



Heywood de Ferrer Associates Safeguarding & Child Protection and Young People Policy and Procedure

Purpose and context

As an organisation working with children young people and families, Heywood de Ferrer Associates (HFA) has a clear commitment to safeguarding. The HFA safeguarding statement is circulated and available internally and externally and all staff are expected to be familiar with this statement. (Appendix 1)

HFA recognises that, as an organisation working primarily with children and young people, those individuals we work with may have additional vulnerabilities and barriers to reporting abuse. HFA will actively promote a child centred approach to safeguarding which will include supporting children and young people to use their preferred communication means to enable them to be safe and ensure their welfare needs are met.

HFA will aim to work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's well-being. We recognise that not all risks can be eliminated so we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks but should never be knowingly or unknowingly put in a position of significant harm or abuse.

Where we have concerns about the welfare of children and young adults we will take appropriate action to address those concerns by working to agreed procedures in external agencies.

Scope

This policy applies to all staff and is also extended to independent contractors who are undertaking direct work with children, young adults and families on behalf of HFA.

'Children' in the context of children's services refers to those who have not yet reached their 18th birthday. HFA works with children and young adults and safeguarding responsibilities do not cease at 18, although some terminology and procedure may change.

For special educational needs, the Children and Families Act 2014 defines 'young people' as aged over compulsory school age and under 25.

References

HFA wishes to uphold and implement the following guiding principles/legislation:

- Children Act 1989 / 2004
- Children and Social Work Act 2017
- Children and Families Act 2014
- Working Together to Safeguard Children 2018
- Female Genital Mutilation Act 2003
- United Nations Convention of the Rights of the Child
- Local Safeguarding Partners procedures
- Health and Social Care Act 2008 (regulated Activities) Regulations 2014
- Fundamental Standards of Care 2014
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006

Appendices

Appendix 1 Safeguarding Statement

Appendix 2 Types of abuse

Appendix 3 Considerations when making a referral

Appendix 4 Referral re: staff

Appendix 5 Flowchart for guidance

Appendix 6 Sources of information

Responsibility for this policy

HFA Directors

Definitions

Abuse

Abuse is defined in the *Working Together to Safeguard Children 2018* Guidance as:

“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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”

Staff should read and understand Appendix 2 which contains information on the types of abuse.

Significant harm

The concept of ‘Significant harm’ (Children Act 1989) is the threshold that justifies compulsory intervention in family life in the best interests of children and young people:

- ‘Harm’ means ill treatment or the impairment of health or development (including impairment suffered from seeing or hearing the ill treatment of another).
- Whether the harm suffered by a child is ‘significant’ is determined by comparison of the child’s health and development with that which could reasonably be expected of a similar child.

There are no absolute criteria in judging what constitutes significant harm – it may be the result of a single, traumatic event, or more often, of a culmination of significant events, both acute and long standing.

Note: Local Safeguarding Children’s Boards are being replaced by local Safeguarding Partners by 2019

General Safeguarding Policy

Safeguarding is everybody's responsibility. No HFA staff member (including volunteers, students and contractors) should avoid reporting a concern because they assume someone else will have raised the issue. GDPR is not in itself a barrier to information sharing and the welfare of children and young people should come before fears around this. Although HFA's practice is to work in partnership with families, where consent to make a referral cannot be gained without placing the child at increased risk of harm this should not prevent or delay a referral being made.

Recognising abuse

The factors described below are frequently found in cases of child abuse or neglect. This is no proof that abuse has occurred but:

- It must be regarded as indicators of the possibility of significant harm.
- It indicates the need for careful assessment and discussions with line managers.
- It may require a referral to the LADO, local authority children's service or social care.

In abusive circumstances you may witness or experience the following:

The child may:

- Appear frightened of a parent/carer.
- Act in a way that is "out of character" or inappropriate after taking account of their disability.
- Have unexplained injuries/bruising
- Make a disclosure

The parent/carer may:

- Avoid routine checks or treatments
- Have unrealistic expectations of the child
- Frequently complain to or about the child and fail to give attention and praise
- Leave the child with inappropriate carers
- May be abusing substances

Equalities and Diversity

HFA recognise that we belong to a society which can sometimes discriminate unfairly and unjustly against some individuals and groups and that discrimination results in disadvantage and a lack of opportunities. HFA particularly recognise that some people can suffer disadvantage as a result of discrimination and that this can increase vulnerability.

HFA are committed to positive action towards removing barriers to services and opportunities for those from groups which are discriminated against.

There will be ongoing monitoring of the operation of this policy and the associated procedures to ensure that they are not discriminating against any particular minority group and that there is equality of access to the protection that the procedures offer.

What HFA will do for its Employees

Support staff

We will make sure:

- A statement about HFA commitment to safeguarding is included in job descriptions (Appendix 1)
- All appropriate checks are carried out on all staff, volunteers prior to commencing work with HFA and ongoing checks to account for Disqualifications that may occur following initial employment with HFA.
- The process to follow is accessible to all employees.
- All our staff and volunteers are carefully selected, inducted, supervised and trained following HFA recruitment and selection policies. Training is completed in line with Local Safeguarding Partners' guidance.
- All risks encountered by children and young people are carefully assessed so that necessary steps are taken to minimise and manage those risks.
- We provide ongoing supervision for staff to discuss concerns they may have about the welfare of any child or young person they are working with.
- We take seriously all reports of concern made by staff and volunteers and will follow this up appropriately using this policy and procedure.
- We provide ID badges to staff and volunteers working with children and young people, for identification purposes and for contact numbers to report any potential Safeguarding incidents.

All staff, volunteers, students and trustees must fully understand their responsibilities in responding to signs of abuse.

To make sure this is put into practice all staff, volunteers, students and trustees must follow HFA Safeguarding procedures.

Safeguarding Leads

HFA has a Designated Safeguarding lead, Kathryn de Ferrer, one of the two Company Directors. For monitoring and guidance purposes all Safeguarding instances should be referred and copied to the Safeguarding Lead who will maintain a Safeguarding Log.

The role of the DSL is to:

- Be fully conversant with HFA and any local safeguarding policy and procedures relating to the work being undertaken.

- Undergo training as needed to update and refresh knowledge in any changes in legislation and practice in safeguarding children, this will be in line with Local Safeguarding Partners' guidance.
- Be responsible for taking the decision to refer an allegation or concerns of the welfare of a child to the LA's children's social care or a concern about a member of staff to the LADO.
- Identify training needs.
- Make sure that any records made of any safeguarding incident allegation are kept in line with HFA policies and procedures.
- Promote good practice.
- Make sure that safeguarding children is part of the risk assessment of each project.

General Safeguarding Procedure

Initial disclosure or concern

Some of the children and young people we work with may not be able to communicate their experience of harm and staff should be alert to signs such as unusual marks or changes in behaviour in addition to listening to children and young people.

Listening to children and young people

Children we work with will have a variety of ways to tell us that they are feeling sad or hurt. They may use a number of ways to communicate with us. This may be verbal, actions, signing, behaviours, and so on, so we need to be alert and attentive to each child's method and ability to communicate these feelings to us. If a child does confide that they have been maltreated in some way we should take the following action:

- Comfort and reassure them that you are taking them seriously.
- Do not make any promises that you will keep this confidential– you have a duty to report this as detailed in this procedure.
- Seek only additional information from the child at this point that will help you clarify that the child has been hurt and the steps that may need to be taken to make sure the child will remain safe.
- Allow the child to communicate freely about the incident if they so choose.
- Make factual notes as soon as possible of anything that has been communicated, diagrams of any bruising or marks and other information that you think is important.
- Do not attempt to investigate the matter yourself or ask leading questions.

Timescales for Reporting

HFA has 24 hours to report a concern about a child or member of staff to children's services including the LADO. Any member of staff with a concern about a child or member of staff must inform the Designated Safeguarding Lead immediately, whether during office hours, during an evening or weekend. The DSL will decide if it is something that needs reporting out of the organisation. Known cases of FGM must be reported to the police. Modern slavery should be reported to the National Referral mechanism (see Appendix 6)

Sharing information

HFA has the responsibility to share information with the local authority's (LA's) children's social care officers or the local MASH (Multi Agency Safeguarding Hub). If HFA staff, volunteers or contracted worker is involved, the Local Authority Designated Officer (LADO) will be notified when we have reasonable cause to suspect that a child may be suffering or may be at risk of significant harm.

While, in general, we should firstly discuss any concerns with the family and inform them of our discussion to make a referral to children's social care, the times when we should not do this would be when sharing information could:

- Place a child at increased risk of harm.
- Prejudice the prevention or detection of serious crime.
- Lead to unjustified delay in making enquiries about allegations of significant harm.
- Put an HFA employee/worker at immediate risk

Any decision to share information should be recorded along with a decision on consent, reasoning and with whom the information was shared on the Safeguarding Incident Log.

First steps

Unless there is a risk of immediate danger, all staff must inform the DSL of their concerns for the welfare of a child or young person, unless the concern was about the DSL, in this instance immediately inform the local Children's Services.

If the allegation/ concern is raised by a child or young person about another child or young person then HFA should ensure they are supporting both children and young people and should work closely with social workers and other professionals involved with the young people.

If staff are concerned about leaving a child or young person with a carer, and have established there is no alternative carer present they should call 999 from a safe distance. They must also inform the social care team of their concerns. HFA does not have the legal right to stop a carer taking back responsibility of any adult as this is a decision for statutory agencies e.g. social workers, police, or the courts.

The Designated Safeguarding Lead

Once the Designated Safeguarding Lead has received this information they can make one of the following decisions:

- The information provided indicates that there is no cause for concern so no further action is needed.
- There is cause for concern as it is likely the child has suffered harm or is at significant risk or suffering harm and the allegation is made against a parent or family carer.
- There is cause for concern as it is likely the child has suffered harm or is at significant risk or suffering harm and the allegation is made against a member of staff.
- There is cause for concern as it is likely the child has suffered harm or is at significant risk or suffering harm but it is unclear who the allegation is made against.

On making this decision, the Designated Safeguarding Lead must take the following action:

Allegations against parent/family carer

1. It would be helpful to have the following information:

- Full names, date of birth and gender of child
- Family address
- Identity of those with parental responsibility
- Names, dates of birth and gender of all household members
- Ethnicity, first language and religion of children and parents
- Any need for interpreter, signer or other communication aid
- Any special needs
- Any significant events, incidents or changes in the child's life
- Cause for concern to include details of allegation, the source, timings and location
- Child's current location, emotional and physical condition
- Our relationship with the child
- Our knowledge of the child and parent
- Information regarding parental knowledge of the referral

2. Contact the children's social care or Duty team:

- Provide information detailed above.
- Follow any instructions given by this representative.
- Make notes of all discussions detailing:
 - Name of person
 - Date of discussion
 - Time of discussion
 - Summary of key points
 - Action points

HFA does not have the legal right to stop a parent taking back responsibility of any child/young person, as this is a decision for statutory agencies e.g. social workers, police, or the courts.

Appendices 3 and 4 set out the full process to be followed should staff have a concern that a child, young person or vulnerable adult:

1. Has been or is at risk of significant harm,
2. Has been or is likely to suffer abuse or neglect.

Allegations against member of HFA staff / volunteers /contracted worker

HFA will designate a senior manager to deal with allegations against staff and volunteers. In the event of an allegation being made that meets the following criteria the manager should complete a LADO referral form and without delay send it to their LADO. The manager should then telephone the LADO immediately to discuss the next course of action. LADO will then

lead on how the situation will be managed and will advise on issues such as whether a member of staff should be suspended pending an investigation.

Allegations about HFA staff/volunteers may include, but are not limited to the following:

- 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
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Appendix 4 outlines the process to follow.

Outcomes in relation to staff

If there is no evidence to support the allegation and LADO have agreed with this then upon their recommendations take the following actions:

- Report outcome to regulatory body as outlined above.
- Staff member return to work.
- Provided this has been agreed by the LADO and Safeguarding Team, any notes made on investigation removed from employees personnel file.

If a safeguarding concern has been investigated by the police then a full record of this must stay on their file even if unfounded for 10 years after the allegation or until retirement from HFA.

If there is specific evidence to support the allegation then LADO will advise on the course of action but it is likely to be:

- Suspend the member of staff
- Secure any evidence and work in partnership with the police
- Follow HR procedures to determine the severity of the act and appropriate sanction. In some instances this may require a change of duties and re-training, in other circumstances the staff member contract may be terminated immediately on grounds of gross misconduct.
- Follow any additional advice or actions made by LADO.

Working Together 2018 states:

'If an organisation or agency removes an individual (paid worker or unpaid volunteer) from work in regulated activity with children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation or agency must make a referral to the Disclosure and Barring Service to consider whether to add the individual to the barred list.'

This applies irrespective of whether a referral has been made to local authority children's social care and/or the designated officer or team of officers. It is an offence to fail to make a referral without good reason.'

Other Safeguarding issues

All HFA staff have a duty of care towards the children and young people receiving HFA support or any other services. Any situation or event that may be interpreted as having a safeguarding implication should be noted and discussed with line managers.

No member of HFA staff will be penalised for raising a genuine concern that may impact on the safety and well-being of the children and young people HFA cares for.

Duties and Responsibilities

Training on this policy and procedure may be given during induction as part of the induction checklist, delivered through line manager briefings.

Failure to comply with this policy may lead to disciplinary action which could include summary dismissal.

This policy will be reviewed every two years and, if necessary, adjusted. In the interim a record of changes in the relevant legislation and any practice guidance will be kept and any material changes and/or improvements that may have been identified will be incorporated without delay.

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This policy has been based on the Safeguarding policy from KIDS. The original policy can be found at: <https://www.kids.org.uk/Handlers/Download.ashx?IDMF=4935b095-b598-4204-8042-d23045f69292>

“KIDS is happy for other organisations to copy all or part of our policies, provided there is an acknowledgement on the other organisation's policy that this has been done, together with the KIDS web address so the reader can locate the original policy.”

KIDS is a registered charity in England and Wales, no. 275936, and a company limited by guarantee no. 1346252

Registered Office: 7-9 Elliott's Place, London, N1 8HX

www.kids.org.uk

Appendix 1

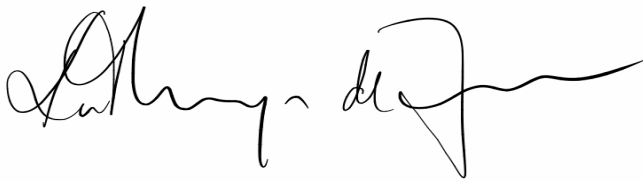
Heywood de Ferrer Associates Safeguarding Statement

Heywood de Ferrer Associates (HFA) is committed to safeguarding and promoting the welfare of children, young adults and families and expects all staff and volunteers to share this commitment. All children and young adults with whom we work, must at all times, feel safe.

As part of our commitment to safeguarding, HFA has appointed a Company Director to be the Designated Safeguarding Lead.

HFA follows safer recruitment principles and all staff and volunteers working with children, young adults or families have DBS checks and safeguarding training.

We work closely with families and cooperate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young adult's well-being. We recognise that not all risks can be eliminated so we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks but should never be knowingly or unknowingly put in a position of significant harm or abuse.

A handwritten signature in black ink, appearing to read 'Kathryn de Ferrer', with a long horizontal flourish extending to the right.

Kathryn de Ferrer
Company Director
And Designated Safeguarding Lead Heywood de Ferrer Associates

Appendix 2 Types of Abuse

Physical abuse

This may involve hitting, shaking, throwing, pushing, kicking, poisoning, burning/scalding, drowning, and suffocating.

This list is not exhaustive.

Emotional/psychological abuse

This is the persistent emotional maltreatment of a child to cause severe and persistent effects on their emotional development. Some examples include:

- Conveying to a child they are worthless, inadequate or unloved.
- Imposing age or developmentally inappropriate expectations.
- Bullying that causes a child to feel frightened.

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.

Child Sexual Exploitation (CSE)

CSE 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.

Some examples include:

- Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.
- Forcing a child to take part in sexual activities whether or not they are aware of what is happening. This may involve physical contact including penetrative and non-penetrative acts.
- Involving children looking at or taking part in the production of pornographic materials.
- Involving children in the production or watching of sexual activity or to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs that is likely to result in serious impairment of the child's health or development.

Grooming

Grooming is the deliberate actions taken by an adult to form a trusting relationship with a child, with the intent of later having sexual contact (either with themselves or other people). This involves psychological manipulation in the form of positive reinforcement, activities that are typically legal but later lead to sexual contact. This is done to gain the child's trust as well as the trust of those responsible for the child's well-being.

Additionally, our own staff may be befriended to assist in the grooming of a child. This consists of being befriended by others through the internet, e.g. Facebook, Twitter, Snapchat etc, using messaging services, or at parties, through friends or social groups.

Female Genital Mutilation (FGM)

FGM is illegal in the UK. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It has no health benefits and harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and hence interferes with the natural function of girls' and women's bodies. The practice causes severe pain and has several immediate and long-term health consequences, including difficulties in childbirth. The age at which girls undergo FGM varies enormously according to the community they belong to. However, the majority of cases of FGM are thought to take place between the ages of 5 and 8 and therefore girls within that age bracket are at a higher risk.

Cyber Bullying/Abuse

Cyber Bullying or Abuse is the use of Information and Communications Technology, particularly mobile phones and the internet, deliberately to upset someone else. 'Upsetting' someone can take a variety of forms. It can involve threatening, distressing or humiliating a target, and, as such, encompasses a wide range of behaviours.

Honour Based Violence

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who believe someone has brought shame to their family. For example, honour based violence might be committed against people who:

- Become involved with a boyfriend or girlfriend from a different culture or religion
- Want to get out of an arranged marriage
- Want to get out of a forced marriage
- Wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence; however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:

- Domestic abuse
- Threats of violence
- Sexual or psychological abuse
- Forced marriage
- Being held against your will or taken somewhere you don't want to go.
- Assault

Self Harming

We also have a duty to safeguard and ensure the safety and wellbeing of children and young people who deliberately self-harm (and not behaviour that is associated with a child's disability). This is a term used when a child or young person intentionally injures or harms themselves. This can take a number of forms including:

- Cutting or burning;
- Taking overdoses of tablets or medicines;
- Punching themselves;
- Throwing their bodies against something;
- Pulling out hair or eyelashes;
- Scratching, picking or tearing at skin, causing sores and scarring;
- Inhaling or sniffing harmful substances;
- Swallowing things that are not edible;
- Inserting objects into their bodies;
- Head-banging;
- Tying ligatures

Radicalisation

All childcare providers have a duty to have due regard to the need to prevent people from being drawn into terrorism and to report any concerns. This is under the Prevent Duty which is part of the Counter Terrorism and Security Act 2015.

Due regard means being able to identify who is at risk, being aware of the signs someone is being radicalised and building young people resilience to radicalisation through promoting the Fundamental British Values. See appendix 2 for further information.

Hate/Mate Crime

Hate Crime is defined as:

'Any criminal offence which is perceived, by the victim or any other person to be motivated by a hostility or prejudice based on a personal characteristic.'

Hate Crime may be one-off incidents or systematic abuse that continues over periods of weeks, months or even years and may occur between strangers who have never met, between acquaintances or within the family

Mate Crime is a form of crime in which a perpetrator befriends a vulnerable person with the intention of then exploiting the person financially, physically or sexually. "Mate" (British slang for 'friend') crime perpetrators take advantage of the isolation and vulnerability of their victim to win their confidence.

Appendix 3 – Making a referral, things to consider

What has prompted your referral? Consider the key events, actions and disclosures that have led you to take action. To help think through this you can ask yourself the following questions:

- What have you seen or heard?
- Where did you get information from? Is it second hand or direct from the child?
- Was there an incident and if so, where did the incident take place? Be specific.
- Who was involved in the incident? Were any other siblings or children/young people present? If so who are they?
- What happened in the lead up to the incident?
- If no incident has taken place, provide specific details on the information your concerns are based upon.
- Why have you decided to refer your concerns now?
- Does the child/young person still have contact with the person who caused them harm?

Was anyone else present? Think about who has seen what. Has the child made a disclosure or is this something that you have witnessed? Please provide the details of the people who did witness the event if it was not you.

When did this happen? When did this place and how do you know it has taken place?

Where is the child at the point of referral submission? What are the protective factors keeping the child safe?

What has the child said? The child's voice should be at the heart of any referral and this question enables referrers to record what the child has said.

When did you last see the child/family?

Is there any indication of physical harm? If the child/ young person has any physical injuries, describe clearly any marks/ bruises, how severe and where the injury is. Where possible, describe how the injury happened.

Appendix 4 – Allegations against staff

1. Contact the LADO within one working day as outlined in each locality's Safeguarding/Protecting Children procedures and:

- Provide information detailed in above
- Follow any instructions given by this representative.
- Make notes of all discussion had, detailing:
 - Name of person
 - Date of discussion
 - Time of discussion
 - Summary of key points
 - Action points

2. Line manager in discussion with LADO may decide to suspend member of staff immediately on full pay without prejudice to complete an investigation. This decision must be communicated immediately to the Regional Director and the HR Department.

In some instances, the LADO may request that the member of staff in question is not informed of allegations made against them and are allowed to continue to work whilst the allegation is investigated. In these instances a confidential record of this should be shared with HR and the Regional Director, and extra care should be exercised when allowing the member of staff to work with children.

3. Contact OFSTED/ CQC to inform them of the investigation.

4. The line manager may be asked by the LADO to undertake an investigation to seek information from:

- Child – from what has already been told, do not question again
- Member of staff
- Any staff who witnessed the event
- Any other sources of information that would be helpful

5. Once the investigation is complete, either internally, by the police, LADO or Children Services the following outcomes will be decided by the police/LADO/Children's service:

- No cause for concern and member of staff returned to work no further action taken.
- No cause for concern regarding welfare of children but a training and skills development need identified. Set out formal training programme as advised by HR department.
- Cause for concern and member of staff remains suspended and follow HFA Procedures.
- Member of staff removed – inform DBS

Appendix 5 – Safeguarding Guidance for all staff

You should follow these procedures if you have a concern that a child/young person or vulnerable adult

1. Has been or is at risk of significant harm
 2. Has been, is or is likely to suffer abuse or neglect
- Definitions of these terms are in the HFA Safeguarding Policy.

All disclosures must be taken seriously. It is of vital importance that if a child or vulnerable adult discloses experience of abuse or mistreatment, you listen carefully to the child or adult disclosing. Take him or her seriously, don't judge, ask open, non-leading questions, don't promise to keep it *confidential*, tell him or her, if you can, what you will do next, check you have got their details, carefully record the conversation as soon as possible and keep the record in a secure place.



PREPARE the information, see Making a Referral, things to consider, taken from Appendix 3 of the Safeguarding Policy.



DISCUSS the Safeguarding incident and information you have collated with the HFA DSL Record your decision and reasons on a Safeguarding Report Log.

Designated Safeguarding Lead name:
telephone number:
email address:
Or

HFA EMERGENCY OUT OF HOURS NUMBER :

Should nobody from HFA be available contact your Local Authority Safeguarding Social Care Duty Team for advice on a potential referral:

Childrens Services Telephone number:
Adult Services Telephone Number:

Out of office hours:
Out of office hours:

For out of hours assistance call or follow your local arrangement. Should there be an IMMEDIATE RISK OF SIGNIFICANT HARM, TELEPHONE EMERGENCY SERVICES



If you feel it meets criteria 1 and 2 above, then continue with the procedure.

If not, agree with Line Manager next course of action, and record your decision and reasons.



REPORT to the Local Authority Safeguarding Social Care Duty Team and email confirmation of your conversation. Numbers recorded above. Follow any guidance issued by them.



Inform the Designated Safeguarding Lead of the outcome of any actions. Complete the remainder of the Safeguarding log.



RECORD all information. Copy to the Designated Safeguarding Lead, who is responsible for their records, it is their responsibility to determine whether there are any process improvements or training required; share with the HFA DSL any improvements required in Safeguarding practices.

Appendix 6 – Useful contact numbers and websites

The Forced Marriage Unit is a national service, and can be contacted on the details as follows:

Call: 0207 0080151 Mon – Fri (9am – 5pm)

Call: 0207 0081500 Emergency Duty Officer (out of office hours)

Email: fmufco.org.uk

Web: www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/

The Child Exploitation and Online Protection (CEOP) Centre

Call: 0870 000 3344

Email: enquiries@ceop.gov.uk

Self Harm

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/self-harm/>

Honour Based Violence

<http://www.protectingchildren.org.uk/cp-topics/cultural-themes/honour-based-crimes/>

The Prevent Duty

The following website provides guidance for schools and childcare providers, on preventing children and young people from being radicalised into terrorism.

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

Call: 020 7340 7264

Email: counter.extremism@education.gsi.gov.uk

Cyber Bullying

<http://www.stopbullying.gov/cyberbullying/what-is-it/>

The role of the LADO

http://www.safenetwork.org.uk/help_and_advice/Pages/what_is_a_lado.aspx

NSPCC

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

National Referral Mechanism

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