# Child Protection and safeguarding Children

## policy

The following policy and procedures are to be adhered to in all My Choice Homes and Schools. It is mandatory that all staff have a clear understanding of the content to ensure the policy is followed relating to a Child Protection or Safeguarding incident. This policy is to be used alongside the Sussex Child Protection and Safeguarding Procedures (Red file) Volume 1 and 2. This documented was produced by the local Safeguarding Children’s Boards of Brighton and Hove, East Sussex and West Sussex. The manual reflects current legislation as from 1 June 2006, government statutory guidance and expectations, and accepted best practice. Area Child Protection Committees (ACPC) were replaced by ‘Local Safeguarding Children Boards (LSCBs) on 1 April 2006. The staff within the company must be familiar with this documented, files are located at Head Office and within the homes offices.

Residential care staff and teachers will be expected to undertake Child Protection training within their first six months of employment and updated annually as a minimum. All staff receive an induction prior to commencing employment and a condensed Child Protection training is included in this induction and delivered through the introductory information booklet. Care Managers receive an additional training in Child Protection and Safeguarding through their CPD training.

In addition DfEE (DCSF) Circular 10/95 (Protecting Children From Abuse: The Role Of The Education Service) places the following responsibilities on all schools.

* Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
* A Designated Officer should have responsibility for co-coordinating action within the school and for liaising with other agencies.
* Staff with designated responsibility for child protection should receive appropriate training.
* Schools should be aware of and follow the procedures established by the LSCBs
* Schools should have procedures, of which all staff are aware, for handling suspected cases of abuse of students, including procedures to be followed if a member of staff is accused of abuse.

Circular 10/95 also states that “parents should be made aware of the school’s child protection policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child.”

**Shared Beliefs**

The needs of the child are paramount and should underpin all child protection work and resolve any conflicts of interests. All children deserve the opportunity to achieve their full potential. All children have the right to be safeguarded from harm and exploitation whatever their;

* Race, religion, first language or ethnicity
* Gender or sexuality
* Age
* Health or disability
* Location or placement
* Any criminal behaviour
* Political or immigration status

Responsibility for the protection of children must be shared because children are safeguarded only when all relevant agencies and individuals accept responsibility and co- operate with one another.

Statements about or, allegations of abuse, or neglect made by children, must always be taken seriously. The wishes and feelings of children are vital elements in assessing risk and formulating protection plans, and must always be sought and given weight according to the level of understanding of the child.

The procedure contains guidance as to what action is to be taken when a child or young person has been or has alleged to have been abused or is at risk of abuse.

The procedure gives general principles that must be followed in all cases and goes on to cover three possible scenarios that may need a different approach by staff.

These are as follows:

* Abuse of students by staff
* Abuse of students by other students
* Abuse of students by members of their family, or by others outside the school

General Principles

1. In all cases the first priority is the welfare of the child or young person.
2. Their safety must be secured and any emergency treatment sought immediately. This may involve taking the young person to a local A&E or contacting the GP direct.
3. The young person will need to be reassured and comforted in a sensitive way. Staff need to be available, documenting all concerns and passing on to the manager.
4. All matters relating to actual or suspected abuse must be carefully and fully documented in line with this policy and company child protection training. The information needs to be recorded as soon as possible after the event has occurred. All recording must be signed and dated and passed to the manager of the home.
5. Staff should not deal with child protection and safeguarding issues alone, consultation with the Care Manager must be sought at the earliest possible opportunity. They in turn will inform the Senior management Team (Operations Manager, Policy and Development Manager and Headteacher) including the Directors.
6. All staff have a professional duty to protect the children and young people we work with from harm. This duty is greater than any loyalties to colleagues or the student’s families.
7. Matters relating to child protection and safeguarding should be dealt with as privately as possible but confidentiality cannot and should not be promised to a young person. Promises that cannot be kept should not be made.
8. The prevention of abuse is the best strategy and good practice is about preventing abuse. The home will be a safe place if all staff communicate effectively; record information well and staff have clearly defined boundaries within their strong relationships with residents. An atmosphere where residents feel confident about taking their problems to staff is one that promotes safety.
9. Young People should have access to phone numbers outside of My Choice. These numbers must include CHILD LINE, Ofsted, their Social Worker and appropriate family members. Young people should be able to call any of these people at any time – in privacy. The numbers can be found in the young person’s welcome guide.
10. It is our responsibility to work in partnership with parents and this must be maintained throughout all our work. There is an assumption that parents should know of significant events in their children’s lives and be involved in planning meetings and decisions relating to the child of young person should a child protection issue arise. The Local Authority Social Worker for the young person however is the key person in deciding the extent and appropriateness of parental involvement.
11. It is important to note that a staff member may be gathering evidence in listening to a child or young person’s disclosure. Child Protection incidents can often lead to court proceedings. Remain factual in all recordings.
12. It is important to be aware that when informing the social worker of a Child Protection issue, the manager must not assume it will be passed to Child Protection. My Choice has a responsibility to pass concerns, observations, disclosures to the local child protection team, numbers documented in the policy. Referrals to Child Protection and Safeguarding teams will always be undertaken by the Care Managers of the home.
13. The Child Protection and Safeguarding policy will be reviewed annually, however any deficiencies or weaknesses identified by the senior management team, Ofsted or LSCBs will be addressed and rectified immediately.

Definitions of Abuse

In dealing with actual, suspected, or risk of abuse, staff need to understand what constitutes abuse and the categories used to define it. The signs and symptoms of each category are discussed within the Child Protection training facilitated at My Choice Head Office.

Child abuse and neglect is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child’s health or development.

Abuse and neglect are forms of maltreatment of a child. Somebody may cause or neglect a child by inflicting harm, or 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 a stranger. They may be abused by an adult or adults or another child or children.

‘Working together to safeguard children’ sets out definitions and examples of the four broad categories of abuse which are use for the purpose of recognition;

* Neglect
* Physical abuse
* Sexual abuse and
* Emotional abuse.

These categories overlap and an abused child does frequently duffer more than one type of abuse. Then next section of this policy provides definitions of these categories and information to help identify potential abuse and neglect and the required response.

All staff must also be aware that abuse can take other forms and may be considered to be cultural in origin; this includes FGM, forced marriage and honour killings.

* Neglect:

Neglect is 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 and development.

Neglect may involve a parent or carer:

* Failure to provide adequate food and clothing, shelter (including exclusion from home or abandonment)
* Failing to protect a child from physical and emotional harm or danger
* Failing to ensure adequate supervision including the use of inadequate care-takers
* Failing to access appropriate medical care or treatment
* Failing to meet at child’s basic emotional needs.

Severe neglect of young children is associated with major impairment of growth and intellectual development. Persistent neglect can lead to serious impairment if health and development, long-term difficulties with social functioning, relationships and educational progress. Neglect can also result, in extreme cases, in death.

Evidence is built up over a period of time and can cover different aspects of parenting.

* Physical Injury:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

It may also be caused when a parent or carer fabricated the symptoms of, or deliberately induces illness in a child. This unusual and potentially dangerous form of abuse is described as fabricated or induced illness in a child. This rare and potentially dangerous form of abuse has also been known as Munchausen Syndrome by proxy. More details about the condition is in section 8.9 of the Sussex child protection and safeguarding procedures.

* Sexual Abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative or non- penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

* Emotional Abuse:

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may:

* Involve conveying to a child that s/he is worthless or unloved, inadequate, or valued only insofar as s/he meets the needs of another person.
* Feature age or developmentally inappropriate expectations being imposed on children. This includes interactions beyond the child’s developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child’s participating in normal social interaction
* Involve seeing and hearing the ill treatment if another
* Involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in most types of ill treatment of a child, though emotional abuse may occur alone.

**Policy Link:** My Choice Children’s Homes Child Protection and Safeguarding

## Procedure

1. In all cases the staff member needs to inform the Care Manager if there are child protection and safeguarding concerns, observations or disclosures etc. They in turn will notify the Operations Manager, Policy and Development Manager and Directors. For the purposes of continuity and confidentiality the Care Manager is assumed to also be the **Designated Officer** and will be the point of contact for coordinating action within the home and school. The Care Manager will inform the Headteacher of any child protection concerns.
2. Child protection and safeguarding matters in an ‘emergency’ are always dealt with by the Local Social Services Team and or the Local Police Child Protection Team. The young person’s social worker will be notified by the care manager

Social Service Child Protection Contact Details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Home** |  | **Address** | **Telephone** |
| Kestral House | All CP referrals  West Sussex | The West Sussex Social services Switch board till 5pm. (Calls here will get diverted to the relevant child protection team / area. | 01403 229900 |
| Out of hours child protection line | 01903 694 422 |
| Maple House | All CP referrals  West Sussex | The West Sussex Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 01243 642 555 |
| Out of hours child protection line | 01903 694 422 |
| Ocean Pearl | All CP referrals  West Sussex | The West Sussex Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 01243 642 555 |
| Out of hours child protection line | 01903 694 422 |
| Pebble House | All CP referrals  West Sussex | The West Sussex Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 01243 642 555 |
| Out of hours child protection line | 01903 694 422 |
| Osprey House | All CP referrals  Surrey | The Surrey Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 03456 009009 |
| Out of hours child protection line | 03456 009009 |
| Kingfisher View | All CP referrals  West Sussex | The West Sussex Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 01243 642 555 |
| Out of hours child protection line | 01903 694 422 |
| Oak House | All CP referrals  East Sussex | The East Sussex Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 01424 724 144 |
| Out of hours child protection line | 01273 814 194/  07699 391 462 |
| Ivy Cottage | All CP referrals  West Sussex | The West Sussex Social services Switch board till 5pm. (calls here will get diverted to the relevant child protection team / area) | 01403 229900 |
| Out of hours child protection line | 01903 694 422 |

1. In all urgent cases the first point of referral is the Local Social Services Duty Social Worker. They will guide staff in the next steps and will involve the Police Child Protection Team if appropriate.
2. If out of office hours, the Emergency Duty Social Worker is the first point of Referral, see table above.
3. The Young Person’s Social Worker is the next point of contact to inform them of what is happening. If out of hours, the Emergency Duty Team of the Local Authority should be contacted. The number of which will be on the young person’s working file, section 1.
4. There often may be non-urgent child protection and safeguarding concerns, for example a young person returning from a home visit very cold or hungry, or extremely upset having been shouted at or rejected. These are matters that may constitute significant harm but the child is safe within the home require a measured referral to the young person’s placing Social Worker.
5. Ofsted need to be informed if there is an **instigation and outcome of any child protection enquiry involving a child accommodated at the home**. This is in line with the national minimum standards for Children’s Homes, schedule 5. The manager therefore needs to complete a notification of event form send to head office the same day, which is then passed to Ofsted within 24 hours.

Schedule 5 refers to “instigation and outcome of a CP enquiry”. Instigation refers to when a process started, i.e. when a referral is made.

Not all referrals result in a section 47 investigation, and it is for this reason, also, that Ofsted need to be notified. It may be, for example, that the home may undertake an internal investigation if West / East Sussex CP informs the home they are taking no action as a result of the referral. Ofsted would need to know the result of this, i.e. the outcome, just the same they need to be informed of any section 47 investigation.

Action To Be Taken In All Child Protection Cases

1. Secure the safety of the child or young person. Remove the person who has abused or threatened to abuse them. Call the Police if there is an immediate danger.
2. If a child needs urgent medical attention then they should be taken immediately to the local Accident and Emergency Department at the hospital. On arrival the A&E staff must be informed that the incident may be a child protection and safeguarding one so that they can make notes or take photographs as dictated by their own protocols.
3. For other medical support, for example if there is bruising or more seriously if sexual abuse is suspected, the medical **must be** arranged by the investigating Social Services Department. Staff can however accompany residents to medical to offer support.
4. Ask the child or young person what has happened and record their response. Do not however ‘cross examine’ or ask them leading questions. Simply record the facts that they tell you. Do not replace words used or summarise in your own words what the young person has said.
5. If an emergency situation and significant harm or risk of significant harm is assessed to be present, refer the matter at once to the Local Social Services by telephone. Give them the facts clearly and follow the instructions they may give including attending medical as outlined in point 3.
6. Inform by telephone the child’s Social Worker, if not available ask for their Manager, failing that ask for a Duty Social Worker to urgently talk to you. The care manager will undertake these phone calls.
7. Consideration has to be given as to whether or not it is appropriate to notify parents. This will depend on the circumstances (i.e. if they are the alleged abuser or the alleged abuse happened in their area whilst on a home visit). The social worker may wish to inform parents; this will need to be clarified by the social worker.
8. Record the events contemporaneously. Note and log all phone calls and sign, time and date each record. This information will then be recorded on the Child protection form which is completed by the care manager only.
9. Ensure that the next shift is fully aware of the situation that they read the logbook and the records made and that they are clear on any action to be taken.
10. If at any time staff feel they are not able to pass on the referrals properly or they are not getting a response from the Social Worker, pass this on to the Care Manager at once.
11. A number of children will come from abusing families. Children in care, separated from families are also targets for abusers. Staff must be open to the possibility of abuse happening to children and young people placed at My Choice whilst they are on home visits or even at the home by visitors.
12. If abuse is suspected, the same general principles that are outlined apply. The matters need careful recording and must be reported clearly. If the child is back on the unit and safe (and there are no other children left at the abusing family home) then this is not an emergency situation and the matter should be reported the young persons Social Worker at the earliest opportunity.
13. Staff should take care with visitors. The placement agreement should list those adults who can come to the home and their identities checked. It is best practice not to allow visitors to be alone with residents in their bedrooms but they should be made welcome in communal or rooms that can be supervised.
14. Staff should be aware of paedophiles that target children’s homes. No unauthorised visitors should be allowed in the home no matter how helpful they may be. ID is to be asked of all visitors to the home and taken to the office to sign in the visitor’s book. Visitors must be monitored when at the home. It is important that they are logged out when they leave. Young peoples’ names and addresses should always be guarded carefully and not given out without thorough checking.

Checklist Of Action To Be Taken:

* Secure the safety of the child or young person
* Listen rather than asking direct questions, never stop a young person who is freely recalling an incident. Explain that you are concerned for their well being and help them to understand what will happen next.
* If required arrange for emergency treatment. Assist in facilitating non-urgent examinations as arranged by the Social Services Department
* Comfort and support the victim
* Consult Management
* Carefully record events at the time or as soon as possible afterwards. Sign and Date each entry
* Believe children and young people as a matter of course but never promise to keep a disclosure ‘secret’
* Staff will be suspended without prejudice in the event of an allegation being made against them
* Whistleblow if necessary. It is the duty of all staff to do so if there is abuse happening and action is not being taken. You can do this through contacting the Care Manager, Senior Management, Directors or the local duty desk.

Policy links:

* Behaviour policy
* Anti bullying policy
* Procedures for managing allegations against people who work with children

# Procedures for Managing Allegations Against People Who Work with Children

## Policy

My Choice policy and procedures regarding allegations against staff have been developed through the Sussex child protection and safeguarding procedures. Staff include the Headteacher, teachers, Care Managers and RSWs.

These principles are based on the framework for dealing with allegations of abuse made against a person who works with children, detailed in Chapter 6 and Appendix 5 of Working Together 2006 and also the DfE statutory guidance Dealing with allegations of abuse against teachers and other staff.

Under the guidance schools should have regard to the following:

* Procedures need to be applied with common sense and professional judgement
* Allegations found to be malicious should be removed from personnel records
* Records must be kept of all other allegations but any that are not substantiated, are unfounded or malicious should not be referred to in employer references.

They should be followed by organisations providing services for children and staff or volunteers who work with or care for children.

Compliance with these procedures will help to ensure that allegations of abuse are dealt with expeditiously, consistent with a thorough and fair process. Local Safeguarding Children Boards should therefore have arrangements in place for monitoring and evaluating their effectiveness.

These procedures should be applied when there is an allegation or concern that any person who works with children, in connection with his/her employment or voluntary activity has:

* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved in a way that indicates s/he is unsuitable to work with children.

**Employers or Organisations Responsibilities:**

* My Choice have a named Senior Officer who is responsible for ensuring that procedures in relation to allegations and concerns are in place and;
* Has an allocated Senior Manager to whom allegations or concerns should be reported. My Choice have a deputy to whom reports should be made in the absence of the designated senior manager or where that person is the subject of the allegation or concern.

The named senior officer who is responsible for ensuring procedures in relation to allegations and concerns are in place is: **Lisa Lawrence- Policy and Development Manager**

The designated senior manager to whom allegations or concerns should be reported is: **Dawn Ives -Operations Manager.**

The deputy to whom reports should be made in the absence of the designated senior manager or if that person is the subject of the allegation or concern is: **Lisa Lawrence -Policy and Development Manager**

The Local Authority designated officer s (LADO) to report concerns to are:

West Sussex local authority: **Rosemary Terry**, line manager Neil Holden.

Child Protection Advisor (Children's Safeguarding), [West Sussex County Council](http://www.westsussex.gov.uk/), Location: Room 41, South Wing, Durban House, Durban Road, Bognor Regis, PO22 9RE  
Internal: 42315, External: +44 (0)1243 642315 | E-mail: [rosemary.terry@westsussex.gov.uk](mailto:rosemary.terry@westsussex.gov.uk)

East Sussex local authority**: Kaye Handman**

Local Safeguarding Children Board Business Manager, East Sussex LSCB,01273 335494,Mobile 07500123649   
(acting Local Authority Designated officer- Allegations against Staff).

The DBS are to be notified by the designated senior officer Lisa Lawrence (Policy and Development Manager) or the designated senior manager Dawn Ives (Operations Manager) if there is concern that any person is deemed unsuitable to work with children or who leaves before the end of any investigation. The DBS is to be notified by completion of a referral form within 30 days of the person leaving the school and the form returned to the DBS in Darlington (full address on the form).

## Procedure

**Persons to be Notified**

As soon as possible after an allegation is made, My Choice should inform the parent (s)or carer (s) of the child/ren involved. This is to be achieved in consultation with the Social worker and LADO. The local authority designated officer should be consulted first to ensure that this does not impede the disciplinary or **investigative** process.

The parent (s) /carer (s) and the child if sufficiently mature should be helped to understand the processes involved and kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.

In principle My Choice will as soon as possible, inform the person who is subject to the allegation or the concern relates to about the nature of the allegation, how enquiries will be conducted and the possible outcome. Advice should first be sought from the local authority designated officer as police and/or social care may want to impose restrictions on the information that can be provided.

The member of staff should:

* Be treated fairly and honestly and helped to understand the concerns expressed and processes involved.
* Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process; and
* If suspended, be kept up to date about events in the workplace.
* Ofsted (the Office for Standards in Education, Children’s Services and Skills) should also be informed of all allegations or concerns made against a member of staff in a residential child care facility

Refraining or suspension should be considered neutral acts and should not be automatic. They should be considered in any case where;

* There is cause to suspect a child is at risk of significant harm;
* The allegation warrants investigation by the Police; or
* The allegation is so serious that it might be grounds for dismissal.

**Organised and Historical Abuse**

* Investigators should be alert to signs of organised or widespread abuse and/or the involvement of other perpetrators or institutions. They should consider whether the matter should be dealt with in accordance with complex abuse procedures which, if applicable, will take priority.
* Historical allegations should be responded to in the same way as contemporary concerns. It will be important to ascertain if the person is currently working with children and if that is the case, to consider whether the current employer should be informed and a strategy discussion
* held.

**Whistle Blowing**

All staff should be made aware of My Choice’s whistle-blowing policy and feel confident to voice concerns about the attitude or actions of colleagues

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by their organisation, s/he should report the matter to the local authority designated officer.

**Initial Reponses**

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

He or she should not:

* Investigate or ask leading questions if seeking clarification;
* Make assumptions or offer alternative explanations; or
* Promise confidentiality, but give assurance that the information will only be shared on a ‘need to know’ basis.

The person should;

* Make a written record of the information (where possible in the child/adult’s own words.), including the time, date and place of incident(s), persons present and what was said;
* Sign and date the written record; and
* Immediately report the matter to the designated senior manager Dawn Ives, or deputy Lisa Lawrence in his/her absence or where the senior manager is the subject of the allegation.

**Initial Action by the Designated Senior Manager**

When informed of a concern or allegation, the designated senior manager should not investigate the matter or interview the member of staff, child concerned or potential witness. The designated senior manager should;

* Obtain written details of the concern/ allegation, signed and dated by the person receiving (not the child/adult making the allegation);
* Countersign and date the written details;
* Record any information about times, dates and location of incident(s) and names of any potential witnesses; and
* Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

If the allegation meets the criteria set out in the first paragraph the designated senior manager should report it to the local authority designated officer within 1 working day. If an allegation requires immediate attention, but is received outside normal officer hours, the designated senior manager at My Choice should consult with the social care emergency duty team or local police and inform LADO as soon as possible.

**For full and detailed information regarding this policy please see the Sussex Child protection and safeguarding procedures July 2006.**

### Flow Diagram Child Protection and Safeguarding Procedure

Young Person, Staff Member or External Party (**YP/ SM/ Ex**), disclose incident/issue or staff member observes/witnesses incident/issue. This includes an allegation or concern against staff working at the home.

Staff member notifies Care Manager / Operations Manager **immediately** or On Call Manager immediately. Agreement of further action to take place in this discussion (e.g. whom to contact or no further action). Discuss if referral to LADO (see policy for procedures)

Before any further action taken Care Manager (or in absence of Care Manager most senior member of staff) to discuss incident/issues with member of senior management such as the **Operations Manager, Head of Care**, **Policy & Development Manager.**

If for any reason Care Manager not available Staff member to go straight to Senior Management.

Agreement to be reached, as to whether the incident/issue is a Child Protection and Safeguarding Issue or a General Incident.

Through discussion, an agreement is reached as to who notifies **Social Worker** of incident/ issue. Senior manager to notify LADO (see policy for procedure)

**If General Incident:**

The information must be recorded on an **incident form** (*filed in section 14 of the young person’s Working File and reference issued and recorded in the incident log book*).

Further action may of course be necessary such as Key Worker session with young person, young person meeting, discussion during staff meeting, risk assessments etc. Care Manager to ensure staff team are clear why classification is ‘general incident’.

**If Child Protection and Safeguarding Issue including LADO referral:**

Care Manager or staff member to complete **Child Protection and Safeguarding form.**

Following the prompts of the Child Protection and Safeguarding Form. Care Manager to discuss with SeniorManagement to confirm **Schedule 5 & further action** to be taken and **Sussex Child Protection and Safeguarding** to be informed

Care Manager to file CP form in confidential secure file under section for that young person.

**Schedule 5 Event.**

See Event & Notification Policy & Procedure i.e. Care Manager creates Notification form sends to senior management who send to **OFSTED** 3 copies *filed;*

1. *Section 16 of the YP Working File*
2. *Monthly Section of the Notification & Event File*
3. *Stapled to Child Protection and Safeguarding Form.*

Care Manager to complete **Child Protection and Safeguarding Log Book** (*columns 1-7)* incl. **All referrals to a Child protection team whether a S47 is instigation or not needs to be a schedule 5 notification. All LADO referrals need to be a schedule 5 notification.**

Care Manager to complete **Monthly Child Protection and Safeguarding Table**.

This tally provides a quick guide to number of CP issues per month & should be kept at the front of each section (*remember to record zero if none occur*).

This table should also be kept on the YP’s Working File section 18. *(****Important: Child Protection and Safeguarding Forms are confidential & must not be kept on the young person’s Working File****.)*

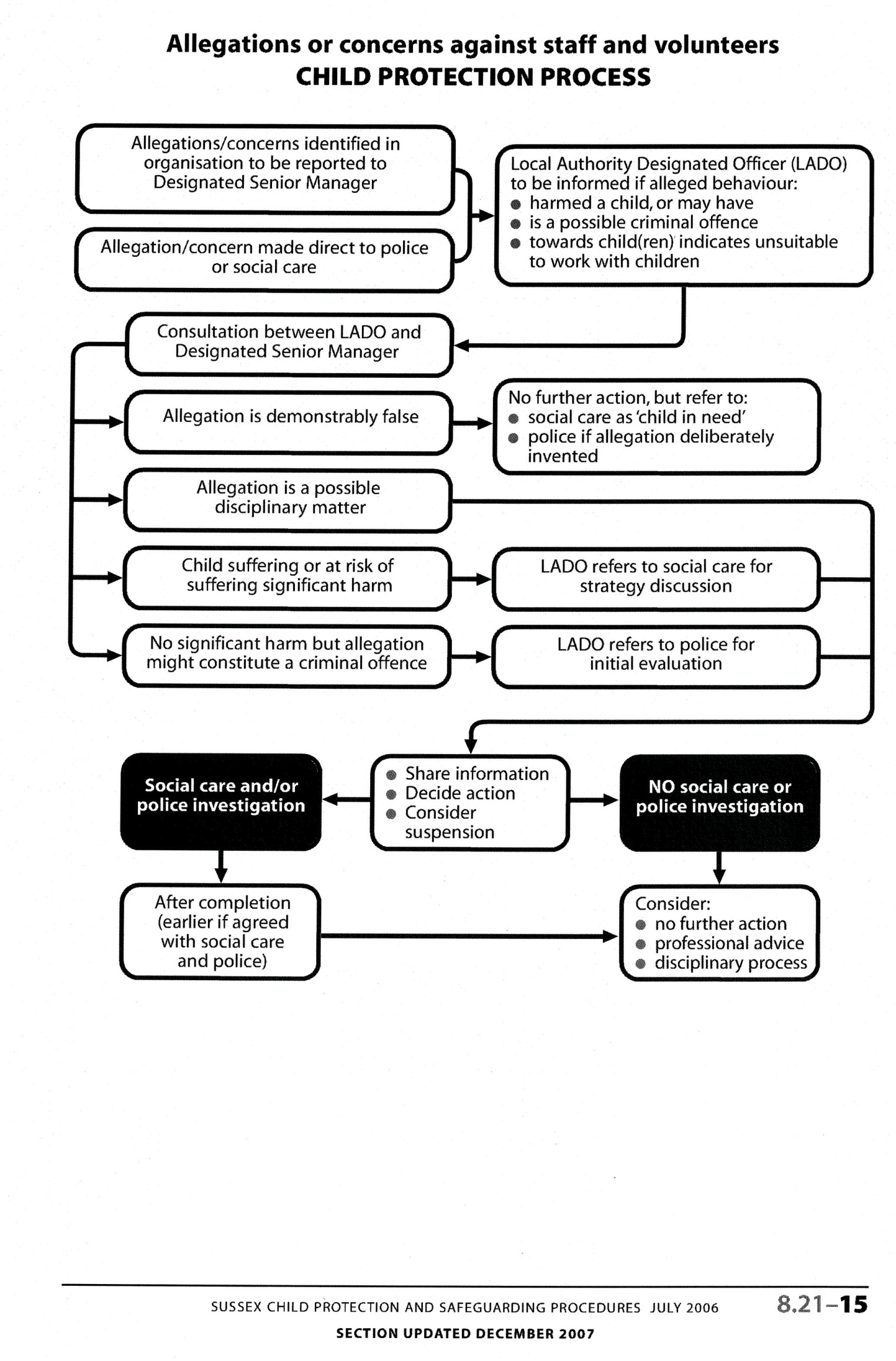
Care Manager to complete the second page of the **Child Protection and Safeguarding Form.** (the follow up)

Child Protection and Safeguarding **Enquiry commences.** All documentation (correspondence, minutes from meetings, medical reports) are attached to this form.

Care Manager keeps senior management updated with any new developments.

It is the Care Managers responsibility to ensure the Responsible Person ( via the **Operations Manager**) is aware of outcomes and has copies of all requested documentation.

**OFSTED** are informed of the outcome of any Child Protection and Safeguarding enquiry via a Registered Person (i.e Care Manager or Responsible Individual).



### Child Protection

Only to be completed upon agreement of **Operations Manager** and/or **Policy & Development Manager**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference** | **Number** | **Child Protection** | **YP** | **Date** |
|  | CP |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Young Person** |  | **Date of Birth** |  |
| **Home** |  | **Legal Status** |  |
| **Date of Admission** |  | **Key Worker** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Worker** |  | **Date of Incident** |  |
| **Local Authority** |  | | |

|  |
| --- |
| **Initial Concern – Actual or Suspected:** Outline the reason for the child protection concerns, for example, through a disclosure, or observation; heard, seen, signs, physical harm, letters. Include the facts, people involved, staff, young people, external parties, locations, time and date. |
|  |

|  |  |  |
| --- | --- | --- |
| **Signature of Staff Member Completing Form** (i.e. person reporting incident/issue) | | |
|  | **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Care Manager to discuss with Senior Management to reach decision as to whether:** | | |
| * **Child Protection** | * **Schedule 5** | * **Any Further Action** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tick if Social Worker Informed** |  |  | Yes | No | **Date** |  | **Time** |  |
| **Enquiry Necessary** |  |  |
| **Name** |  | | | | | | | |
| **Tick if Sussex Child Protection & Safeguarding Team Informed** |  | **Enquiry Necessary** |  |  | **Date** |  | **Time** |  |
| **Name** |  | | | | | | | |
| **Tick if Child Protection Police Informed** |  | **Enquiry Necessary** |  |  | **Date** |  | **Time** |  |
| **Name** |  | | | | | | | |
| **Tick if LADO Informed** |  | **Enquiry Necessary** |  |  | **Date** |  | **Time** |  |
| **Name** |  | | | | | | | |