

## Safeguarding Children at Risk Policy

### Overview

The Change Project regards the welfare and the safeguarding of children as an utmost priority, and the Change Project Safeguarding Children at Risk Policy takes priority over all other policies.

All Change Project personnel make the safety of children their highest priority and are obliged to consult with a senior member of staff about any child's safety concerns that they become aware of.

If, after consultation, it is the view of the senior member of staff that a disclosure report should be made, then this will be made to the appropriate agency as soon as possible.

### Background

The Safeguarding Children at Risk Policy is the most important policy, in the suite of policies covering all aspects of clinical practice in the Change Project. It is a mandatory policy, which takes precedence over all other policies, and so must be followed by all Change Project personnel which includes practitioners, managers, trustees and administrators.

### Purpose

The policy provides clear definitions, rationales and procedures to support all staff to identify concerns about the safety and wellbeing of a child or children and to act appropriately and in a timely fashion to mitigate any risk.

### Policy Content

#### 1.0 Safeguarding Children at Risk Principles

1.1 This policy applies to all children who use the Change Project services and premises,



have contact with Change Project members of staff, and are in any other way brought to the attention of the Change Project through any of the Change Projects services.

- 1.2 The Change Project recognise that it has an important part to play in safeguarding the welfare of children and preventing their abuse in accordance with “Working together to Safeguard Children”, HM Government guidance March 2015, the 'All Wales Child Protection Procedures 2008' and the Isle of Man Protecting Children Board.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)
- 1.3 All Change Project personnel shall make child safety their highest priority, complying with all supervision structures, which ensure that they meet their safeguarding responsibilities.

All children without exception have the right to protection from abuse.

- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately according to the procedures laid down.
- 1.5 Change Project personnel must never keep concerns about a child’s safety to themselves. No member of the Change Project is competent to deal with the assessment of risk to children or the investigation of child abuse, this is the responsibility of statutory authorities specialising in this area.

The Police and Children’s Social Care (services) have the primary responsibility in the field of safeguarding children. The Children Act 1989 places a duty on local authorities to take steps to protect children and confers certain powers to the police in order that they can take action to protect children. To support this, all Change Project personnel will take responsibility to safeguard and promote child welfare.

## **2.0 Safeguarding**

- 2.1 The Children Act 2004, and HM Government and Welsh Assembly Guidance, places a duty on organisations to safeguard and promote the wellbeing of children and young people. In the Change Project, this means that we will ensure that all personnel who work with or on behalf of children and young people are competent, confident and safe to do so.

*Working Together to Safeguard Children* paragraph 43 states (HM Government 2015)

*“Voluntary organisations and private sector providers play an important role in delivering services to children. They should have the arrangements described in paragraph 4 of this chapter in place in the same way as organisations in the public sector, and need to work effectively with the LSCB. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concern and make a referral to local authority children’s social care or the police if necessary.”*

The requirements specified in pages 53 (*paragraph 4*) of *Working Together to Safeguard Children* are addressed in this Policy and Procedure document as detailed below:

***Common Features of Working Together to Safeguard Children and the Change Project’s Safeguarding Children at Risk Policy***

4. *These organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:*

- *a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children.*
- *a clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children.*

**The Change Project - the Chief Executive**

- *A designated professional lead (or, for health provider organisations, named professionals) for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfill their child welfare and safeguarding responsibilities effectively.*

**The Change Project – the Clinical Supervisors**

- *recruitment and human resources management procedures that take account the need to safeguard and promote the welfare of children and*

*young people, including arrangements for appropriate checks on new staff and volunteers.*

**The Change Project - Section 4 of this document.**

- *procedures for dealing with allegations of abuse against members of staff and volunteers.*

**The Change Project - Section 6 of this document.**

- *arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that.*

**The Change Project - Section 3 of this document.**

- *policies for safeguarding and promoting the welfare of children (e.g. pupils /students) including a child protection policy, and procedures that are in accordance with guidance and locally agreed inter-agency procedures.*

**The Change Project - Sections 1,2,3,4 and 5 of this document.**

- *safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;*

**The Change Project - Section 4 of this document.**

- *appropriate supervision and support for staff, including undertaking safeguarding training;*

**The Change Project - Section 1 and 3 of this document.**

- *clear policies in line with those from the Local Safeguarding Children's Board LSCB for dealing with allegations against people who work with children.*

**The Change Project - Section 8 of this document.**



It is vital when delivering services not on The Change Project premises that The Change Project acquires a copy of the Safeguarding Children at Risk policy of the organisation providing the premises.

### **3.0 Policy Implementation**

#### **3.1 Safeguarding the Welfare of Children**

The Change Project's response to protecting and safeguarding the welfare of children is:

- (i) To provide appropriate training and development opportunities to all members of staff, volunteers and trustees, to ensure that they are aware of the issue of safeguarding children and the procedures outlined in this document.
- (ii) To ensure all staff understand their responsibilities in relation to safeguarding children.
- (iii) The Change Project must establish links with the local Police Child Protection Unit (CPU) and Children's Social Care and have their contact details readily available.
- (iv) To make appropriate referrals to the Police and/or Children's Social Care where there are concerns that a child is or may be being abused (as detailed in Section 8 - Procedures)
- (v) To strictly forbid any relationship between Change Project staff members and children receiving a Change Project service, other than that of Change Project service provider and service receiver.
- (vi) To ensure that children and young people who receive a service from Change Project staff, will have their confidences respected and will not be judged. Staff will not breach confidence, except in circumstances as set out in this policy, without the child's agreement.
- (vii) To recognise that a child's welfare is paramount. Therefore, in circumstances where abuse is disclosed or suspected, it may be necessary to breach a child's confidentiality to protect them from harm.

- (viii) Children must be informed of this position when a Change Project service is offered to them. Change Project practitioners will deliver a verbal statement on confidentiality before commencing counselling or any other service.
- (ix) To ensure that in situations where child abuse is alleged or suspected, The Change Project will take into account the following specific circumstances set out by the Children's Legal Centre (*Offering Children Confidentiality 2004*) in relation to confidentiality:
- These include:
- a child/young person in a dangerous situation
  - a situation when inaction might place them/someone else in a dangerous situation
  - a child/young person in fear of the abuser
  - when inaction infringes the rights of other children
  - when inaction could lead to someone being harmed
- (x) Managers and practitioners should also take into account the guidance given in the government guidelines, *"Information Sharing: Guidance for practitioners and managers"* HM Government 2008 with particular regard to the *"7 Golden Rules for Information Sharing"*.
- (xi) To ensure that all Change Project members of staff, volunteers and trustees have timely and appropriate access to a supervisor or manager with whom they can discuss matters should they have concerns about a child.
- (xii) To ensure that a written factual record of discussions about child safety is made as soon as possible on The Change Project's Safeguarding Children Record Form (SCRF) for school or non-school as appropriate. This record should include the key details regarding the allegations and the actions taken. The record should be factual and objective, in terms of what is reported and not based on opinions, thoughts or impressions of Change Project personnel.
- (xiii) To ensure that if a report has been made by the Change Project to the Police

or Social Care about a child who is accessing a Change Project service in a school; the school's Safeguarding Officer is also made aware.

- (xiv) To ensure that if a verbal report has been made to the Police, Social Care, a School's Safeguarding Officer or any other third party, it is always followed up with a written report. (See 8.1)
- (xv) To ensure the safety of children with whom Change Project personnel come into contact with, or about whom Change Project personnel are made aware, the procedures in Section 8 will apply.

**3.2** The Chief Executive, along with the supervisory team, will undertake to review, update and revise this policy to ensure that it reflects current Safeguarding Children at risk best practice and is in line with the spirit of all laws, designed to safeguard children and young people.

#### **4.0 Safer recruitment**

- 4.1 The Change Project will ensure that Disclosure and Barring Service (DBS) checks are made on all personnel who may have direct contact with children or who have responsibility for client services, where issues of child safety and welfare may arise.
- 4.2 The Change Project will not discriminate unfairly against applicants with a criminal record. Having a criminal record will not necessarily bar an applicant from working for The Change Project. However, the nature of a disclosed conviction and its relevance to the role in question will be considered and action will be taken as necessary to protect children and the good reputation of The Change Project.
- 4.3 The Change Project must obtain references (signed on organisational headed paper) for a practitioner wishing to work with a child, before work commences. It is recommended that referees are called to have a conversation about an applicant's suitability. Any discrepancies, including gaps in employment history, in an applicant's application or C.V. must be addressed with the applicant.
- 4.4 The Change Project must specify within the job description of the position being advertised, what the role requires with regard to safeguarding requirements, including DBS and Basic Checks.
- 4.5 The Change Project must ensure that the staff and volunteers appointed receive training on implementing The Change Project's Safeguarding Children at Risk Policy.

4.6 As a matter of good practice The Change Project should manage services provided for children in accord with the principles of *Safeguarding Children and Safer Recruitment in Education*.

## **5.0 Training for Safeguarding Children**

5.1 All Change Project personnel are required to read this Policy together with the Department for Education (DfE) booklet “What To Do If You’re Worried A Child Is Being Abused” and to act at all times in a way that is consistent with these documents and with relevant legislation.

5.2 All Change Project personnel must attend Safeguarding Children Level 1 training, and Domestic Violence and Abuse training, Level 1, every 3 years. Managers, supervisors, and practitioners working directly with children must attend Level 2 Safeguarding training and must ensure that they are up to date with the latest developments in safeguarding children at risk.

5.3 All Change Project personnel must be made aware of The Change Project’s Safeguarding Children at risk policy when attending induction.

5.4 It is the Service Manager’s responsibility to establish contact with statutory authorities who are responsible for safeguarding in their local community, to be familiar with the local procedures under the Local Safeguarding Children Board and to ensure that The Change Project referral processes take account of these.

## **6 Dealing with allegations made against a Change Project member of staff**

6.1 Any information that gives rise to concern or suspicion about any Change Project personnel, must be reported by the person who has this information, to their line manager. If the concern is about the line manager, then the report should be made to the Chief Executive in the first instance. It is important that the concern is shared and if none of these routes are available the concern must be reported to a Director within 48 hours.

6.2 The person receiving the concern must record the concerns on a Safeguarding Children Record Form [SCRF].

6.3 The Chief Executive and Chair of Trustees must be informed, on the same working day, regarding the concerns that have been raised.



- 6.4 The Chief Executive will discuss with the reporting member of staff the nature of the concerns and make a decision regarding action. If no further action is to be taken the Chief Executive will make record on the SCRF the reason(s) for not taking action, including the date, time and signature.
- 6.5 If it is decided to make a referral to the Statutory Authorities, the Chief Executive will do so immediately and supplement this, in writing.
- 6.6 Appropriate support, must be offered to the member of staff against whom the allegations have been made during the period of investigation.

## **7.0 Safeguarding children and Confidentiality**

- 7.1 The Change Project's safeguarding practice will be outlined at the outset of work with all clients, when the practitioner delivers the confidentiality and disclosure statement. This makes it clear to clients that if they, or a child they make us aware of, is at risk of suffering harm, the child's safety and welfare will take priority over all other considerations.
- 7.2 If the Change Project is told that a child is being abused, this will always constitute a clear cause for concern. A young person aged 18 or over, or a child under 18 who has the capacity to understand and make informed decisions about their own wellbeing, may give consent for Change Project staff to inform the Police or Social Care, of issues that constitute risk to the client or a third party.
- 7.3 To ensure the future safety of children. The Domestic Abuse Perpetrator Programme will decline all referrals where an allegation of child sexual abuse has been made against the perpetrator.
- 7.4 There may be circumstances where even if the client, whether they are an adult or a child, refuses to give consent for the Police to be informed; The Change Project may have to do so despite the client's wishes. The Change Project practitioner should make every effort to explain why this course of action is necessary and make the client aware of what steps are being taken and by whom, unless informing them of this would increase risk.

## **8.0 How to respond to Safeguarding Children concerns**

- 8.1 The flowchart in Appendix C should be used in conjunction with this policy for dealing with a safeguarding issue. Any member of Change Project personnel who becomes aware that a child or young person is at risk

- Including being or at risk of being trafficked, as set out by the Children and Family Court Advisory and Support Service Child Protection Document.  
[http://www.cafcass.gov.uk/media/259250/child\\_protection\\_policy.pdf](http://www.cafcass.gov.uk/media/259250/child_protection_policy.pdf)
- Including being or is at risk of being subjected to female genital mutilation as identified by  
<http://www.legislation.gov.uk/ukpga/2015/9/part/5/crossheading/female-genital-mutilation/enacted>
- Including being aware that a young person is being radicalised or are in danger of radicalisation as defined The Counter Terrorism and Security Act 2015  
[http://www.legislation.gov.uk/ukdsi/2015/9780111133309/pdfs/ukdsiod\\_9780111133309\\_en.pdf](http://www.legislation.gov.uk/ukdsi/2015/9780111133309/pdfs/ukdsiod_9780111133309_en.pdf)
- a) Must report this to their Supervisor and/or Line Manager (or their designate) the same working day.
- b) Must ensure that they make a factual record of the statement given as soon as possible on the Safeguarding Children Record Form (SCRF).
- c) Must ensure that any future actions that need to be taken are not undermined by taking care to not ask leading questions of the person reporting the concern.
- d) Must ensure that outcomes of all consultations about the concerns raised, are accurately recorded on the SCRF.
- e) Must ensure that ongoing concerns are consulted on and recorded in the same way.

## **9.0 Disclosure of previous abuse**

- 9.1 If any client reports historical childhood abuse and it is evident that their abuser may still be a risk to society, the practitioner should support their clients to provide appropriate safeguarding information to statutory authorities. Trainee practitioners should always inform their supervisor, who will support them in this process. If the client is unwilling to do this, the practitioners must report this to their Supervisor/Line Manager, who should ensure that procedures 8.1 a) – e) above, are adhered to.

## **10 Disclosure without consent**

10.1 There are some circumstances when The Change Project must report to the police or social care without consulting the client. These include but are not limited to the following:

- if we are told by someone that they or a third party have accessed images of child sexual abuse.
- if we are told by someone that they have sexually or physically abused children, either in the past or the present and the person reporting this to us is at risk of harming themselves.
- if the client is unwilling or unable to make a disclosure to the statutory authorities, then the practitioner should follow the procedures 8.1 a) – e) above.

## **11 Other Safeguarding issues to consider are:**

11.1 If a child or young person reveals (or there is reason to suspect) any of the following:

- They are routinely misusing substances
- They present with disordered eating
- They have a compulsive disorder which presents a clear and present danger to their health, for e.g. excessive use of tanning equipment.

This list is not exhaustive. Any disclosure by a child which gives Change Project personnel cause for concern about that child's welfare should be discussed with their supervisor within 24 hours.

## **12 Document review**

This document will be reviewed annually to ensure that it reflects best practice and legislation, aimed at safeguarding children and young people. All stakeholders are invited to provide feedback on this document, should they identify areas of inaccuracy or opportunities for enhancement.



Amy Reeve  
Chair  
The Change Project



## **FURTHER RESOURCES**

The Change Project Safeguarding Children Referral Form SCRF.  
The Change Project Oral Confidentiality and Safety Statement for Children's counselling,

### **Relevant Policies**

Confidentiality Policy  
Domestic Violence Policy  
Equality and Diversity Policy

### **Other Resources**

All Wales Child Protection Procedures [www.awcpp.org.uk](http://www.awcpp.org.uk)

Information Sharing: Guidance for Practitioners and Managers  
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00807-2008>

Provision of Therapy for Child Witnesses Prior to a Criminal Trial (Practice Guidance)  
[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

Safeguarding Children and Safer Recruitment in Education  
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/safer%20recruitment%20guidance%20-%20nov%202009.pdf>

Safe from Harm (Home Office 1993) The Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales

What to Do If You're Worried a Child Is Being Abused  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190604/D\\_FES-04320-2006-ChildAbuse.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/D_FES-04320-2006-ChildAbuse.pdf)

Working Together to Safeguard Children (HM Government, 2013)] 2015  
<http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

Cafcass Child Protection Policy 2015  
[http://www.cafcass.gov.uk/media/259250/child\\_protection\\_policy.pdf](http://www.cafcass.gov.uk/media/259250/child_protection_policy.pdf)



## **Legislation**

The Children Act 1989 (England and Wales)

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

The Children Act 2004(England and Wales)

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

The Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

The Human Rights Act 1998

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Female Genital mutilation act 2003, updated 2015

<http://www.legislation.gov.uk/ukpga/2015/9/part/5/crossheading/female-genital-mutilation/enacted>

Counter Terrorism and security Act 2015 (prevent Duty)

<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted/data.htm>

## **Useful Contacts**

Bullying Online

[www.bullying.co.uk](http://www.bullying.co.uk)

Child Exploitation and Online Protection centre (CEOP)

[www.ceop.gov.uk](http://www.ceop.gov.uk)

Childline

[www.childline.org.uk](http://www.childline.org.uk)

0800 1111

Children in Wales (Maintains an overview of policy relating to children in wales)

[www.childreninwales.org.uk](http://www.childreninwales.org.uk)



Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Forced Marriage Unit

[www.fco.gov.uk](http://www.fco.gov.uk)

020 7008 0151

Internet Watch Foundation (UK Hotline for reporting illegal content specifically child abuse images worldwide, criminally obscene material and criminally racist content)

[www.iwf.org.uk](http://www.iwf.org.uk)

Kidscape

[www.kidscape.org.uk](http://www.kidscape.org.uk)

0845 120 5204

NSPCC : Child Protection Helpline – 0808 800 5000

Textphone (for people who are deaf or hard of hearing) - 0800 056 0566

Email – [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NSPCC Asian Child Protection Helpline – 0800 096 7719

NSPCC Cymru / Wales Child Protection Helpline – 0808 100 2524

## Appendix A

### Definitions of Abuse

(As defined by the Department for Education and Children Act 1989 and 2004)

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

It is now a criminal offence if a child is assaulted and it leaves a mark, or causes mental cruelty. (Children Act, 2004)

**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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in a 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 and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate care-takers, or the failure to ensure access to appropriate medical care





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

Other forms of abuse to consider are:

**Bullying** is deliberately hurtful and harmful behaviour, often repeated over a period of time and from which it may be difficult to defend. Bullying may take many forms,

including: physical attacks, verbal (which would include name-calling, threats, racist or homophobic remarks) and emotional (for example, isolating an individual from the activities and social acceptance of other young people). Cyberbullying involves making use of social media, the internet, mobile phones or any other electronic device used to communicate with, to taunt, intimidate or threaten.

**Domestic Abuse.** The Government defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality." This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour based violence', female genital mutilation (FGM) and forced marriage.

Where there is evidence of domestic violence, the implications for any children in the household should be considered, including the possibility that the children may themselves be subject to violence, or may be harmed by witnessing or overhearing the violence.

**Forced Marriage** is a marriage in which one or both spouses do not (or, in the case of some vulnerable adults, cannot) consent to the marriage and duress is involved. Duress can involve physical, psychological, financial, sexual and emotional pressure.

**Honour-based Violence** – The term "honour crime" or "honour-based violence embraces a variety of crimes of violence (mainly, but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or their community.

**Female genital mutilation (FGM)** - comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. FGM is recognised internationally as a violation of the human rights of girls and women.

## APPENDIX B

### Definitions and Acronyms

- Basic Check** -The majority of people in Change, including the Trustees and placement students, do not meet the requirements for a DBS Check. For these people a Basic Check can be obtained from Disclosures Scotland (an office of the Scottish Government which is acting on behalf of the UK).
- Child** - As defined in the Children Act 1989 and 2004, child means a person who has not yet reached their 18th birthday. This includes young people who are aged 16 and 17 who are living independently; their status and entitlement to services and protection under the Children Act 1989 is not altered by the fact they are living independently.
- Child abuse** - “Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely by a stranger” (from *Working Together to Safeguard Children* –HM Government 2006)
- CAFCASS** - Children and Family Court Advisory and Support Service
- CAMHS** - Child and Adolescent Mental Health Services
- CEOP** -Child Exploitation and Online Protection centre
- CPRF** - Child Protection Record Form: Form used by Change to capture the details of any cases where there is, or is suspected, child protection concerns.
- CPP** - Child Protection Plan: A child protection plan is a working tool that should enable family and professionals to understand what is expected of others. The aims of the plan are:
- ☐ To keep the child safe
  - ☐ To promote their welfare
  - ☐ If it can be done safely, to support the wider family to care for them.
- CPS** - Crown Prosecution Service



CPU	- (Police) Child Protection Unit
DBS	- Disclosure and Barring Service: is the body that discloses information about criminal records and other pertinent information about potential unpaid or paid employees.
DBS Check	- Describes information received from the DBS regarding employee / potential employee or volunteer:
DCSF	- Department for Children, Schools and Families (now DfE)
DCPO	- (School) Designated Child Protection Officer
DfE	- Department for Education
Disclosure of Abuse	- This term covers any information given to Change about abuse of a child.
DA	- Domestic Abuse
LADO	- Local Authority Designated Officer
LSCBs	- Local Safeguarding Children Boards
MAPPA	- Multi Agency Public Protection Arrangements
MARAC	- Multi Agency Risk Assessment Conference
Manager	-The term “manager” refers to those who have responsibility for managing Change services which may be accessed by a child including the management of employees and volunteers at any level.
Private Fostering	- Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage).

Recruitment



and Vetting - Means selecting staff and volunteers and having clear procedures for checking that they are safe to employ.

Disclosure

Report - When a decision is made that information disclosed by a client must be shared with the appropriate authorities, this takes the form of a factual report of the information that has been disclosed to Change.

Safeguarding - and promoting the welfare of children is the process of:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best chances.

*(Working Together to Safeguard Children; HM Government 2013)*

VISOR - Violent and Sexual Offenders Register



## **APPENDIX C**

### **CHANGE CHILD PROTECTION REPORTING/CONSULTATION DISCLOSURE PROCEDURE**

If you have a suspicion or concern:

1. Make a record
2. Report your concerns the same working day to your Line Manager/ Clinical Supervisor (Designated Safeguarding Lead) or, if they are not available during office hours contact the Chief Executive.  
07545208340.
3. Consider all factors and information
4. Concerns allayed
  - a) Record reasons
  - b) No further action
5. Concerns ongoing
  - a) Consult Line Manager/Clinical Supervisor (Designated Safeguarding Lead) /Chief Executive
  - b) Record decision and reasons for decision
  - c) Carry out decision
  - d) Record outcome

All recording must be done contemporaneously and should include all actions taken including telephone calls, conversations and written information. Each entry must include the date, the time of the interaction, and be signed.