



# **URBAN PARTNERSHIP GROUP**

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

**Date: Sept 2024**

**Review Date: Sept 2025**

**Review Body: DSL Camille Curtis and Senior Leadership Team**

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## 1. KEY CONTACTS

UPG Designated Safeguarding Officer (DSO)	Camille Curtis 020 7605 0800 <a href="mailto:Camille@upg.org.uk">Camille@upg.org.uk</a>
UPG Early Years Safeguarding Lead	Vallon Leitao 020 7605 0800 <a href="mailto:vallon@upg.org.uk">vallon@upg.org.uk</a>
UPG Vulnerable Adults Safeguarding Lead	Barbara Shelton 020 7605 0800 <a href="mailto:Tina@upg.org.uk">Tina@upg.org.uk</a>
FOR PROFESSIONAL Hammersmith and Fulham Initial Consultation and Advice Team (ICAT)	Team Manager: Khushali Supeda 9-5pm: 020 8753 6610 Out of hours: 020 8748 8588 <b><u>If you have an immediate concern for the well-being of a child or young person, contact the Police on 999.</u></b>
FOR MEMBERS OF THE PUBLIC Family Services	9-5pm: 020 8753 6600 Out of hours: 020 8748 8588  If you have an immediate concern for the well-being of a child or young person, call the police on 999.
Hammersmith and Fulham LADO (Local Area Designated Officer)	Duty Child Protection Adviser 020 8753 5125 <a href="mailto:lado@lbhf.gov.uk">lado@lbhf.gov.uk</a>
DBS Queries	Kiran Rehal 0300 105 3081
NSPCC Helpline	0808 800 500

## 2. AIMS OF POLICY

A child is anyone under 18 years of age and Safeguarding and promoting the welfare of Children and Young People is everyone's responsibility. (See separate guidance for guidance on Safeguarding Vulnerable Adults). Everyone who comes into contact with children, young people and their families and carers has a role to play in Safeguarding children and young people (including identifying concerns, sharing information and taking prompt action). Safeguarding and promoting the welfare of children and young people involves:

- protecting children and young people from maltreatment (including abuse and neglect).
- preventing impairment of children and young people's health or development.
- ensuring children and young people grow up in safety with effective care.

- taking action to enable all children and young people to have the best outcomes.

UPG wants to work with children, young people, parents and the community to ensure the safety and protection of all children and young people. The principles identified below will be followed by all UPG staff:

- All children and young people have a right to be kept safe and protected from abuse.
- Child abuse can occur in all cultures, religions and social classes.
- Staff must be sensitive to the families cultural and social background.
- Children and young people must have the opportunity to express their views and be heard.
- All staff must endeavour to work in partnership with those who hold parental responsibility for a child, however if there is a conflict of interests between the child and parent, the interests of the child must be paramount.
- The responsibility to initiate agreed procedures rests with the Designated Safeguarding Officer (DSO) in consultation with the individual staff member who identifies the concern and their line manager.
- Information in the context of a child protection enquiry must be treated as CONFIDENTIAL and only shared with those who need to know.
- All staff should have access to appropriate and regular training.
- Managers must allow staff sufficient time to carry out their duties in relation to Safeguarding.

**UPG will:**

- Take Safeguarding seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff.
- Raise awareness of all staff of the importance of Safeguarding, and in particular to make clear responsibilities for identifying and reporting actual or suspected abuse.
- To ensure children, young people and parents are aware of UPG's commitment to Safeguarding in order to support children and young people's development in ways which will foster security, confidence and independence.
- Promote effective liaison with other agencies in order to work together for the protection and welfare of all children and young people.

**3. TYPES OF ABUSE (DEFINITIONS)**

- **Abuse:** 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 and young people 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.
- **Physical abuse:** hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child and includes domestic

violence. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional abuse:** persistent emotional maltreatment of a child such as to cause severe and 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 and young people. 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 cyberbullying), causing children and young people frequently to feel frightened or in danger, or the exploitation or corruption of children and young people. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** 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 and young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children and young people 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 and young people.
- **Child Exploitation:** is when an abuser takes advantage of a young person for their own personal gain. This can take many forms, including sexual exploitation or forcing the child to commit crime. The most common form of criminal exploitation is when a child is forced to sell drugs for an older person. They are often sold a dream of cash, designer goods and a sense of belonging, but the reality is very different. Some of this activity takes the form of county lines dealing, which is where people travel from large cities such as London to sell drugs in new areas.
- **Child Sexual Exploitation (CSE):** CSE is a type of sexual abuse in which Children and Young People are sexually exploited for money, power or status. Children and Young People or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. The 2003 Rape and Sexual Offences Act provides that the age of consent is 16, this includes sexual touching.
- **Female Genital Mutilation (FGM):** FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital

organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

- **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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **'Sexting':** creating, sending, receiving, or forwarding sexually explicit, photographs or images, primarily between mobile phones, it may also include the use of a computer or any digital device.
- **Grooming:** involves someone befriending a child by gaining their trust for the purposes of sexual abuse, exploitation or trafficking. Children and young people can be groomed by a stranger or by someone they know and with the increase in the use of social media, it's becoming easier for offenders to approach and begin talking to young people online.
- **Radicalisation:** is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice.

All staff should be aware of the signs of abuse and neglect so that they can identify children and young people who may need help or protection. UPG recognises that beyond the signs listed above staff should also be aware of; faith abuse, forced marriage, gangs and youth violence, trafficking and gender-based violence against women and girls.

#### **4. RESPONSIBILITIES OF UPG BOARD OF TRUSTEES**

- Challenge the management team as required to ensure the implementation and effectiveness of the safeguarding policy.
- Undertake Trustee Safeguarding training within the last 3 years (NSPCC Charity trustees: your duties to safeguard and protect or equivalent).
- Review and update the Safeguarding policy annually with the Management Team.
- Ensure that a summary of all active Safeguarding concerns are a standing item at the Board of Trustees at quarterly meetings.

## **5. RESPONSIBILITIES OF ALL MANAGERS**

- To ensure all staff are familiar with UPG and the Borough's procedures and guidelines for identifying and reporting abuse, including allegations of abuse against staff.
- To ensure all staff receive training in the above, including staff who are temporary or start mid-year through the boroughs LSCB training calendar.
- Ensure all third-party organisation who work with UPG are provided with the Children and Young People's Safeguarding policy and know their obligations in regard to it.
- Ensure, where relevant, UPG requests and obtains copy of current enhanced DBS certificate (within 3 years) from 3<sup>rd</sup> party organisations, freelancers and other service providers.
- A summary of any safeguarding concerns to be reported to the Board of Trustees at quarterly meeting.
- To be responsible for co-ordinating action and liaising with staff and support services over Safeguarding issues.
- To ensure UPG supports the Child Protection process for Children or young people who are known to be subject to a; Child Protection Plan, Child in Need Plan or who are Looked After Children and provide representations and/or reports as required.
- To follow as appropriate recommendations made by Local Safeguarding Children and Young People Board (LSCB)
- To be aware of new legislation, guidance, policy and procedures in the area of Safeguarding and Child protection.
- To support and advise staff on Safeguarding issues through supervision and team meetings.
- To disseminate relevant information between agencies to the appropriate staff.
- To maintain accurate and secure Safeguarding records.
- Review and update the Safeguarding policy annually.

## **6. RESPONSIBILITIES OF ALL STAFF AND VOLUNTEERS**

- Provide a safe and caring environment in which children and young people can develop confidence to voice ideas, feelings and opinions.
- Adhere to guidelines for self-protection when working with children and young people (Appendix 4 & Appendix 5)
- Be aware of relevant local procedures and guidelines.
- Attend the LSCB Level 1 or 3 Safeguarding training, or suitable equivalent and be able to identify signs and symptoms of abuse.
- Identify and report suspected abuse, seek advice and support from their line manager, who will then share the information with the relevant designated Safeguarding officer. (DSO)

- Respond appropriately to disclosures from children and young people (stay calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental and keep records).
- Keep clear, dated, factual and confidential records of Safeguarding concerns.

## **7. APPOINTMENT OF STAFF**

When appointing staff including volunteers, UPG will observe the following safeguards:

- Documentation sent out to potential candidates will make it clear that Safeguarding is a high priority for UPG and that rigorous checks will be made of any candidate before appointments are confirmed.
- All references will be taken up and verified by telephoning referees.
- A reference will always be obtained from the last employer.
- Interview panel will consist of at least one staff member who has completed LSCB safer recruitment training in the last 3 years.
- At interview candidates will be asked to account for any gaps in their career/employment history.
- Evidence of relevant checks will be recorded and stored in a single, central location, easily accessible when appropriate and necessary in line with General Data Protection Regulations (GDPR).
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 2020.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure & Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- UPG abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to children and young people.
- Enhanced DBS checks, in line with the Service Level Agreement (SLA) with Hammersmith and Fulham Council are renewed every 3 years.
- Staff who change roles within the organisation will be required to complete a new DBS check.
- Volunteers do not work unsupervised.
- UPG abide by the Safeguarding Vulnerable Groups Act 2006 in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of Safeguarding concern.

## **8. STAFF TRAINING AND SUPPORT**

- All staff working directly with Children and Young People are required to complete Level 3 Safeguarding training. All other staff are required to complete Level 1 training as a minimum. Training must be reviewed/refreshed every 3 years.

- All managers responsible for the recruitment of staff into children and young people's services are required to undergo Safer Recruitment training every 3 years.
- Line managers to ensure all staff, including support and ancillary staff, are made aware of UPG's Safeguarding Children and Young People policy, procedures and guidelines when they join UPG, and subsequent updates.
- Staff will seek out necessary and relevant training opportunities with the support of their line manager.
- Ensure all staff know the procedures for reporting and recording their concerns in the setting.
- The manager is also expected to ensure that all staff receive regular support in respect of Safeguarding work and know which senior member of staff to refer to for advice.

## 9. ALLEGATIONS AGAINST STAFF

- UPG staff are vulnerable to accusations of abuse. We further recognise that, regrettably, in some cases such accusations may be true. We, therefore, expect all staff to follow the agreed procedures for dealing with allegations against staff. This will initially mean a discussion with the line manager/ (DSO) /CEO.
- We refer any such complaint immediately to the local authority's **LADO** to assess and or to investigate. **LBHF LADO Contact on 020 8753 5125 or email [lado@lbhf.gov.uk](mailto:lado@lbhf.gov.uk)**
- Should any person feel, they cannot confidently make a complaint/report/recording to via the UPG complaints/reporting process to the (DSO) due to perceived bias or involvement in a complaint they must contact the Local Authority Designated Officer (LADO) **[lado@lbhf.gov.uk](mailto:lado@lbhf.gov.uk)** who will assess and/or investigate.
- UPG to ensure our complaints policy is available to all service users.
- UPG to follow the guidance of the Local Safeguarding Children and Young People Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- UPG will respond to all allegations of abuse by children and young people or staff, students or volunteers.
- We have a robust and tested procedure for dealing with all allegations and all are recorded with the details of any such alleged incident.
- In the case of Nursery provision, we will also report any such alleged incident to Ofsted including what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by Children and Young People's social care in conjunction with the police.
- Where the Chair of Trustees, management and the LADO agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children, young people and families throughout the process.

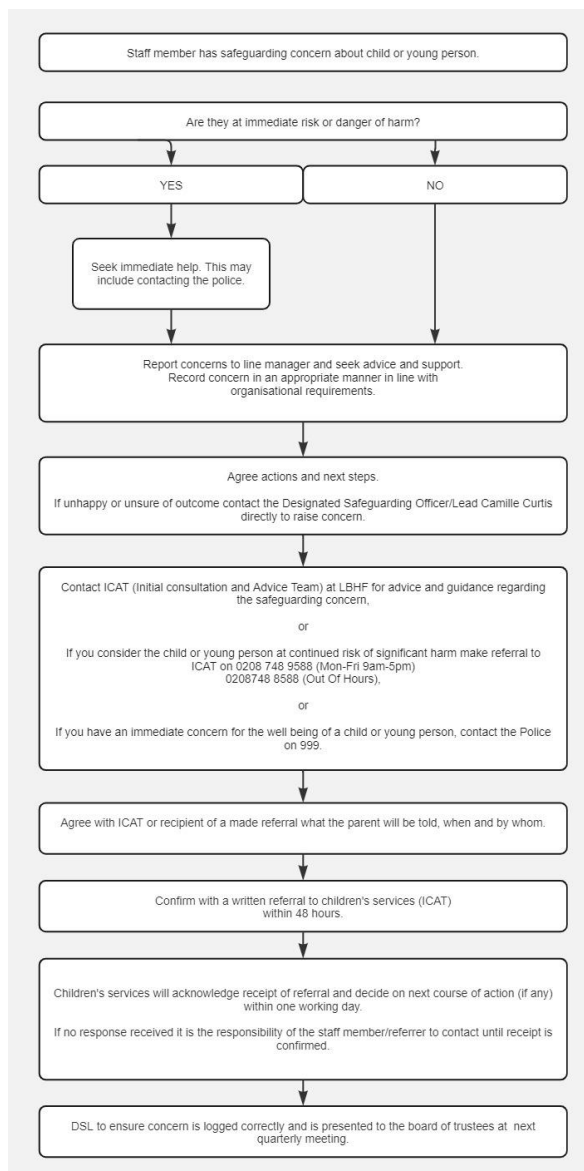
## 10. DISCIPLINARY ACTION

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Disclosure and Barring Service so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

## 11. CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL NEEDS

- UPG recognises very young children and those with additional needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other children and young people.
- UPG will seek advice, as needed, to develop a support plan, to ensure clear guidance for staff in relation to their responsibilities when working with a child or young person with additional needs.

## 12. RAISING A SAFEGUARDING CONCERN



- The process for raising a safeguarding concern is as follows:  
Other points to consider:

- Staff will take care not to influence the outcome either through the way we speak to children and young people or by asking leading questions.
- Where a child makes comments to a member of staff that gives cause for concern (disclosure) or observes signs or signals that gives cause for concern. Staff will listen to the child, offer reassurance and give assurance that she or he will take action.
- Compile a written record that forms an objective record of the observation or disclosure that includes - the date and time of the observation or the disclosure, the exact words spoken by the child as far as possible, the name of the person to whom the concern was reported, with date and time and the names of any other person present at the time.
- Ensure records are signed and dated and kept securely in line with GDPR.
- For more information on the ICAT process once a referral has been made see Appendix 3

### **13. INFORMING PARENTS**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children and Young People Board does not allow this. This will usually be in the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

### **14. CONFIDENTIALITY**

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within a specific project setting it is important that the Line Manager is made aware of them. However, we must inform those making complaints/reports/disclosures that we will have to notify the relevant services or authorities if any person's safeguarding is at risk including the police should we think there is an immediate risk to persons safety. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children and Young People Board, and in line with all government legislation

### **15. RECORD KEEPING AND REPORTS**

- Where possible staff are expected to record concerns immediately or within 48 hours and report it to their line manager.
- We expect all staff to maintain high quality signed and dated Safeguarding records, which separate fact, allegation, hearsay and opinion and which clearly indicate decisions and action taken. These records may in some cases be required in court proceedings. (See Appendix 2 – Guidelines for good recording)

- We further expect staff to assist the Children and Young People's Services Department by providing information for child protection case conferences as required.

## **16. COMMUNICATING POLICY TO PARENTS AND CHILDREN AND YOUNG PEOPLE**

- UPG will inform parents, children and young People of the UPG's Safeguarding Children and Young People Policy.
- Children, young people and parents should know how the UPG's Safeguarding system works and with whom they can discuss any concerns. They should also be made aware of local or national telephone help lines.
- Parents should be made aware (Ofsted – Parent's information poster displayed) that if they have any concerns in regard to their child, they can raise a formal complaint.
- A copy of this policy is available at [www.upg.org.uk](http://www.upg.org.uk)

## **17. GENERAL CONSENT INCLUDING MEDIA CONSENT AND SHARING OF IMAGES**

- All personal information that is gathered by UPG will be done so openly and transparently through ensuring we request your consent to process this data.
- UPG will ensure all personal information is) in accordance with the Data Protection Act 1998/2018.
- UPG will only use any collected personal information of any kind for the activity for which it was intended and related purposes
- The information provided by parents/carers will be disclosed to emergency contact officers and host facilities where deemed appropriate (i.e., dietary requirements).
- UPG will request specific consent via specialist consent forms should we wish to use images/media/videos of anyone under the age of 18years for any reason including the promotion of our activities and programmes. Although these are legally required to be updated every 2years we aim to update them during every half term period to ensure high levels of safeguarding through keeping up to date information on our members and maintaining positive relationship with their parents.
- UPG will only keep on record information relating to service users for the appropriate amount of time stated in related legislation. This differs from person to person and details can be requested from our Designated Safeguarding Officer who will aim to respond within an appropriate amount of time.

## **18. SUPPORT TO FAMILIES**

- UPG believes in building trusting and supportive relationships with parents, children, young people, staff and volunteers.
- UPG is clear with parents, children and young people of our role and responsibilities in relation to Safeguarding.
- UPG will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- UPG will follow the Child Protection Plan as set by the child's social care worker according to the setting's designated role within that plan and tasks, supporting that child and their family, through any investigation process.
- Any confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the UPG's Data Protection Policy.
- Records will have agreed action points and will be reviewed on a regular basis to check all actions have been completed.

## **19. MONITORING AND EVALUATING EFFECTIVENESS OF UPG'S POLICY**

- The UPG management committee require the manager to report to them annually on the effectiveness of the Safeguarding policy and on associated issues over the preceding year.
- If the reader has further questions, or suggestions in relation to this policy or any of its contents please email the UPG DSO on [Camille@upg.org.uk](mailto:Camille@upg.org.uk)

## **20. SAFEGUARDING IN RELATION TO OTHER POLICIES**

- This Safeguarding policy should be read in conjunction with other relevant policies, including Whistleblowing, Complaints, Code of Conduct and Equality policies.

## **21. WORKING RATIOS**

In line with the National Youth Agency's 'Raising The Bar' for youth work practice standards we maintain the following to ensure that Safeguarding is of paramount importance in the delivery of our youth work programmes:

- A minimum of 2x staff will be present for all youth work delivery sessions.
- Another youth worker will be required to be present for every 8-10 young people in a session
- Where the work requires 1-2-1 engagement a scenario that allows a 2<sup>nd</sup> staff member to be on hand to support would be created e.g. hold the 1-2-1 meeting in a private room while Youth Club sessions also take place adjacently.
- Lone Working should only be undertaken when necessary, risk measures have been accounted for.
- Off-Site activities should be staffed in accordance with the risk assessment of that activity and usually require a lower working ratio due to the nature of the activities and travel arrangements surrounding them. (This includes residential activities).

([https://nya.org.uk/wp-content/uploads/2024/02/NYA\\_Publications-2023\\_Youth-Work-Standards\\_DOWNLOAD\\_AW-FINAL-050623-1.pdf](https://nya.org.uk/wp-content/uploads/2024/02/NYA_Publications-2023_Youth-Work-Standards_DOWNLOAD_AW-FINAL-050623-1.pdf))

## 22. LINKS TO FURTHER GUIDANCE AND RELEVANT LEGAL FRAMEWORKS

- Children's Act 2004  
[www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga\\_20040031\\_en.pdf](http://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf)
- Working Together to Safeguard Children and Young People 2023  
[Working together to safeguard children - GOV.UK](http://Working%20together%20to%20safeguard%20children%20-%20GOV.UK)
- Guidance on the Sexual Offence Act 2003 - <https://www.cps.gov.uk/legal-guidance/rape-and-sexual-offences-chapter-7-key-legislation-and-offences>
- Statutory guidance on inter-agency working to safeguard and promote the welfare of children. [www.gov.uk/government/publications/working-together-to-safeguard-children--2](http://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
- Guidance for professionals who come into contact with children and families and have a concern about a child in Tri Borough Area [threshold document.pdf \(rbkc.gov.uk\)](http://threshold_document.pdf(rbk.gov.uk))
- NSPCC Advice [How to Report Child Abuse Without Any Worries | NSPCC](http://How%20to%20Report%20Child%20Abuse%20Without%20Any%20Worries%20|%20NSPCC)
- Link to Tri Borough Training Hub [Training and resources | lscp \(rbkc.gov.uk\)](http://Training%20and%20resources%20|%20lscp(rbk.gov.uk))
- Keeping Children Safe in Education [www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
- The Care Act 2014 [www.legislation.gov.uk/ukpga/2014/23/contents](http://www.legislation.gov.uk/ukpga/2014/23/contents)
- Safeguarding Disabled Children 2009 [Safeguarding Disabled Children 2009](http://Safeguarding%20Disabled%20Children%202009)
- Safeguarding Vulnerable Groups Act 2006 [Safeguarding Vulnerable Groups Act 2006](http://Safeguarding%20Vulnerable%20Groups%20Act%202006)

**Appendix 1 – Recording/Reporting Safeguarding Concerns**

Staff and volunteers are required to complete this form and pass it to their Line manager if they have a Safeguarding concern about a child or young person.

Name of person reporting concerns	
Role within UPG	

Full name of child/young person	
Date of Birth	
Address	

<p><b>Nature of concern/disclosure</b> Please include where you were when the child/young person made a disclosure, what you saw, who else was there, what did the child say or do and what you said and include time &amp; date of incident.</p>	
Was there an injury? Yes / No	Did you see it? Yes / No
If yes describe the injury:	
Actions Agreed/Taken:	
Who are you passing this information to: Name:  Position:	

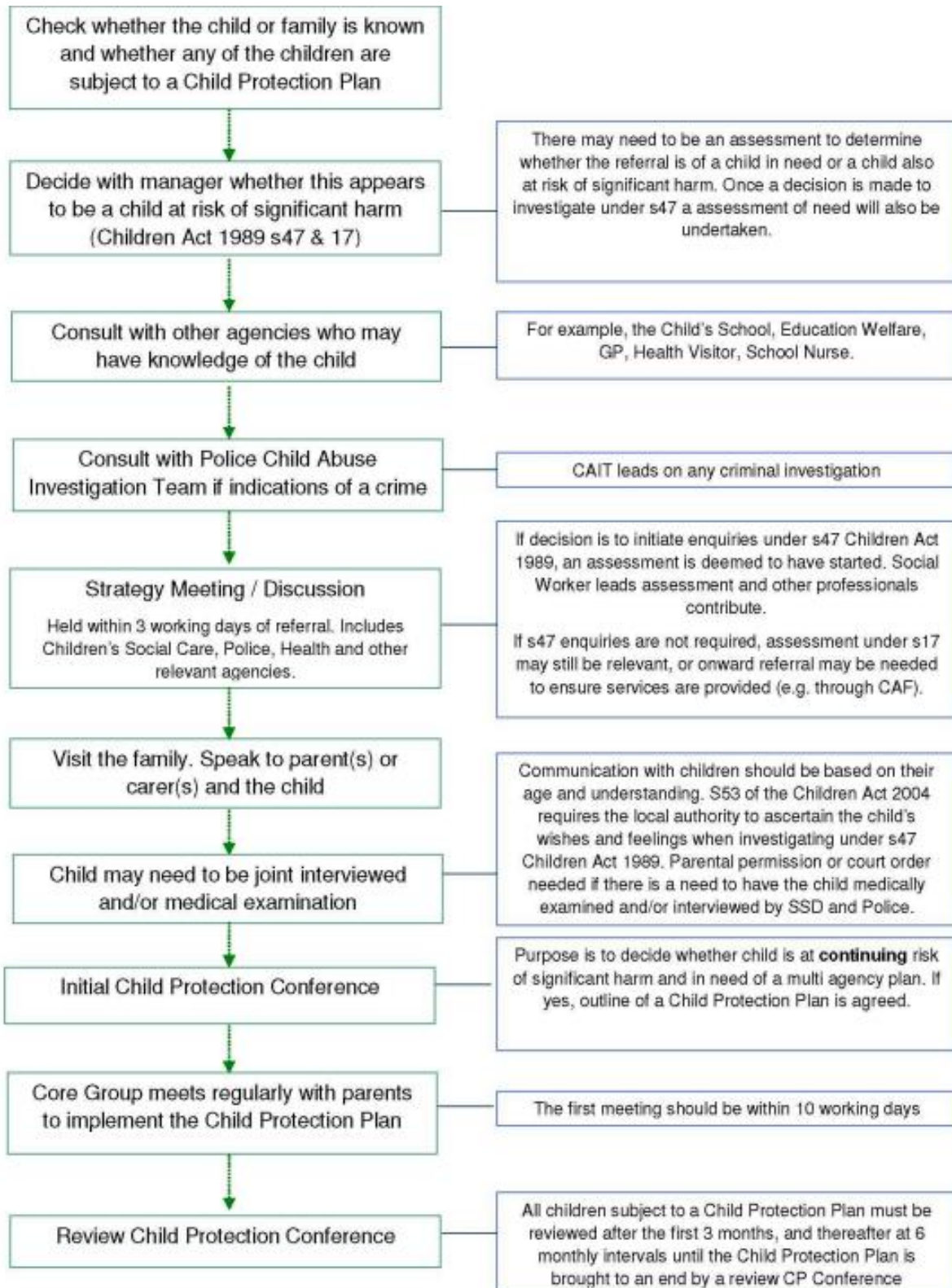
**Your signature:**

**Time and date form completed:**

## **Appendix 2 – Guidelines on Good Recording**

1. Make your record at the time of the event or as soon after as possible, within 48 hours.
2. Make the record as clear as possible – other people may need to read it.
3. Accuracy is very important.
4. Try to make the notes as full as possible, clearly highlight the concerns, and include all relevant information.
5. If you are not sure whether it is relevant, put it in.
6. If you have not got time to make full notes immediately, make brief ones, and write them up more fully if you can (but keep the brief ones).
7. If you can remember exact speech, put it in.
8. If more than one person is present, each should make notes.
9. If you are asked to hand the notes to police or Social Services, keep a copy.
10. If you are giving facts, be clear. If you are giving opinions, be able to back them up.
11. Sign, date and time notes.
12. Remember, these are your notes, and using them, you may have to give evidence to a court a year or more later. Are they good enough?
13. This is good practice in all recording.

### Appendix 3 – Actions by Children’s Service – Child Protection Referral



#### **Appendix 4 - Guidelines for self-protection when working with Children and Young People**

1. In the event of any injury to a child or young person, accidental or non-accidental, ensure that it is recorded and, if witnessed by another adult, that he or she also records it using normal procedures (i.e. accident form/staff self-protection form) and pass to you line manager.
2. Keep records, however, brief, of any “allegations” a child or young people makes against you. It could also include comments such as “Don’t touch me” or “You hit me” and information received at second hand. This should be recorded on the staff self-protection form and passed to your line Manager.
3. If a child or young person touches you in an inappropriate place, record, on a self-protection form, what happened and ensure that your line manager is informed. It could be a totally innocent touch, so try not to alarm the child by your response.
4. However, remember that ignoring this or allowing it to go on may place you in an untenable situation. Neither is it a good idea for children and young people to go on doing this, as knowledge of appropriate boundaries to physical contact helps protect them from abuse.
5. Do not place yourself in a situation where you spend excessive amounts of time alone with one child, away from other people. If you are alone with a child or young person, keep the door to the room open. Refer to Section 21 of this policy around working ratios for more guidance.
6. Never take a child out in your car.
7. Never take children and young people to your home, give them your address, or telephone number.
8. Never do anything personal for children and young people that they can do for themselves. This includes cleaning bottoms, unbuttoning trousers (depending on age and development of child) or any other activity that could be misconstrued. If children are heavily soiled, contact their parent/carer.
9. Be aware of how and where you touch children and young people.
10. When taking children and young people on an outing, think of how you appear to the public when dealing with the children and young people.
11. Never keep suspicions of abuse by a colleague to yourself; you could be implicated by your silence, and you have a duty to report any suspicions.

