

Document title:	Child Protection and Safeguarding Policy
Version:	5.0
Effective date:	October 2022
Review date:	October 2024

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1. Policy Statement

1.1.1 Embrace CVOC acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Local Safeguarding Children Board's requirements (Appendix 3 refers to relevant legislation and government guidance).

1.1.2 The policy recognises that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and young people:

- Have a positive and enjoyable experience of support at Embrace CVOC in a safe, child and young person-centered environment.
- Are protected from abuse whilst receiving support from Embrace CVOC in or outside of the activity.

1.1.3 Embrace CVOC acknowledges that some children and young people, including those with a disability or children and young people from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

1.1.4 As part of our safeguarding policy Embrace CVOC will:

- Promote and priorities the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure all staff appropriately trained in safeguarding and processes to be followed.

- Ensure audit trail on action taken and information shared
- Ensure robust safeguarding arrangements and procedures are in operation.

1.1.5 The policy and procedures will be widely promoted and are mandatory for all Embrace CVOC staff members and associate therapists. Failure to comply with the policy and procedures will be addressed without delay and may result in dismissal/exclusion from the organisation.

1.2 Monitoring

1.2.1 The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by Local Safeguarding Children Board's and other appropriate bodies
- As a result of any other significant change or event.

2. Definition of Safeguarding issues & Rights

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

- Protecting children and young people from maltreatment.
- Preventing impairment of children's and young people's 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.

Working Together to Safeguard Children 2018 + Human Rights Act 1998

2.1.2 Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take.

2.2 Children and Young People's Rights

2.2.1 All children and young people have the right to be protected and should be listened to and have their views taken seriously. In addition, they have:

- The right to have their needs met and safeguarded
- The right to be protected from discrimination
- The right to be protected from neglect, abuse and exploitation
- The need for social contact and relationships
- The need for physical care and attention
- The need for emotional love and security
- The need for intellectual stimulation
- The right to be treated as an individual.
- Info under Data Protection 1998, recording and security of data obtained

3. Policy purpose, application, terminology and staff recruitment

3.1 Policy Purpose

3.1.1 The purpose of this policy is to:

- Provide a framework for the protection and duty of care to safeguard and promote the welfare of children and young people with whom Embrace CVOC engages.
- Provide all staff with guidance on how they must implement this policy if they have a concern.
- Guide on how to respond to and report concerns.

3.2 Policy application

3.2.1 Embrace CVOC recognises that safeguarding is everyone's responsibility and expects all staff, including trustees, employed staff members, volunteers, associate therapists or contract staff working on behalf of Embrace CVOC to be fully committed to promoting and implementing the policy.

3.2.2 For the purpose of this policy where Embrace CVOC 'staff' are referred to within, this will be held to include those listed above or any variant working on behalf of Embrace CVOC.

3.2.3 Embrace CVOC operates an organisation wide Safeguarding Children and Young Person's procedure.

3.2.4 Specific responsibilities for safeguarding will be clearly defined in job descriptions and person specifications.

3.3 Terminology

3.3.1 Child or young person

- This is an individual below their 18th Birthday (The Children Act 1989, 2004) but 24 years if special educational needs.

3.3.2 For the purposes of this policy 'concerns' may include abuse and bullying.

- Abuse is any behaviour towards a child or young person which has a serious and negative effect on their emotions, behaviour, or development or which physically harms them. It has five main forms:
 - Physical abuse
 - Sexual abuse – Including child sexual exploitation
 - Emotional abuse
 - Neglect
 - Domestic abuse
- Abuse may manifest itself through self-harm (though this is not the only cause of self-harm) and is not limited to harm done by another party.

'Bullying' has also been included in this policy as Embrace CVOC recognises there are times when bullying can reach the threshold where children and young people are being abused or at risk of being abused.

(For a fuller discussion on Abuse and Bullying, please see section 5 below).

3.3.3 For the purposes of this policy 'concerns' may also include welfare.

Note: concerns about the general welfare may arise and may include but are not limited to:

- A specific incident
- A pattern or behaviour
- A deteriorating set of symptoms.
- Self-harm/suicidal idealisations

3.4. Recruiting and supporting staff

3.4.1 Embrace CVOC is committed to applying a robust recruitment and selection process and recruiting individuals who share our values and approach to safeguarding. Embrace CVOC's Recruitment and Selection Policy and Procedure refers.

3.4.2 In positions where a Disclosure and Barring Service check has been deemed to be required, these must be repeated every year throughout the period of employment.

3.4.3 All new staff should:

- Complete an induction process to familiarise themselves with the organisation's policies and procedures and the responsibilities of the post, including safeguarding.
- Have access to opportunities to learn about safeguarding at a level commensurate with their role and responsibilities. Where further learning is deemed appropriate to their role, staff will seek to facilitate the provision of a recognised safeguarding training provision as soon as possible and no later than six months after taking up their post.
- Complete a probationary/trial period for new staff (usually 6 months)
- At regular intervals all new and existing staff should be given the opportunity to receive and provide feedback relating to their role.
- Have references checked character and previous employer
- Be expected to provide evidence to support their qualification (false claims will lead to dismissal)

4. Staff responsibilities for safeguarding

4.1.1 It is the duty of everyone to report suspicion, allegation or disclosure of child protection or safeguarding issues.

4.1.2 The overall responsibility for safeguarding rests with the Board of Trustees who will ensure the procedures for safeguarding and promoting the welfare of children and young people comply with current good practice as set out in Working Together 2018.

4.1.3 Embrace CVOC takes safeguarding seriously and as such the **Chief Executive** * is the Lead Safeguarding Officer who will be responsible for managing the response to safeguarding concerns and implementing the safeguarding policy.

(Current post holder is Anne Campbell who is based at Copse Court, Thorpe Wood, Peterborough, PE3 6SD. Email: anne.campbell@embracecvoc.org.uk; tel: 07932 255230)*

4.1.4 Embrace CVOC staff have no powers to investigate child protection or safeguarding concerns, and it is not the responsibility of Embrace CVOC to decide whether or not child protection or safeguarding concerns have taken

place. It is however the responsibility of staff at Embrace CVOC to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect a child or young person. This will include signposting to appropriate support organisations

- 4.1.5 Embrace CVOC is responsible for regulating the conduct and responding to individuals delivering its projects and will ensure that all concerns, allegations or suspicions of safeguarding issues in relation to any child or young person are swiftly reported as outlined in section 10.
- 4.1.6 In the event of an allegation against an Embrace CVOC staff member, Embrace CVOC will take action to ensure that children and young people are protected. Section 8.2 refers more fully.
- 4.1.7 Embrace CVOC believes e-safety is essential for creating a safe environment when using Information and Communication Technology (ICT) and it is associated with the use of the internet, involving adults as well as children and young people. Appendix 4 provides guidance for photography and the use of imagery on Embrace CVOC's website. (Embrace CVOC Social Media Policy also refers)

4.2.1 The Lead Safeguarding Officer* (LSO) is responsible for:

- The development and monitoring of an implementation plan that sets out how Embrace CVOC will work towards meeting the requirements of the policy.
- Regulating the conduct of individuals delivering its projects and will ensure that all concerns, allegations or suspicions of abuse in relation to any child or young person are swiftly reported to the Children and Young People's Services – Social Care and/or the Police and all relevant information is shared to support these organisations to fulfil their Safeguarding roles.
- In the event of an allegation against an Embrace CVOC member of staff, will take action to ensure that children and young people are protected and, where appropriate, will support the prosecution of individuals accused of abuse and will report the individual to the disclosure and barring service.
- The operation of robust safe recruitment and selection processes and will include a requirement for all existing and new staff and members who are working with children and young people to complete an enhanced Disclosure and Barring Service check.
- Providing support to staff to comply with the requirements of the policy and procedures and will seek to facilitate the provision of accessible Safeguarding training and other learning opportunities.

4.3. Designated Safeguarding Officer* (DSO) is responsible for:

4.3.1 DSO`s are the main point of contact for staff members with safeguarding concerns, they will take ownership of recording where appropriate, although they may delegate this back to the staff member if they are competent to manage the report themselves. Embrace DSO`s are Jacqueline Bremner, Jaime Andrew and Jenny Raine. They can be contacted on the below email –

Safeguarding@embracecvoc.org.uk

4.3.2 Specifically, the DSO`s are responsible for:

- Providing advice and support to staff on issues in relation to safeguarding children and young people
- Assisting staff member`s decision making
- Ensuring all concerns are recorded within 24 hours of the concern arising
- Keeping up to date with relevant law, guidance and case examples.

5. Child Protection and safeguarding issues - Recognising Abuse

5.1.1 Children and young people can be abused either through someone inflicting harm or failing to act to prevent harm. Abuse can be carried out by someone known to the child or young person or (more rarely) by a complete stranger, and by men, women or other young people. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.

5.1.2 Abuse in all of its forms can affect a child or young person at any age and its impact can be so damaging that, if not treated, it may follow the individual into adulthood. It is important that everyone understands what constitutes abuse, indicators of abuse, what to do, and where to seek advice if abuse is suspected or alleged.

5.1.3 Working Together to Safeguard Children 2018 provides the following definitions of abuse:

Emotional - 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.

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:

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

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

Physical - 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 – 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child exploitation - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism - Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Bullying - Bullying may be perpetrated by another young person or group of people, or by an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying can be split into the following categories:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - all areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls. Misuse of associated technology, e.g., camera & video facilities.

Domestic abuse -The cross-government definition of domestic violence and abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour

Coercive behavior is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

6. Causes for Concern

- 6.1.1 There may be situations where a member of staff is concerned about the welfare of a child or young person but does not warrant a Child Protection/Safeguarding report. In these instances, the member of staff should always seek guidance from a DSO or LSO. A 'Cause for Concern' report may be completed and sent to the relevant DSO (please see `Appendix 1 for the proforma for such a report, and the procedure to follow when completing and sending it). Or it could be logged under risk assessment in Charity log as a concern.
- 6.1.2 It is important that the member of staff who is in contact with the child or young person continues to monitor the situation, as further disclosures may occur, or a situation may escalate, such that a Child Protection/Safeguarding report must be made and the relevant authority informed. An audit trail for the cause for concern form and action taken must be recorded and a log kept up to date.

7. Indicators of Abuse

- 7.1.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child or young person is being abused may include one or more of the following:
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
 - An injury for which an explanation seems inconsistent;
 - The child or young person describes what appears to be an abusive act involving them;
 - Another child or adult expresses concern about the welfare of a child or young person;
 - Unexplained changes in a child's or young person's behaviour, e.g. becoming

- very upset, quiet, withdrawn or displaying sudden outbursts of temper;
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Distrust of adults, particularly those whom a close relationship would normally be expected;
- Difficulty in making friends;
- Being prevented from socialising with others;
- Displaying variations in eating patterns including overeating or loss of appetite;
- Losing weight for no apparent reason;
- Becoming increasingly dirty or unkempt.

7.1.2 The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is **not** the responsibility of Embrace CVOC to decide that child abuse is occurring. However, it is **everyone's** responsibility to be vigilant and act on any concerns.

8. Responding to Reports, Disclosures and Concerns

8.1.1 Safeguarding concerns can arise in many different situations and contexts.

- A direct disclosure from a child or young person concerning a child protection or safeguarding issue
- A child or young person may show signs of physical injury or neglect from which there appears to be no satisfactory explanation
- Observed concerns/changes in a child's or young person's behaviour, appearance or relationships, or other possible indicators of abuse
- A report from a third party (e.g., another young person or adult within the charity) or via an external organisation
- A member of staff's behaviour or the way in which he/she relates to a child or young person causes concern.

8.1.2 What to do upon suspicion or disclosure

There are some basic principles in reacting to suspicions, allegations, and/or disclosures.

What to do	What not to do
Stay calm	Don't panic. Don't overreact.
Listen, hear and believe	Don't probe for more information. Questioning the participant may affect how the
Remind the child or young person that you may have to break confidentiality	
Give space to the person to say what they want.	

<p>Reassure and explain that they have done the right thing in telling. Explain that only those that need to know will be told.</p> <p>Act immediately in accordance with this procedure and policy.</p> <p>As soon as possible record in writing, as near verbatim as possible, what was said. Give facts only, not opinions.</p> <p>Report the suspicion, allegation or disclosure to relevant DSO; if he/she is not available to the LSO - Chief Executive. (if non are available report to Children and Young People Services – Social Care. When this is out of normal office hours contact the emergency duty team of Social Care.</p> <p>Always maintain a child centred approach and that you communicate the needs and views of the child.</p>	<p>disclosure is received at a later date.</p> <p>Don't make assumptions</p> <p>Don't promise confidentiality, and don't promise that everything will be OK – it might not.</p> <p>Don't make comments or explanations about the perpetrator.</p> <p>Don't make the child or young person repeat the story unnecessarily.</p>
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8.1.3 What to do if it is not safe for a child or young person to return home.

A member of staff could hear a disclosure which gives them immediate concern for a child's or young person's safety, such that it is not deemed safe for the child or young person to return home. The member of staff should then immediately phone the relevant Children and Young People's Services - Social Care to inform them of our concerns.

8.1.4 In these circumstances, the member of staff may need to ask a child or young person to remain where they are, and in turn inform the parent/carer if they are available, unless this is inconsistent with the need to ensure the child's or young person's safety, but advice should be sought from Children and Young People's Services - Social Care as to what information should be provided to parents, by whom and when.

8.1.5 Embrace CVOC will then act in accordance with the advice received from Children and Young People's Services - Social Care. The details and outcome of any such situation and measure taken should then be fully documented.

8.2 Responding to allegations relating to an Embrace CVOC staff member

8.2.1 Concerns that relate to Embrace CVOC staff will be taken very seriously. Where there is a suspicion of a safeguarding issue by someone within the organisation, in addition to the above procedures, the individual may, in consultation with the statutory agencies, (i.e.; contact the Local Authority Designated Officer LADO) be placed under suspension pending the outcome of Children and Young People's Services - Social Care and/or Police enquiries.

8.2.2 In these cases, there may be three types of investigation:

- Criminal - conducted by the police;
- Child protection - carried out under section 47 (1) of the Children Act 1989 by social services and police; and
- Disciplinary - conducted by the organisation on conclusion of statutory agency investigations.

8.2.3 Embrace CVOC will:

- Provide appropriate support to children and young people and parents who are affected by a safeguarding situation including, where appropriate, the alleged perpetrator
- Work closely with Children and Young People's Services - Social Care and police and attend strategy meetings as required
- Where appropriate, support the prosecution of individuals accused of safeguarding incidents
- Follow up any external investigation with an internal action if required. Irrespective of the findings of a Police/ Children and Young People's Services - Social Care investigation, Embrace CVOC will conduct an investigation to determine what, if any action is required to ensure children and young people are safeguarded within the organisation's projects. Where disciplinary action is deemed appropriate, the civil standard of proof of the 'balance of probability' will be applied. Thus, the decision will rest on whether it is more likely than not that the allegation is true
- Consider whether the subject has access to children or young people elsewhere and if so who needs to be informed
- Refer to the DBS anyone who has been excluded from the organisation (or would or might have been excluded if the individual had not otherwise ceased involvement in the organisation) on the grounds that they harmed a child or young person, caused a child or young person to be harmed, put a child or young person at risk of harm, attempted to harm a child or young person or incited another to harm a child or young person
- Review the case and ensure any preventive measures within the organisation are addressed

9. Recording of suspicions/allegations/disclosures/concerns

9.1.1 When information is passed onto the DSO, no matter what the outcome, all details must be recorded. (Please see `Appendix 1-2` for a format for the report and the procedure for producing the report electronically).

9.1.2 The report should contain the following information:

- Your name, and contact details
- As many details about the child or young person as possible; name, date of birth, address, home telephone number, school
- What the concerns are, e.g., the suspicions, allegations, what has been said giving details of times and dates and the child's or young person's emotional state, or what the child or young person has said in response to the suspicions/concerns, making a clear distinction between what is fact, opinion or hearsay what has been done so far.
- Comprehensive contemporaneous note of concerns voiced

9.1.3 If after consultation with the relevant DSO it is decided not to refer to a relevant statutory agency, a full explanation as to why must be documented.

9.1.4 Recording should be factual, that is, no reference made to your subjective opinions.

9.1.5 Embrace CVOC will hold a Child Protection/Safeguarding Log. This will contain all the reports made which document a child protection or safeguarding concern. These logs will be kept completely confidential and secure, and only shared with those that need to know about the suspicion or incident. (Best practice from Laming report 2003)

10. Reporting suspected, alleged or actual incidents of abuse

10.1.1 It may sometimes be difficult to accept something that has been disclosed in confidence by a child or young person or indeed anybody else. But the welfare of the child and young person must be paramount, and staff therefore have a duty to report suspicions, allegation or actual incidents to the relevant person.

10.1.2 Information should be reported if a member of staff has concerns that a child or young person may be suffering harm or is at risk, or they are unsure about their suspicions.

10.1.3 Once the report has been made, where appropriate the member of staff receiving the disclosure will (supported by the Designated Safeguarding Officer) consult with the relevant statutory agency.

- 10.1.4 Where possible a referral to the Children and Young People's Services - Social Care or Police should be confirmed in writing within 24 hours and the contact who took the referral should be recorded.
- 10.1.5 The relevant statutory agency will then give instruction as to what to do next and will take responsibility for any further action. The DSO will maintain contact with the statutory agency to ensure there is an outcome to the referral and if we are not satisfied with the statutory agency's response, an opportunity to challenge the decision.

11. Statutory Child Protection Procedures

- 11.1.1 Once information is received by Children and Young People Services – Social Care they will take over the process of investigation.
- 11.1.2 A Child Protection Conference or similar process may then be called. Wherever possible it is anticipated that the member of staff involved in the disclosure would attend this meeting, or in their absence the relevant Designated Safeguarding Officer.

12. Support Services

- 12.1.1 Any child protection or safeguarding issue is potentially difficult and stressful for any Embrace CVOC member of staff to handle. Appropriate support is essential and may come from a variety of sources for example: supervisor, manager/coordinator, other member of staff.
- 12.1.2 Both the victim of any child protection or safeguarding issue and anyone who is investigated for allegations of safeguarding concerns may benefit from information about support services. It is also useful to provide this information for anyone else who has been affected by a child protection or safeguarding incident, including family members.

13. Confidentiality and information sharing

- 13.1.1 When accessing support, staff should be careful to relate details of the issue, only in so far as they affect themselves, rather than disclosing confidential information concerning the child or young person unnecessarily.
- 13.1.2 Sharing information is a critical element of safeguarding and protecting children and young people. Consent should normally be sought from the subject/s of the information in order for it to be shared, but, in the interests of child protection, it may be necessary for information to be shared with relevant staff within Embrace CVOC, Children and Young People's Services - Social

Care, and the Police without consent if there is reason to believe that seeking consent could place a child or young person at risk of significant harm.

13.1.3 Embrace CVOC will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.

13.1.4 All staff are expected to ensure that information relating to a child protection or safeguarding concern is passed to the appropriate person within the organisation to enable appropriate action to be taken. It is essential that only those who need to know are informed.

13.1.5 The decision to share will be taken by the Chief Executive of Embrace CVOC. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.

13.2 **Holding personal information**

13.2.1 Embrace CVOC complies with GDPR recommendations and ensures that all information held on children and young people is kept securely.

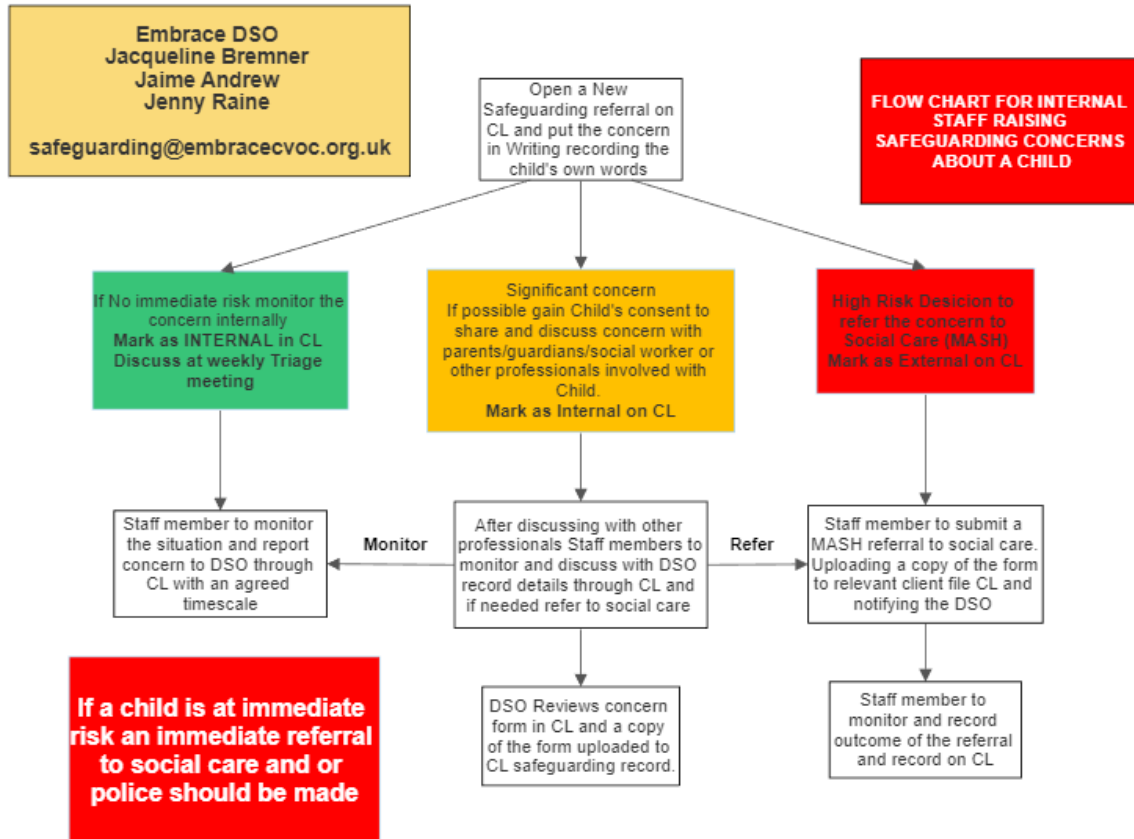
APPENDIX 1

Reporting Form and Process

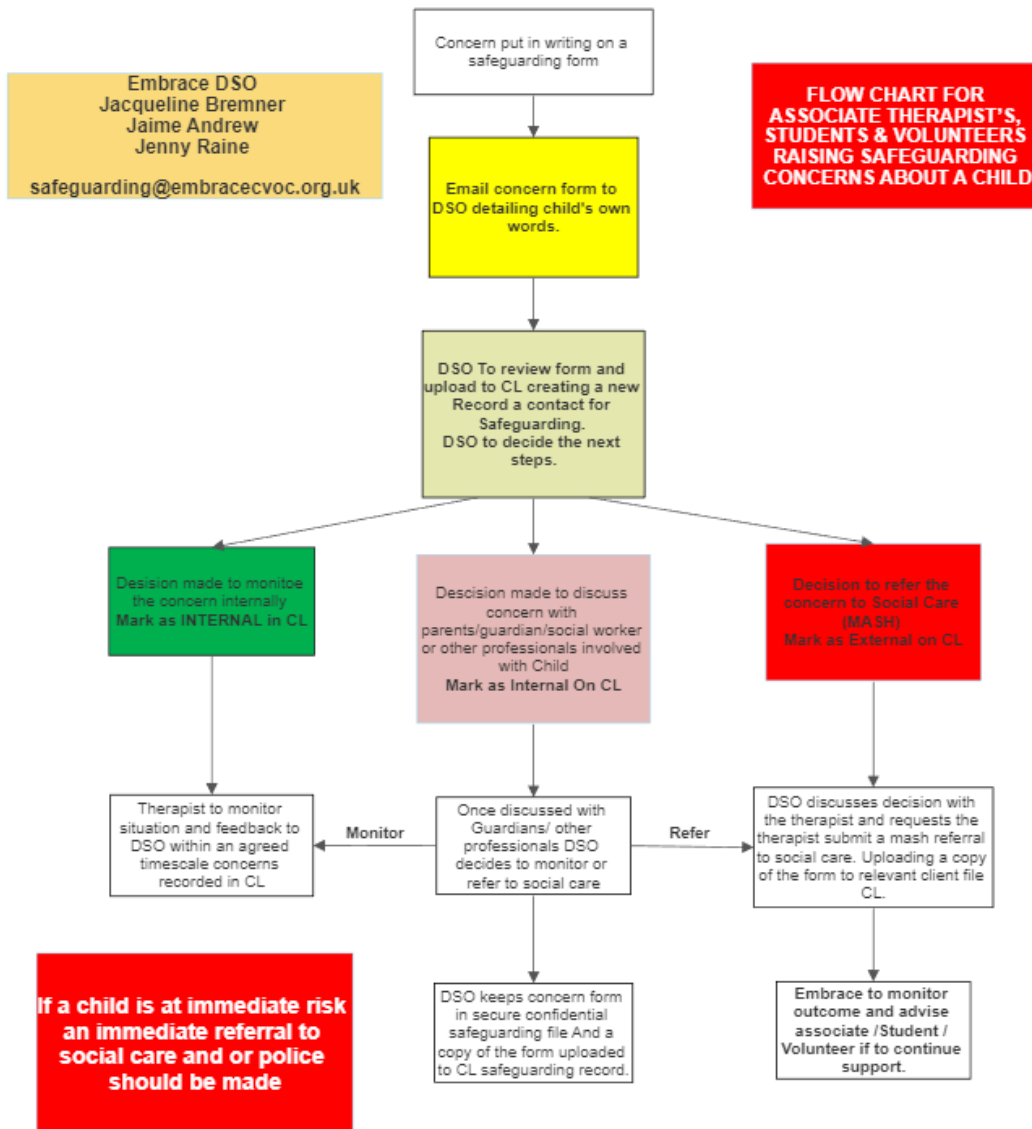
Procedure for completion of cause for concern report

- Having informed the DSO/LSO of the Cause for Concern the member of staff /Volunteer should complete a report (see below and flow charts for Staff, Volunteers and associates.)
- The form is available electronically to all Embrace CVOC staff, and so should be completed on a computer and uploaded to Charity log. An email should be sent to the DSO notifying them of the uploaded document. The charity log number assigned to each child should be used in emails rather than the child's name.
- In order to protect the child's or young person's confidentiality, the member of staff should delete the report from the computer, where the file was saved, and from the recycle bin.
- The DSO will make sure that the report has been uploaded and will log conversations and actions on charity log under safeguarding.
- Any additional or further notes the member of staff needs to make after the initial report has been sent should be typed and uploaded to charity log. The DSO will check that the documents have been uploaded and again reference the documents in the safeguarding section on charity log.
- If the member of staff is a volunteer, they should be supported in the process of completing and sending a report to the DSO.
- Once the child or young person's contact with Embrace CVOC has ended, their file should be retained by Embrace CVOC in accordance to GDPR guidelines.

SAFEGUARDING REPORTING FLOWCHART



SAFEGUARDING REPORTING FLOWCHART



This concern form must be completed on the day of the concern/disclosure and shared with Embrace staff.

A copy must be emailed to Embrace Designated Safeguarding Officer: (safeguarding@embracevoc.org.uk) within 24 hours. Any further information/correspondence relating to the concern/disclosure must also be referred to safeguarding@embracevoc.org.uk

Cause for Concern Form

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

Embrace Client ID

Details of person reporting concern(s):
Name:

Do these concerns relate to a specific incident/disclosure?

If YES complete Section A.

If NO, omit section A and move straight to Section B

Section A:

Section B:

Concern described in sufficient detail

Details of concern/disclosure/incident:

Action taken

Any other relevant information:

Signed:	Date:
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Note: When a disclosure is made the person to whom the disclosure is made must make the referral to social care/ emergency services etc. as this prevents dilution of the information and "Chinese whispers"

For completion by the Designated Safeguarding Lead (DSL):

DSL Response:

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Action taken by DSL:

Rationale for decision making/actions taken

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Checklist for DSL:

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion, and hearsay?
- ✓ Child's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?

Signed by DSL:

Date:

Full Name:

