



Ministry
of Defence

JSP 834

Safeguarding

Part 2: Guidance

Foreword

This Part 2 provides guidance in accordance with the policy set out in Part 1 of this JSP and is sponsored by Hd Armed Forces Families and Safeguarding (AFFS). It provides policy-compliant business practices which should be considered best practice in the absence of any contradicting instruction.

Preface

How to use this JSP

1. JSP 834 is intended as a comprehensive framework for the safeguarding of all People in Defence. This JSP will be reviewed at least annually.
2. The JSP is structured in two parts:
 - a. Part 1 - Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.
3. When reading this JSP it is important to note that the word 'must' is used to denote requirements mandated by law in England, the word 'should' is used to reflect requirements mandated by policy and the word 'may' provides discretion for the interpretation of policy.
4. Where the word 'professional' appears, it applies to all staff employed to implement safeguarding procedures and practices whether they are MOD Service or civilian personnel.
5. This document cannot be totally comprehensive and, if there is any doubt, advice should always be sought from the Global Safeguarding Team, single Service specialist welfare agencies, and/or the MOD approved social work providers' named lead for Social Work Services, or departmental legal advisers. The Defence Primary Health Care (DPHC) can also provide advice and guidance where families are registered with a DPHC practice.
6. Further information and guidance on safeguarding children and young people is laid out for each of the UK's Devolved Administrations as below:
 - a. **England.** Working Together to Safeguard Children and Keeping Children Safe in Education accessed on the Department for Education's GOV.UK pages.
 - b. **Scotland.** National Guidance for Child Protection in Scotland 2014 accessed on GOV.Scot pages.
 - c. **Wales.** Welsh Government Safeguarding Guidance accessed on GOV.Wales pages.
 - d. **Northern Ireland.** The Co-operating to Safeguard Children and Young People in Northern Ireland and regional core child protection policies and procedures for Northern Ireland accessed on GOV.NI pages.
7. Further guidance on safeguarding adults is laid out for each of the UK's Devolved Administrations as below:
 - a. **England.** The Care Act 2014.
 - b. **Scotland.** Adult Support and Protection 2007.

- c. **Wales.** Social Services and Wellbeing Act Wales 2014.
- d. **Northern Ireland.** Health and Social Care Board.

Coherence with other Functional Leadership Policy and Guidance

8. Where this document contains references to policies, publications and other JSPs which are published by other Functions, these Functions have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSP	Title
JSP 345	Applying Prevent within Defence
JSP 770	Tri-Service Operational and Non-Operational Welfare Policy
JSP 814	Policy and Regulations for Ministry of Defence Sponsored Cadet Forces
JSP 839	Code of Practice on Services to be provided by the Armed Forces to the Victims of Crime
JSP 893	Procedure for personnel and posts which require a disclosure check
Civil Service Policy, Rules and Guidance	Civil Service Employee Policy

Further Advice and Feedback – Contacts

9. The owner of this JSP is Hd Armed Forces Families and Safeguarding (AFFS). For further information or advice on any aspect of this publication or to provide feedback on the content, contact:

Job Title	Email	Telephone
C1 Policy	People-AFFS-MAILBOX@mod.gov.uk	+443001529436

Record of Amendments

Version	Amendments	Date
5.1	Chapter 3, paragraph 8, new point d. Annex A.	11/02/2021
5.2	Throughout: removal of DCYP references and replaced with details on AFFS and DCS. Removal of Governance Section – Governance laid out in Part 1. Amendments to Annex A: Establishment Safeguarding Policy Template	23/09/2021

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1 Roles and Responsibilities

Commands / Commanders / Heads of Establishment

1. All Commands / Commanders / Heads of Establishment are responsible for the welfare, safety and safeguarding of their personnel and, whilst overseas, dependent family members, in accordance with Defence policy. All overseas locations are to have a named Designated Allegations Officer and a named Designated Safeguarding Lead to enact the responsibilities laid out in Part 1 of this JSP.
2. Every commanding officer/head of establishment are to have an establishment level safeguarding policy which includes the commanding officer's Policy Statement, based on the template at Annex A.

Single Service Welfare Providers

3. Royal Navy Family and People Support (RN FPS).

- a. The purpose of RN FPS is to support Royal Navy and Royal Marines personnel and their families by helping to prevent or reduce the effects of personal difficulties especially those which arise as a result of Service life. As a non-statutory agency, RN FPS will both liaise directly with and work in partnership with the relevant local authority with regard to safeguarding matters. For overseas families and serving personnel, RN FPS will liaise with MOD contracted social work services.
- b. RN FPS provides directly or with other agencies, advice, counselling support (practical and emotional) and advocacy (contacting officials) on behalf of Service families. These services are available to serving individuals, couples or families wherever they are located.
- c. RN FPS employs registered social workers, trained field workers and community workers both Service and civilian. They offer a comprehensive and confidential social work and Community Support service, which includes outreach and youth development.
- d. Where possible RN FPS should be represented on LSCP on matters of safeguarding children and adults at risk.
- e. The RN FPS may be contacted at:

RN FPS Portal
Room 107
HMS TEMERAIRE
Burnaby Road
Portsmouth
PO1 2HB
Telephone: +44 (0) 2392 72 8777/0800 145 6088
Email: navynps-peoplesptnsfpsptl@mod.gov.uk

4. **The Army Welfare Service (AWS).**

- a. The AWS provides confidential, comprehensive and professional support to Service personnel and entitled family members. The AWS does not provide the statutory social work service which is provided by local authorities in the UK and by MOD contracted social work services overseas.
- b. The service incorporates a personal support element, which supports individuals and families who approach the service for assistance. They provide professional, structured support on subjects including relationships, accommodation, childcare, emotional wellbeing, domestic abuse and violence.
- c. AWS also incorporates a community support element, the aim of which is to secure or directly provide community support and learning opportunities wherever military personnel and their families are living. This is provided through community centres, Early Years settings, and youth/ play work centres, delivering activities for children, young people and families throughout the year. This will, where possible, include holiday schemes at Garrison, or Station level, as appropriate.
- d. AWS representation on LSCPs is primarily to ensure effective collaborative working between itself and its partners on the boards. A secondary function is to disseminate information across MOD where required.
- e. The AWS is the principal provider of second-line specialist welfare support to the Army. It provides confidential, comprehensive and professional support to Army personnel and their families.
- f. Where there are concerns about the safety of a child, AWS should be consulted by unit staff to facilitate contact with statutory social care services, providing advice to the Chain of Command and giving support to the family.
- g. For Personal Support matters contact with AWS can be made either through the:

Senior Army Welfare Worker in the nearest AWS team or by contacting:

The Intake and Assessment Team
HQ AWS
Garbutt House
Bray Road
York
YO10 4JG
Telephone: 01904 882053
Email: RC-AWS-IAT-0Mailbox@mod.gov.uk

- h. For Community Support matters, contact should be made with the Community Development Officer, Senior Community Development Worker, or by contacting your local team. Alternatively, contact can be made through:

Head of Community Support
HQ AWS, HQ Regional Comd
Montgomery House
Floor 2 Zone 2
Queens Avenue

Aldershot
Hampshire
GU11 2JN.
Telephone: 01252 787581
Email: RC-AWS-HQ-HeadCS@mod.uk

5. **Royal Air Force (RAF) Personal Support and Social Work Services (PS&SWS).**

a. The PS & SWS work closely with Personnel Management staffs, Medical Officers, Padres, Flight Commanders and others and deal with a broad range of issues, providing a casework and advisory service to Service personnel, families, the chain of command and others. The service is provided under agreed rules of confidentiality between the service user and the worker, which, in simple terms, means that, with a few exceptions, anything told in confidence will not normally be passed to a third party without the individual's consent. The PS&SWS RAF does not provide the statutory social work service which is provided by local authorities in the UK and MOD contracted social work services overseas.

b. The PS & SWS RAF represents the RAF on LSCPs and at case conferences, working with and on behalf of other agencies as/when it is felt to be appropriate. Staff, when required, will contribute to work under the Common Assessment Framework (CAF) and, undertake a role as part of a Child Protection Plan.

c. Contact details for the PS & SWS are:

RAF Personal Support and Social Work Service
Air Command
RAF High Wycombe
HP14 4UE

Telephone: 03000 111 723

Email: psswsRAF@ssafa.org.uk (monitored during office hours, Monday to Friday 0830 - 1700)

2 Reporting and Reviews

Reporting Child Safeguarding Incidents

1. All SPB member organisations and overseas LSCPs and Single Points of Contact (SPOCs) are to ensure that child¹ safeguarding incidents in the UK and overseas are reported to the AFFS Global Safeguarding Team.
2. Incidents and circumstances that **are to be** reported are:
 - a. when a child dies (including cases of suspected suicide), and abuse or neglect is known or suspected.
 - b. when a child has been seriously harmed² and abuse or neglect is known or suspected.
3. Reporting should also be considered:
 - a. where there was clear evidence of a risk of significant harm to a child that was:
 - (1) not recognised by organisations or individuals in contact with the child or perpetrator; or
 - (2) not shared with others; or
 - (3) not acted on appropriately.
 - b. where the case highlights or could highlight improvements needed to safeguard and promote the welfare of children, e.g. a child injured themselves in a MOD community setting.
 - c. where the case highlights or could highlight recurrent themes in the safeguarding and promotion of the welfare of children, e.g. the failure to share information which led to a child being at increased risk.
 - d. where the case raises or may raise issues relating to the safeguarding and promotion of the welfare of children in institutional settings, e.g. failure to respond appropriately to safeguarding issues in training establishments.
 - e. where the case highlights or could highlight concerns regarding two or more agencies working together effectively to safeguard and promote the welfare of children.
 - f. where one or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another.

¹ A child is defined as anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, **is a member of the armed forces**, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection (Working Together to Safeguard Children 2018).

² Serious harm includes (but is not limited to) serious and/or long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development. It should also cover impairment of physical health (Working Together to Safeguard Children 2018).

- g. where the child concerned was the subject of a child protection plan or had previously been the subject of a plan.
- h. where the case suggested that the SPB may need to change local procedures, or that protocols and procedures are not being adequately promulgated, understood or acted on.
- i. where there are indications that the case may attract media interest.

4. **Incidents in the UK.** The local authority where the incident occurred retains responsibility for conducting reviews. Where reviews involve Service families, cadets or Service personnel aged under 18 years the Safeguarding Partnership Board should be proactively engaged in supporting the local authority review and ensure any learning is transferred to the Defence environment. On behalf of the MOD, the Global Safeguarding Team provides oversight on all reviews.

Any SPB member organisation who is made aware of a review commissioned by a local authority that relates to Service families, cadets or recruits under the age of 18 are to notify the Global Safeguarding Team.

5. **Incidents Overseas.** The Global Safeguarding Team is responsible for oversight of all safeguarding incidents that occur overseas and for statistical reporting to the Department for Education. All safeguarding incidents overseas are to be reported to the Global Safeguarding Team using the SPB Safeguarding Incident Reporting Form at Annex B within 24 hours of the incident.

Rapid Reviews

6. Overseas Commands are required to undertake a rapid review of all serious incidents reported to the Global Safeguarding Team. If the location has a LSCP this should lead the review.

7. Rapid reviews should assemble the facts of the case as quickly as possible in order to establish whether there is any immediate action needed to ensure a child's safety and the potential for practice learning. Rapid reviews are to be reported into the Safeguarding Partnership Practice Review Group (SPRG) using the template at Annex C.

Allegations of a Safeguarding Nature

8. **Within the UK and Overseas.** The relevant local authority/devolved administration in the UK or the Local Safeguarding Children Partnership / Global Safeguarding Team for overseas locations, must be alerted immediately to all cases in which it is alleged that a person who works with children has:

- a. behaved in a way that has harmed a child or may have harmed a child.
- b. possibly committed a criminal offence against or related to a child.
- c. behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- d. behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Allegations of a safeguarding nature made against Defence personnel³, within the UK and overseas, must be notified to the Global Safeguarding Team who, on behalf of the MOD, will maintain a central record to enable oversight of all allegations. Notification to the Global Safeguarding Team is to be made in addition to the reporting processes currently within Defence, for example, the Reporting Concerns and Whistleblowing Procedures.

9. **Overseas.** In overseas locations the Local Safeguarding Children Partnerships (LSCP) are also to be notified of all allegations against Defence personnel. The Designated Allegations Officer (DAO) is responsible for completion and submission of the Allegations Management Notification Form. Where there is no LSCP, personnel are to contact the Global Safeguarding Team for advice on procedures; on receipt of a notification of an allegation, the team will support the coordination of safeguarding and investigative processes.

10. The Allegations Management Notification form at Annex D is to be used for all allegation notifications to the Global Safeguarding Team.

³ An exception to this is for the Cadet Forces which maintain their own records. Data is reported to AFFS through the H2A process.

ESTABLISHMENT SAFEGUARDING POLICY (TEMPLATE)

SAFEGUARDING POLICY	
Name of Establishment	
Commander/Commanding Officer/Head of Establishment	
Authorised by	
Designated Safeguarding Lead	
Overseas Only Designated Allegations Officer	
Overseas Only LSCP Chair	
Single Service Welfare Agency POCs	
Statutory or MOD Contracted Social Work Service POC	
Service/Civilian/host nation Police POC	
AFFS Global Safeguarding Team	People-AFFS-Safeguarding-Mailbox@mod.gov.uk

Date of Issue	
Date of Annual Review	
Related Policy and Guidance	JSP 834: Safeguarding Parts 1 and 2
Additional Points of Contact:	

Policy Statement

Defence has a duty of care to create a safe environment for its people, in line with current policy, legislation and practice. Safeguarding is everyone's responsibility.

Defence policy is regularly updated and is based on and compatible with national guidance for England and Wales, Northern Ireland and Scotland. The full policy for Safeguarding within the MOD is laid out in JSP 834

Safeguarding and protecting children and adults has three aspects:

- a. the creation of a culture in which people are valued and their right to be safe is upheld.
- b. the management of risk to minimise circumstances where harm may befall.
- c. taking appropriate actions to address concerns and working to agreed policies and procedures in full partnership with other local agencies.

To this end my policy applies to all Defence people, including dependent family members, where I am responsible for their welfare, safety and safeguarding. The guiding principles are:

- a. The safeguarding/protection of children and adults is accorded utmost priority and is the shared responsibility of all staff (paid and/or unpaid) within the Establishment *[insert title]*.
- b. Children and adults should be free to work, learn and develop their potential without fear of violence, abuse or exploitation. Within the Defence environment all people, irrespective of their age, gender, disability, racial origin, religion, belief and sexual orientation, will be valued and their rights to protection and safety fully respected.
- c. Defence will take all reasonable steps to establish that those whose work involves contact with children and adults do not present a risk to the wellbeing of the children and adults concerned.
- d. All suspicions and allegations of abuse or inappropriate behaviour will be taken seriously by Defence and responded to appropriately.
- e. It is the expectation that all staff should operate in accordance with the Department's duty of care responsibilities.

Procedures – Safeguarding Children and Adults

If you are concerned that someone is in immediate danger: in the UK contact the civilian police on 999; if overseas contact the local Service police or host nation police immediately. Where you suspect a crime has been / is being committed, you should report this immediately to the police.

Procedures – Safeguarding Children

If you think a child or young person is at risk of significant harm, or injury you should:

- a. if there is immediate danger or risk to life telephone the Service police/local police. Never delay emergency action to protect a child from harm;
- b. contact the social work service for your area (insert local contact detail); or
- c. seek advice as appropriate from relevant welfare and safeguarding leads and single Service agencies;
- d. always record in writing concerns about a child's welfare, including whether further action is taken; and
- e. at the close of a discussion, always reach a clear and explicit recorded agreement about who will take what action, or that no further action will be taken and record the rationale for these decisions; information is to be held in accordance with GDPR and Data Protection regulations.

Insert the procedures to follow in the event of a child safeguarding incident as directed in JSP 834.

Procedures – Safeguarding Adults

For adult safeguarding, personnel are directed to the Head of Service, Mental Health Social Work, HQ Defence Primary Health Care.

If overseas, insert your local contact as laid out in JSP 834 Part 1.

Insert the procedures to follow in the event of an adult safeguarding incident as directed in JSP 834 Part 1.

Roles and Responsibilities

The Designated Safeguarding Lead has responsibility for:

- a. ensuring that procedures for Safeguarding are in place.
- b. resolving any inter-agency issues with support from AFFS Global Safeguarding Team / DPHC.
- c. liaising with the Local Safeguarding Children Partnership and Adult Board.

The Designated Allegations Officer has responsibility for:

Insert details of other roles and responsibilities as required.

Reporting

Insert a reference to JSP 834: Safeguarding for reporting requirements

All incidents of a safeguarding nature are to be reported to:

People-AFFS-Safeguarding-Mailbox@mod.gov.uk

All rapid reviews are to be reported into the Safeguarding Practice Review Board (SPRG).

Overseas. All child deaths overseas are to be reported to Defence Primary Health Care (DPHC) using the following link:

<https://www.ecdop.co.uk/MOD/live/public>

OFFICIAL - SENSITIVE - PERSONAL (when completed)

**SAFEGUARDING PARTNERSHIP BOARD
CHILD SAFEGUARDING INCIDENT REPORTING FORM**

1.1 Reporting Details	
Date of Report	
Name of Notifier	
Title	
Agency	
Address	
Tel No	
Email	

1.2 Subject(s) of Report							
First name	Surname	Any known aliases	DOB	Address	Gender	Date of Death (if applicable)	Rank/Service Number/Unit

1.3 Family Composition/Significant Others					
Name	Relationship to Child	DOB	Address	Rank/Service Number/Unit	Commanding Officer/Line Manager

1.4 Agencies known to be involved with the case			
Name	Agency	Address, Tel No./Email	Nature of involvement

1.5 Reason for report (please put a X in the boxes that apply)	
A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected.	
A child has been seriously harmed and abuse or neglect is known or suspected.	
There is clear evidence of a risk of significant harm to a child that was: a) not recognised by organisations or individuals in contact with the child or perpetrator; or b) not shared with others, or c) not acted on appropriately.	
The case highlights or could highlight improvements needed to safeguard and promote the welfare of children, e.g. a child injured themselves in a MOD community setting.	
The case highlights or could highlight recurrent themes in the safeguarding and promotion of the welfare of children, e.g. the failure to share information which led to a child being at increased risk.	
The case raises or may raise issues relating to the safeguarding and promotion of the welfare of children in institutional settings, e.g. failure to respond appropriately to safeguarding issues in training establishments.	
The case highlights or could highlight concerns regarding two or more agencies working together effectively to safeguard and promote the welfare of children.	
One or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another.	
The child concerned was the subject of a child protection plan, or had previously been the subject of a plan.	
The case suggested that the MOD SPB may need to change local procedures, or that protocols and procedures are not being adequately promulgated, understood or acted on.	
There are indications that the case may attract media interest.	

1.6 Summary of Events	
Location of incident:	
Please outline events and circumstances which triggered this report:	

<p>This reporting form is now complete.</p> <p>Please return to: People-AFFS-Safeguarding-Mailbox@mod.gov.uk</p>

OFFICIAL - SENSITIVE - PERSONAL (when completed)

OFFICIAL - SENSITIVE - PERSONAL (when completed)

RAPID REVIEW (TEMPLATE)

Purpose of the Rapid Review

In line with JSP 834, the aim of this rapid review is to:

- a. gather the facts about the case, as far as can be readily established.
- b. discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately.
- c. consider the potential for identifying improvements to safeguard and promote the welfare of children.
- d. decide what steps to take next.

Background Information

Name of Child:

Date of Birth:

Ethnic Origin:

Date of Death / Serious Incident:

Date notified to AFFS Global Safeguarding Team:

Date of Rapid Review:

Ideally this should be a face-to-face meeting but may be a telephone conference if constrained by time.

List of Participants in Rapid Review:

Name	Job Role/Rank/Title	Agency/Organisation

Section 1: Case Background

This could be completed in advance of the Rapid Review meeting.

Details of Family Members and Significant Others:

Name and Address	Relationship to Child	Date of Birth	Rank/Service Number/Unit	Commanding Officer/Line Manager

Case Summary

Please provide a brief outline of the child and family circumstances and the incident that triggered this Rapid Review:

Documentation available to this Rapid Review:

Section 2: Consideration of Case and Recommendations

This should be completed during the meeting and agreed by participants.

Immediate Action

Has ALL appropriate immediate action been taken to ensure children's safety?

Yes ☐ No ☐

Please give details of action taken. If no, what actions need to be taken? When will these be taken and by whom?

Rapid Review Discussions

Record of Rapid Review discussion. The Rapid Review conclusion should clarify the nature of harm suffered. If the Rapid Review identifies immediate learning that can be acted upon, the outcome/actions should be summarised:

Rapid Review Recommendations

Rationale for recommendations and any action required:

Date of approval:

Signature of the LSCP Chair / Rapid Review Chair:

Date this form submitted to People-AFFS-Safeguarding-Mailbox@mod.gov.uk

OFFICIAL - SENSITIVE - PERSONAL (when completed)

OFFICIAL - SENSITIVE - PERSONAL (when completed)

ALLEGATIONS MANAGEMENT NOTIFICATION

Please email completed forms to: People-AFFS-Safeguarding-Mailbox@mod.gov.uk

Please note: a separate form must be completed for each adult subject to an allegation.

Details of person (DAO in local overseas area) completing this form

Date of incident:

Date of reporting to Global
Safeguarding Team:

Name:

Job title:

Employer/Business name:

Direct telephone number:

Email address:

Information about the person against whom the allegation has been made

Mr/Mrs/Miss/Other:

Full Name

Service/Staff Number:

Date of Birth:

Job Title/Role/Position:

Gender:

Home address:

Details of allegation

Employment Information

Name of person's CofC details

Unit/employer/business name and address:

Name of Senior Manager/ Person dealing with the allegation:

Email address:

Telephone number:

Have there been any historical allegations or concerns raised about this individual (please provide details):

Does the person have any other contact (through work/volunteering) with vulnerable individuals (child/adult)

Other Contact Name:

Other Contact Location:

Information about any child(ren) identified making an allegation or to whom harm has occurred – if applicable

Child's Full Name:

Child's Date of Birth:

Home Address:

Child's Gender:

Does the child have a disability?

Nature of disability:

Name of Parent/Carer:

Actions taken at point of reporting to Global Safeguarding Team:

**Have local/Host Nations
been advised of allegation:**

**Contracted social work
providers informed:**

HR/Employer consultations

**Date of initial allegation
management meeting.**

**Outcome of initial
allegation management
meeting (if taken place)**

**Timescales and dates for
further allegation
management/review
meetings:**

OFFICIAL - SENSITIVE - PERSONAL (when completed)