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## **Safeguarding Children Policy & Procedures**

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## 1.0 Safeguarding Children

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### 1.1 Policy Statement

After Adoption is committed to fulfilling its duty to safeguard and promote the welfare of children, by ensuring that its staff are trained and supported in meeting their safeguarding responsibilities in the course of their work, and have easily-accessed procedures and guidance to assist them.

### 1.2 Definition

After Adoption defines a 'child' as a person below the age of 18.

Safeguarding and promoting the welfare of children is defined for the purpose of this policy as:

- Protecting children from maltreatment
- Prevent impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcome.

### 1.3 Appointed Safeguarding Manager

After Adoption's designated Safeguarding Manager, as delegated by the Chief Executive, is Helen Williams who can be contacted through the following:

After Adoption, Unit 5 Citygate, 5 Blantyre Street, Manchester, M15 4JJ

Tel: 0161 839 4932

Email: [safeguarding@afteradoption.org.uk](mailto:safeguarding@afteradoption.org.uk)

### 1.4 Duty of Care

As a specialist Independent Adoption Agency, After Adoption delivers a range of services, information and advice for children, young people and parents or carers. It must have the appropriate safeguarding arrangements in place in the same way as organisations in the public sector and work effectively with Local Safeguarding Boards. Staff (paid and volunteer) must be aware of their responsibilities for safeguarding and promoting the welfare of children and how they should respond to concerns in line with current national guidance.

The following procedural guidance is based on *Working Together to Safeguard Children (2015)* and *What To Do If You're Worried a Child Is Being Abused (2015)*.

**Wales** - All local authorities in Wales work within the unified 'All Wales Safeguarding Procedures'. Staff who has contact with Welsh local authorities

(including Helplines) should acquaint themselves with these procedures and a copy should be available in the relevant regional offices.

## 1.5 Policy Framework

All children have equal rights to protection from abuse and exploitation or radicalisation.

All children should be encouraged to fulfil their potential and inequalities should be challenged.

After Adoption is committed to protecting children and young people for whom we work.

Safeguarding children – the action we take to promote the welfare of children and protect them from harm – is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

For children who need additional help, every day matters. Academic research is consistent in underlining the damage to children from delaying intervention. The actions taken by professionals to meet the needs of these children as early as possible can be critical to their future.

Children are best protected when professionals are clear about what is required of them individually, and how they need to work together.

Ultimately, effectively safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children.

Whilst services may be delivered to a parent or carer, the focus is on the needs of the child and the impact any services are having on the child.

When working through partnerships we must also have a responsibility to meet minimum standards for the safeguarding of children and young people.

The child's interests are paramount, and his or her safety and welfare will always be given first priority.

A child's concern will be listened to carefully and will always be taken seriously.

The limits of confidentiality if child protection concerns arise in the course of After Adoption's work with service users will be explained to them at the time of their initial involvement with the agency and on training courses.

Care will be taken not to infringe privacy and confidentiality any more than is necessary to safeguard the welfare of the child.

In assessing the need for action when faced with child protection concerns, staff will remain sensitive to issues of family relationships, religion and culture, but will always place a child's safety and welfare first.

Unless there are exceptional circumstances, staff will share their concerns with service users and inform them of any action they intend to take. For exceptions, please see below under 'What to do if you have a concern'.

Arrangements will be made to assist with communication in circumstances of disability or where English is not the service user's first language.

Staff will use plain, jargon-free language appropriate to the age and culture of each person, and will explain any unavoidable technical or professional terms.

After Adoption will ensure that all staff including preferred providers, students and volunteers understand the agency's safeguarding procedures, and are given appropriate levels of training in child protection matters.

No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them will have a role to play in identifying concerns, sharing information and taking prompt action.

After Adoption will ensure that training programmes take account of the latest Government guidance and requirements, and relevant research, and operate within an anti-discriminatory framework.

After Adoption will ensure that the safeguarding procedures in use by local authorities in which it operates are understood, in order that good working relationships and appropriate levels of co-operation can be maintained should the occasion arise. Copies of these policies are to be accessible within each region.

After Adoption will ensure that staff receive appropriate supervision on a regular basis, and have access to a suitably qualified manager in the event of the need for an urgent case discussion. All supervision records will have safeguarding issues as a standard item to be covered in monthly supervision sessions.

All Safeguarding issues must be reported to the Lead Safeguarding Manager, and the Quality Standards Manager, whose responsibility it is to monitor and review safeguarding issues across the organisation.

After Adoption will ensure that preparation, assessment and training programmes for potential adopters covers safeguarding issues with the aim of keeping families safe.

In addition to their allocated casework or other professional activity with a child, After Adoption staff may be involved in a case that also requires child protection activity, either as a referrer, a provider of information, or as a contributor to assessment.

The Act is divided into two parts. Part 1 sets out the available sexual offences and Part 2 the notification requirements (sometimes referred to as the sex offenders register) and the range of civil preventative orders.

The Act refers to the defendant as 'A' and the complainant as 'B', a practice followed in this Guidance.

## **1.6 Thresholds for Intervention**

After Adoption works with and alongside children and families who have different needs and circumstances. Not every concern raised about a child's welfare or development

will necessarily require a child protection investigation. Where need is relatively low level, individual services and universal services may be able to take swift action. For other emerging needs a range of Early Help services may be required, co-ordinated by a lead professional. Where there are more complex needs help may be provided under S.17 of the Children Act 1989 (Children In Need).

Where there are child protection concerns (reasonable cause to suspect a child is suffering or likely to suffer significant harm) Local Authority Social Services must make enquiries and decide if any action must be taken under S.47 of the Children Action 1989.

It is important to note that After Adoption has a duty to refer all safeguarding concerns to the Local Authority, and it is the Local Authority's responsibility to assess and decide levels of intervention.

### **1.7 Child welfare concerns & Early Help**

Child welfare concerns may arise in many different contexts, including where a child or family is already known to agencies. Reasons for these concerns may not be as clearly defined as the signs and symptoms of abuse or neglect, and the likelihood of significant harm may not be clearly established. Nevertheless, professionals may feel concern or anxiety that a child's welfare, health or development is being impaired in some way, and that this perceived impairment to a child's welfare requires further consideration.

Providing early help is more effective in promoting the welfare of children than reacting later.

Professionals should, in particular, be alert to the potential need for Early Help for a child who:

- Is disabled and has specific additional needs
- Has special educational needs
- Is a young carer
- Is showing signs of engaging in anti-social or criminal behaviour
- Is in a family circumstance presenting challenges for the child, such as substance abuse, mental health problems and domestic violence
- Has returned home to their family from care
- Is showing early signs of abuse or neglect

Effectively Early Help relies upon local agencies working together to:

- Identify children and families who would benefit from early help
- Undertake an assessment of the need for early help and
- Provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child. Local authorities, under section 10 of the Children Act 2004, have a responsibility to promote inter-agency cooperation to improve the welfare of children

Any worker who believes a child is in need of Early Help, should discuss this with their line manager.

## 1.8 Significant Harm

Significant harm refers to 'The threshold that justifies compulsory intervention in family life in the best interests of children and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard and promote the welfare of a child who is suffering or likely to suffer significant harm'.

A person may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children and young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. The concept of *significant harm* as the threshold justifying compulsory intervention in family life is likely to apply to the following indications of abuse, and the local authority as lead agency for child protection, the police or the NSPCC, have powers to take action in such instances of abuse by removing children from situations of harm or danger.

## 1.9 Categories of abuse and neglect

**1.9.1 Physical abuse** involves hitting, shaking, throwing, poisoning, burning, 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.

**1.9.2 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-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 all types of maltreatment of a child, though it may occur alone. It also includes age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children. Emotional abuse may include witnessing domestic violence.

**1.9.3 Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**1.9.4 Sexual Exploitation** - Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

**1.9.5 Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **1.9.6 Safeguarding children who are vulnerable to extremism**

From 1 July 2015 all schools and childcare providers must have regard to the statutory guidance issued under section 29 of the Counter Terrorism and Security Act 2015. Childcare providers are subject to a duty under section 26 of the counter Terrorism and Security Act 2015, in the exercise of their functions to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent** duty. It applies to a wide range of public-facing bodies, which are listed in schedule 6 of the Act as specified authorities in England, Wales and Scotland. The specified authorities are those judged to have a role of protection vulnerable children, young people and adults and/or the national security. The Prevent Strategy, published by the Government in 2011, is part of an overall counter terrorism strategy called CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In addition, the Counter Terrorism and Security Act 2015 sections 36 to 41 sets out the duty on local authorities and partners to establish and cooperate with a local Channel programme of 'Channel Panels' to provide support for people vulnerable to being drawn into terrorism. It is essential that Channel Panel members and their partners ensure that children and young people are protected from harm.

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults to involve them in terrorism or activity in support of terrorism. This exploitation should be viewed as a safeguarding concern and should be approached in the same way as safeguarding

children from other risks.

Violent Extremism is defined by the Crown Prosecution Service (CPS) as:

*"The demonstration of unacceptable behaviour by using any means or medium to express views, which:*

- *Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;*
- *Seek to provoke others to terrorist acts;*
- *Encourage other serious criminal activity or seek to provoke others to serious criminal acts;*
- *Foster hatred which might lead to inter-community violence in the UK."*

There is evidence that extremist groups of all kinds attempt to radicalise vulnerable children and young people to hold extreme views including justifying political, religious, sexist or racist violence. In these situations children and young people can be manipulated and exploited.

There is a statutory duty for workers to share information where there are concerns about the safety or well-being of a child or vulnerable adult. Protecting children and young people from radicalisation and extremism requires careful assessment and working collaboratively across agencies as initially concerns may be inconclusive. Sharing information effectively and keeping the child and young person in focus should be the main aim of any interventions and services.

Each agency has been asked to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.

As with other safeguarding issues, where a professional has any concerns that a child or their family may be at risk of radicalisation or involvement in terrorism, you should speak with the safeguarding lead and the SPOC if this is not the same person. The SPOC should offer advice and guidance about the appropriateness of making a referral to Children's Social Care. The SPOC for After Adoption is the Safeguarding Lead, Helen Williams.

If, at any stage, it is felt that the individual poses an immediate danger to themselves or any other person, the police should be called immediately.

If the Safeguarding Lead / Prevent SPOC consider that the concerns relating to an individual are more significant, and require a multi-agency response, they should:

- Refer their concerns to the Police;
- Make a referral to Children's Social Care and the Channel programme via the Channel inbox.

### **1.9.7 Safeguarding children from Female Genital Mutilation (FGM)**

The World Health Organisation defines that female genital mutilation (FGM):

*"Comprises of 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".*

From October 2015, the new 'mandatory reporting' duty for professionals working in the 'regulated professions' came into force. This requires you to notify the police if you discover that an act of FGM appears to have been carried out on a girl who is under 18 (either if they have visually confirmed it or it has been verbally disclosed by an affected girl).

FGM is considered to be a form of child abuse. FGM has been a criminal offence in the UK since The prohibition of Female Circumcision Act 1985.

Local Authorities may exercise its powers under Section 47 of the Children Act 1989 if it has reason to believe that a child is likely to suffer or has suffered FGM. Under the Children Act 1989, local authorities can apply to the Courts for various Orders to prevent a child being taken abroad for mutilation.

If a worker becomes aware that a girl/young woman may be at risk from FGM, they must alert the safeguarding manager immediately.

### **1.9.8 Safeguarding children from Breast Ironing**

Breast Ironing or breast flattening refers to a practice, the purpose of which is to restrict or delay the growth of breasts in adolescent girls. It involves the breast being ironed, punched, pounded with hot stones or spatulas, massaged, bound in elastic. This is usually carried out by a member of the family, often by mothers on their daughters in the belief that in that by doing so they are protecting their children from sexual harassment, abduction, pregnancy and rape. Another motive can be to prevent early marriage and enable their daughter to continue in education.

The United Nations report that 3.8 million women around the world have been subjected to this procedure. The practice is most common in Cameroon but is also prevalent elsewhere in central and southern Africa and there is emerging evidence that it is now occurring among certain communities in the U.K.

This practice is under reported as the victims do not speak about it outside of the home

Breast Ironing can cause serious physical damage to girls and long term psychological problems. Girls aged from 9 to 15 are most likely to be at risk.

Although the parents believe they are doing the right thing to protect these children this practice constitutes physical abuse and must be dealt with under safeguarding procedures.

If you have any concerns that a girl may be at risk of undergoing breast ironing you must inform your line manager immediately.

### **1.9.9 Safeguarding children from Bullying**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (e.g. cyber bullying via social media) and is often motivated by prejudice against a particular group e.g. race, religion, disability, sexual orientation. Bullying is often based on actual or perceived differences between individuals or groups and is usually characterised by an imbalance of power between the perpetrator and the victim. Bullying can have a serious psychological impact on children and young people and result in them feeling defenceless and socially isolated.

Cyber bullying can happen at any time of the day or night and due to its nature can leave the victim feeling publicly humiliated.

All forms of bullying against children and young people should be taken seriously. If any members of staff have any concerns that a child or young person is being bullied they must speak to their line manager.

#### **1.9.10 Children & E-Safety**

E-safety is a term which covers not only the internet but other ways in which young people communicate using electronic media. It means that children and young people are protected from harm and supported to achieve the maximum benefit from new and developing technologies without risk to themselves or others.

The aim of promoting e-safety is to protect young people from the adverse consequences of access to or use of electronic media, including cyber bullying, inappropriate sexualised behaviour or exploitation. There is also the potential for excessive use, which can have detrimental impact on a child's learning and social development.

If any member of staff has any concerns that a child or young person is at risk through social media they must speak to their line manager.

#### **1.9.11 Forced Marriage & 'Honour' based violence**

In forced marriage, one or both spouses do not consent to the marriage and some element of duress is involved. Duress includes both physical and emotional pressure and abuse.

Forced marriage is primarily, but not exclusively, an issue of violence against females. Most cases involve young women and girls aged between 15 and 30, although there is evidence to suggest that as many as 15 per cent of victims are male.

Forced marriage is a human rights abuse. It can constitute both child abuse and sexual abuse. The United Nations considers it a form of trafficking, sexual slavery, and exploitation. Some, however, still see it as a private, personal, domestic, family, religious, or cultural issue.

A clear distinction must be made between a **forced** marriage and an **arranged** marriage. The tradition of arranged marriages has operated successfully within many communities and many countries for a very long time. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the young person. Forced marriage, whether a religious or civil ceremony, cannot be justified on religious grounds. Every major faith condemns it and freely given consent is a prerequisite of Christian, Jewish, Hindu, Muslim and Sikh marriages.

All children have a right to protection, irrespective of race, colour or culture. Addressing this issue is an integral part of child protection.

All agencies should work in partnership with members of local communities, to empower individuals to develop support networks and education programmes.

All attempts to intervene with families involved in the practice of forced marriages must be approached in a culturally sensitive and non-punitive manner with appropriate and

helpful professionals who can communicate effectively with the family concerned.

Information about a forced marriage may be received from the victim, from a friend or relative, or from another agency.

Reports of forced marriage, including reports from victims who fear they may be forced to marry, must be taken seriously. For young people under the age of 18 years, it will be appropriate to deal with the situation as a child protection issue.

If you receive information, or have reason to believe that a child/young person is at risk of or subject to a forced marriage, you must contact the lead safeguarding manager who will refer the child to Children's Social Care.

### **1.9.12 What to do when child protection concerns arise**

Abuse (sexual exploitation, emotional, physical abuse, neglect or radicalisation) may be reported by any of the following:

- the adopted person (child or adult)
- adoptive parent
- professional e.g. teacher
- any other person, e.g. member of birth family or neighbour.

The concerns may relate to current abuse or events which have taken place in the past ("historical" abuse).

Allegations may relate to members of the birth family, foster carers or adoptive family or to any other person. Where the allegation refers to a adoptive parent that is a professional, consideration should be made about making referral to the LADO (Local Authority Designated Officer), refer to details below.

In all cases the concerns should be taken seriously and our procedures followed. The matter should be reported to the investigating authority, unless it can be verified that the matter has previously been investigated and dealt with.

Concerns for a child's welfare may arise in a variety of ways and in a range of settings. Do not assume that only Child and Family Local Authority workers might come across situations where possible abuse of a child is a concern. Staff working with any of the parties involved in adoption may find themselves discussing information that alerts them to the possibility of abuse, even when problems with a child were not the focus of the session. A service user, whether a child or an adult, may reveal indications of abuse, past or present, without realising the implications of what is being said. A clear statement of abuse, neglect or other causes for concern may be made, or indications of possible cause for concern may be noticed by anyone working with or caring for a child.

It is your responsibility to be familiar with and follow After Adoption's child protection procedures and guidance, understanding how they fit with the Local Safeguarding Children Board's child protection procedures for promoting and safeguarding the welfare of children in your area. You must know who to contact in After Adoption to express concerns about a child's welfare and how to make a referral to Social Services. Managers must ensure that every office has details of who to contact in the local authority when making a referral, and that these details are kept up to date.

In situations where an adult openly refers to abuse or expresses concern about their, or a partner's treatment of a child, the worker should check back what is being said, and make it clear that he or she will need to discuss with their manager what happens next. Upon receipt of any such information the manager should discuss the matter immediately with the Lead Safeguarding Manager, or in his/her absence, this to be discussed with the second nominated safeguarding manager. It is not the responsibility of After Adoption or any of its staff to undertake a child protection investigation. The role of After Adoption staff is to listen carefully, note what is said, give reassurances where appropriate and seek advice as soon as practicable to do so.

If any child or adult user asks the worker to keep secret information about potential or actual abuse, the worker must explain immediately and straightforwardly that such information cannot be kept secret and will be discussed with their line manager and referred to the relevant local authority.

Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so you must not do anything that may jeopardise police inquiries such as asking a child leading questions or attempting to investigate the allegations of abuse.

### **1.10 What to do if a child discloses abuse**

You must communicate with the child in a way that is appropriate to their age and understanding. You must not promise confidentiality. You should reassure them that you will take action to make them safe and that this will mean you will need to talk to other people who could help.

It is not your role to investigate or question the child further.

### **1.11 What to do if an adult discloses a child is being abused or neglected**

You must not promise confidentiality but inform the adult that you will need to discuss this information with your line manager and with social services.

You should consider ongoing support for the family in discussion with your line manager.

## **2.0 Steps you must follow if you have concerns about a child**

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1. If you have concerns about a child you must discuss these with your line manager immediately. This discussion must be recorded, signed and dated on the case file by both the worker and manager. You must agree who will notify the Lead Manager for Safeguarding. This should also be recorded, dated and signed on the case file. If your line manager is not available, the Lead Manager for Safeguarding must be contacted directly or, in her absence, the second nominated safeguarding officer.
2. As a general principle it should be possible for you to share your concerns with service users and inform them of any action you intend to take. However, there will be circumstances where this is not possible, for example if to do so would place a child or any other person at risk or if it is suspected that a crime has been committed, i.e. physical/sexual abuse. If in any doubt, seek guidance from your line manager.

3. When working out of normal office hours, you should contact the Out of Hours Manager.
4. **All** concerns about child abuse or neglect **must** be referred to Local Authority Children & Young People's Services. Agree with your manager who should make the referral. This decision must be recorded on the case file and be signed and dated by the worker and manager.
5. Referrals should be made as soon as a problem, suspicion or concern about a child becomes apparent and certainly within 1 working day.
6. If you make a Safeguarding referral to Local Authority Children & Young People's Services by telephone, you must confirm this in writing to them within 48 hours using either the official referral form for that Local Authority or if this is not available form AA03B. Local Authority Children & Young People's Services are required to acknowledge the written referral within one working day of receiving it.
7. When you make your referral you must provide as much information to Local Authority Children & Young People's Services as possible. This will include the name of the child, date of birth, address, contact numbers, name of person(s) who hold parental consent. You should clearly state your concerns, providing context to your professional contact with the person of family.

You must ensure you record your concerns clearly on the case file, dating and signing this.

8. **All** referrals and reports that are sent to social services must be copied to the Lead Manager for Safeguarding and the Quality Assurance Manager based in head office, who will collate information across the organisation for monitoring and review. Case identity numbers and names, contact information should be given, along with the resident authority and if applicable, placing authority.
9. If an acknowledgement from Local Authority Children & Young People's Services has not been received within 3 working days (10 working days for Wales), you must contact them again about your referral using letter template AA03D. All communication should be clearly recorded on the case file.
10. In exceptional circumstances it may be necessary to make a referral directly to the police ie. if you are working out of hours and a child or vulnerable adult is in immediate danger. In this instance you must inform the Emergency Local Authority Children & Young People's Services Duty team and your line manager as soon as possible of the action you have taken, and you must agree with your line manager who will follow through with Local Authority

Children & Young People's Services the next working day. The lead manager for Safeguarding must be notified the next working day. This also must be recorded on the case file.

All actions and decisions need to be recorded, dated and signed on the case file.

11. If you are not satisfied with the response from the Local Authority Children and Young People Services, and believe that the issue has not been taken seriously and/or the child remains at risk you must inform your line manager so that the matter can be escalated with the statutory services.
12. There may be a **few** situations where it is not necessary to make a safeguarding referral, for e.g if there is written evidence that another agency has already done so or in the case of reported historic abuse where there is no information about the alleged perpetrator. All such cases should be discussed with your line manager and the reasons for not submitting a safeguarding referral should be recorded, signed and dated. It is important to remember that After Adoption may possess information that is not known to the local authority and it should never be assumed that other professionals have the same information as you do. In the few cases, where there is no referral you should still complete an AA03b and send this to the Lead Safeguarding Manager and the Quality Standards Manager so that the case may be monitored and tracked.

## 2.1 Which Local Authority should be notified?

Referral should be made to the local authority in which the child is currently residing, as well as to the placing local authority. Please see appendix 3 for contact details.

Where allegations are made about a former carer, it may be more appropriate for the local authority in which the abuse occurred to undertake the investigation.

If a child has been placed for adoption but no order has been made, it may be agreed that the care authority (i.e. the authority that has legal care of the child) should undertake the investigation.

***NB: In any such circumstances it is for the Local Authority to decide and negotiate as to who undertakes any investigation.***

## 2.2 Action in relation to adult victims of abuse (historic abuse)

Adult service users may disclose that they have been abused as children and possibly into adulthood. They may not want to take any further action and it may be sufficient for them that the abuse is acknowledged. However, they may ask for or be assessed as needing help in dealing with these past events because of the impact upon their current behaviour and especially the effect upon any children for whom they have responsibility.

In such circumstances, discuss the situation with your manager and agree the actions to be taken. These would include:

- Referral to Local Authority Children & Young People's Services who may have information about an alleged abuser which we may be unaware of and who may have contact with children. It may be there is an accumulation of concerns, seemingly insignificant but when put together become significant.
- Referral to the police. Even in cases of historical abuse, it may not be too late for a prosecution, although this is a police decision in conjunction with the Crown Prosecution Service.
- Before any decision to refer to the police, the service manager must consult the Lead Safeguarding Manager, based in Head Office or, if absent, the second nominated safeguarding officer. Careful thought must be given to how the service user feels if he or she makes a statement to the police. Such a step may require much courage on the part of the service user. It is important to understand that the outcome may be that no further action is possible either because of a lack of corroborating evidence or because the police assess that the individual complainant will not be able to withstand detailed cross examination in a criminal trial.

Where it is alleged or known that there are children currently living with the alleged perpetrator, or if it is believed that the alleged perpetrator may have access to children, you must immediately consult your line manager and notify the manager with lead Safeguarding responsibility. Your consultation must be recorded on the case file and signed by your line manager. This must be done without delay to ensure every action is taken to safeguard those children. Referral must then be made to the Local Authority Children's Services.

The service user may indicate that he or she is unwilling to make a statement to the police or talk to Social Services staff. A referral should still be made if, after discussion with your manager, it is decided that the allegation is of sufficient substance and concern.

### **2.3 Record Keeping**

Clear detailed recording must be placed on the case file within 24 hours of any of the above events. This record should include what was said, by whom, the decisions made and reasons for them, the action taken, and any outcome. In any circumstances where the protection of a child has been discussed, the record should be countersigned by the manager, together with any other relevant comments or information.

If you are based offsite from your regional office you must email your case recording to your Line Manager, relating to all safeguarding issues, within 24 hours.

All recording must be in line with the agency's Recording Policy (AA04).

### **2.4 Information sharing**

Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious Case Reviews (SCRs) have shown how poor information sharing has contributed to the deaths or serious injuries of children.

This section is about sharing information for the purposes of Safeguarding and promoting the welfare of children. Sharing information amongst practitioners working with children and their families is essential. In many cases it is only when information from a range of sources is put together that a child can be seen to be in need or at risk of harm.

You may be anxious about the legal or ethical restrictions on sharing information, particularly with other agencies. You should be aware of the law and should comply with this and the Code of Conduct applicable to After Adoption – see policy OB02. These rarely provide an absolute barrier to disclosure. You should be prepared to exercise your judgement. A failure to pass on information that might prevent a tragedy could expose you to criticism in the same way as an unjustified disclosure.

No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they must share the information with local authority children's social care.

A decision whether to disclose information may be particularly difficult if you think it may damage the trust between you and your client. Wherever possible you should explain the problem, seek agreement and explain the reasons if you decide to act against a parent or child's wishes. It is therefore essential to discuss such concerns with your line manager.

## **2.5 What are the legal restrictions?**

The decision whether to disclose information may arise in various contexts. You may have a niggling concern about a child that might be allayed if shared with another agency. You may be asked for information in connection with an assessment of a child's needs under s17 of the Children Act 2004 or an enquiry under s47 of the Act or in connection with court proceedings. In all cases the main restrictions on disclosure of information are:

- Common law duty of confidentiality
- Human Rights Act 1998
- Data Protection Act 1998

Each of these has to be considered separately. Other statutory provisions may also be relevant. But in general, the law will not prevent you from sharing information with other practitioners if:

- Those likely to be affected consent
- The public interest in safeguarding the child's welfare overrides the need to keep the information confidential
- Disclosure is required under a court order or other legal obligation

## **2.6 Disclosure in the absence of consent**

The law recognises that disclosure of confidential information without consent or a court order may be justified in the public interest to prevent harm to others.

### **3.0 Allegations of abuse made against a member of staff or volunteer**

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#### **3.1 Introduction**

Experience has shown that those who work with children in any and every setting can subject them to abuse. Allegations against staff and volunteers must be taken seriously and treated in accordance with the relevant Local Safeguarding Children Board Procedures.

The agency recognises the possibility of abuse and will strive to prevent the creation of circumstances that could facilitate abuse. The agency will be alert to the possibility of abuse by employees, volunteers, students on placements and adoptive parents (pre-order).

It is essential that any allegation of abuse made against a professional who works with children and young people or other member of staff or volunteer in any setting is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child or children and at the same time is fair to the person who is the subject of the allegation.

#### **3.2 Underlying Principles**

When managing allegations of abuse in this context the following principles will apply:

- The welfare of the child is paramount
- Adults about whom there are concerns should be treated fairly and honestly and should be provided with support
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- 

#### **3.3 Position of Trust**

People in a Position of Trust' are defined as those who work with children or young people, whether in a paid or a voluntary basis and is any position that requires its holder to enjoy the trust of those who elected or chose the holder

#### **3.4 Key Roles**

For the purpose of managing allegations After Adoption must identify a senior manager. The Safeguarding Lead has been given this responsibility.

It is the responsibility of the senior manager/safeguarding lead to:

- Resolve any inter-agency issues
- Liaise with the LSCB on the subject – see appendix 3.

- Ensure procedures are properly applied and implemented; and
- Provide advice, information and guidance for staff within the organisation
- Ensure that all records in the management of the allegation are thorough and up to date
- Inform the Chief Executive of any allegations or concerns

This role relates to the management and oversight of individual cases.

The Safeguarding Lead within the organisation is the senior person to whom all allegations or concerns must be reported

It is the duty of the Local Authority to appoint a Local Authority Designated Officer (L.A.D.O) to:

- Provide advice and guidance to employers and voluntary organisations
- Liaise with the police
- Monitor the progress of all cases to ensure that they are dealt with as quickly and consistently as possible through the use of a fair and thorough process

### **3.5 Record Keeping**

Record keeping is an integral part of the management of allegations. Complete and accurate records will need to contain information which provides comprehensive details of:

- Events leading to the allegation or concern about an adult's behaviour
- The circumstances and context of the allegation
- Professional opinions
- Decisions made and the reasons for them
- Action that is taken
- Final outcome

### **3.6 The Process**

Any serious concerns that staff have about any aspect of the conduct of colleagues, or others acting on behalf of After Adoption, in relation to the welfare of children must report their concerns to the safeguarding manager immediately. If the concerns are about the safeguarding manager, then they should be reported to a member of the Executive.

The process of managing allegations starts where there is information, which suggests that an adult working with children may have:

- 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; or
- Behaved towards a child or children in a way that indicates he/she may

pose a risk of harm to children.

Concerns or allegations about the behaviour of an adult may be brought to the attention of a manager in a variety of ways. For example:

- An allegation made directly by a child or parent;
- An allegation made by a colleague or member of staff;
- Information from police or local authority social care team;
- Information from a third party or the general public;
- Information disclosed anonymously or online; or
- Concerns generated through an employment relationship.

There may be up to three strands in the consideration of an allegation:

- A police investigation
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and
- Consideration by an employer of disciplinary action in respect of the individual

All concerns that meet the above criteria must be reported to the Lead Safeguarding Manager or the second nominated safeguarding manager within 1 working day using (AA03F) who will then consider referral to the LADO. Child protection referrals must be made to the Social Services area office covering the child's home address, this will be the responsibility of the key worker. It is important to remember that before an Adoption Order has been made, adoptive parents are classified as professionals, and therefore, they should not be informed about an allegation being made against them until agreement has been reached in consultation with the LADO and other statutory agencies.

For more generic concerns about practice, please refer to OB06 Whistleblowing Policy.

### **3.7 The role of the Local Authority Designated Officer (LADO)**

The role of the LADO (Local Authority Designated Officer) is set out in the HM Government guidance 'Working Together to Safeguard Children (2015).

LADOs are involved in the management and oversight of individual cases.

The LADO roles apply to paid workers, unpaid workers, volunteers, foster carers, casual workers, agency or anyone self employed.

Out of normal working hours, referral should be made to the Social Services Emergency Duty Team.

Even when referral to the LADO is not deemed necessary, in all cases immediate action should be taken where necessary to ensure the protection of the child and any other children.

For other Local Authority LADO's please see appendix 3.

### 3.8 Initial Discussion

The purpose of an initial discussion is for the LADO and the Safeguarding Lead to consider the nature, content and context of the allegation and agree a course of action.

The LADO may ask the senior manager to provide or obtain any additional information which may be relevant, such as previous history, whether the child/family have made similar allegations and current contact with children.

This initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern, and the safeguarding lead will then decide how best to proceed within their organisation.

For all other cases, the discussion will then focus on agreeing a course of action including deciding whether the information meets agreed thresholds to hold a Strategy Meeting under child protection procedures, and whether suspension of the adult is appropriate. The LADO should ascertain the views of police and/or children's social care as to whether the member of staff should be suspended from contact with children. The decision to suspend rests with After Adoption alone and it cannot be requested by another agency, although After Adoption should have regard to the views of investigative agencies if involved. Suspension should be seen in this context as a neutral act.

### 3.9 Use of Suspension

Suspension should be considered in every 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.

Suspension **should not be** seen as an automatic response to an allegation or imposed as a 'knee jerk action'. A decision to suspend without careful thought could impede a police investigation. In some cases it will not be immediately obvious that suspension is appropriate and the need for this course of action may only become clear after information has been shared with, and discussion had, with other agencies and the After Adoption's Human Resources.

### 3.10 Alternatives to Suspension

While weighing the factors as to whether suspension is necessary, alternatives to suspension should be considered if available and deemed suitable. This may be achieved by:

- The individual undertaking duties which do not involve direct contact with the child concerned or other children e.g. office work;
- Providing an assistant/colleague to be present when the worker has contact with children.

It may be appropriate to use an alternative to suspension when an allegation is first made. This would allow time for an informed decision regarding suspension to be made

and possibly reduce the initial impact of the allegation. This will however depend upon the nature of the allegation.

### **3.11 Agreeing Next Actions**

In some cases further consultation by the LADO will take place. The LADO may decide to consult with police and social care colleagues to determine the next course of action.

If the information given about an adult's behaviour does not require a Strategy Meeting under **Section 47**, a similar meeting should be called to evaluate jointly the level of concern and to determine whether the person's suitability to continue working with children in his or her current position has been called into question.

If, following consultation, it is decided that the allegation does not meet any of the criteria above, then it may be dealt with by After Adoption at organisational level.

The LADO will retain overall management of the process (including the monitoring of cases which have been referred back to After Adoption for internal resolution) until the case reaches its conclusion and will ensure that accurate records are kept.

### **3.12 Employers Action**

Further action by After Adoption will always be required in circumstances where:

- A LADO meeting has concluded that disciplinary action should be considered by After Adoption;
- The matter has been referred to After Adoption after the police or Crown Prosecution Service (CPS) has determined that a charge or prosecution may not be appropriate; or
- Following the conclusion of legal proceedings.

### **3.13 The Decision to Undertake a Disciplinary Investigation**

The decision to instigate disciplinary procedures will be based upon the nature and seriousness of the behaviour which has been brought to the multi-agency discussion for consideration and, additionally, in those circumstances where a child has made a direct allegation, upon the child's account of the adult's behaviour. In such cases, it may be necessary to gather further information from the child or other child witnesses to establish the need for an investigation and this should be arranged to be undertaken by a social worker or other professional experienced in conducting interviews with child witnesses. This would be a social care social worker in a new case or child's social worker if the case is already allocated.

### **3.14 The Disciplinary Investigation**

The disciplinary investigation is the responsibility of After Adoption or governing body and the agency has a duty to keep the LADO informed of progress and agreed timescales.

### **3.15 Support for Child/Family**

Children and families involved in the allegation should be made aware of services that

exist locally and nationally which can offer support and guidance by the local social care team. They should be provided with any necessary information regarding independent and confidential support, advice or representation.

Parents or carers of the child should always be kept informed of the process of an investigation. This will be by social care team social worker or by allocated social worker or a nominated professional.

Parents or carers, and the child where appropriate, should be told the outcome as soon as possible after the decision of the panel has been reached.

### **3.16 Support for the Individual**

After Adoption has a duty of care to its workers and should act to manage and minimise the stress inherent in the allegations and disciplinary process. Support to the individual is key to fulfilling this duty.

Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by social care or police.

They should be advised to contact their trade union representative, if they have one, and given access to welfare counselling or medical advice where this is provided by After Adoption.

Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be discouraged except where it is likely to be prejudicial to the gathering and presentation of evidence.

Throughout the process the individual should be aware of the concerns and why his or her suitability to work with children is being questioned and given the opportunity to state his or her case.

When an employee returns to work following a suspension, or on the conclusion of a case, arrangements should be made to facilitate his or her reintegration. This may involve informal counselling, guidance, support, re-assurance and help to rebuild confidence in working with children and young people.

Employees will be notified in writing at the end of the process of outcomes. All allegations of misconduct will be dealt with in accordance with the organisation's Disciplinary Policy and Procedures PMEM04

### **3.17 Referral to the Disclosure & Barring Service**

If an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the agency must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

As an employer, After Adoption has a duty to make a referral to the DBS if we have concerns that an individual has caused harm or poses future risk or harm to vulnerable groups including children. A decision to make this referral will be made by the Chief

Executive in consultation with the Senior Manager and HR.

If the individual is a qualified social worker or counsellor, then a referral must be made to the HCPC/BACP or evident regulatory authority.

#### **4.0 Private/Professional Life**

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Professionals who work with children, as part of their employment or voluntary duties need to be aware that inappropriate or criminal behaviour in their private life may affect their suitability to work with children, for example:

- Downloading indecent images of children on a home computer
- Allegations of domestic abuse
- Convictions for drug/alcohol offences

Staff have a duty to inform their line manager of any issues in their personal life that may have an impact on their suitability to work with children.

Staff should also be aware that if they are undergoing investigations due to a safeguarding concern that this may have an impact on their personal life or voluntary activities, for e.g. if they have caring responsibilities for children.

#### **5.0 Recruitment and selection of staff**

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In common with all agencies and services whose staff and volunteers work closely with children, After Adoption must have policies and procedures in place to deter those who are unsuitable to work with children, see policy HR01. Common features must include the following:

- Enhanced Disclosure & Barring checks including clearance of international criminal record checks where a person has lived abroad.  
Note: International checks must be carried out where a person has lived for a period abroad during their adulthood.
- Checks of lists maintained by the Department of Health and the Department for Education and Employment, of those deemed unsuitable to work with children<sup>1</sup>
- Candidates to confirm identity and their Right to Work in the UK
- Verifying authenticity of qualifications and references directly
- Seeking a full employment history for prospective staff and reserving the right to approach any previous employer
- Making appointments only after suitable references and checks are obtained and verified

- Making all appointments to work with children (including internal transfers) subject to a 6 months probationary period

Interviewers must be prepared to explore with candidates their attitudes towards children and childcare, their perceptions about the boundaries of acceptable behaviour towards children, and questions about sexual boundaries and attitudes. All recruitment panels must contain at least one manager who has completed Safer Recruitment training.

Even the most careful selection process cannot identify all those who may pose a risk to children. Post-employment management and supervision must always be alert to indicators of untoward behaviour.

**See PMEM01 Recruitment & Selection Policy for further detailed information regarding Safer Recruitment.**

### 5.1 Recruitment of external providers

There are occasions when it is necessary for the agency to commission facilitators/entertainers for various workshops and family days etc. In these situations it is the responsibility of the relevant manager overseeing the event to ensure that the provider has a valid DBS, which is no more than 3 years old. In circumstances where the provider is not able to produce one, it may be possible for the agency to apply for one on their behalf. All such cases should be referred to the Head of Service for consideration.

It should always be remembered that possession of a DBS certificate is not a guarantee that an individual does not pose a risk to children. Appropriate supervision should always be provided by staff and parents at these events.

Recruitment Pack, which includes Safeguarding Policies, is given to all staff.

### 5.2 Induction

Induction for each new member of staff is tailored to meet the individual's need and the overall induction programme should take no longer than 12 weeks. Induction information is available on the agency intranet in the form of handbooks, policies and procedures and videos. Induction topics include:

1. Safeguarding
2. Health & Safety
3. Data Protection
4. Employment issues
5. Procedural information
6. Role specific information
7. Understanding boundaries of their role
8. Attendance at Best Practice and Induction training

Reading of safeguarding policies and procedures must be carried out within the first week of employment and noted on the induction checklist.

### 5.3 Supervision

Safeguarding children entails making difficult and risky professional judgements and decisions. All professionals involved must have access to advice and support, from peers, managers, and named and designated professionals.

Effective supervision is important to promoting good standards of practice and to supporting individual staff members. After Adoption must ensure that staff fully understand their roles and responsibilities, and that practice is soundly based and consistent with Local Safeguarding Children Board and organisational procedures.

After Adoption requires that all staff adhere to the staff supervision and performance management set out in policy and procedure (PM PL01)

### 5.4 Training

Professional staff who come into contact with children must know of the predisposing factors and signs and indicators of child abuse. They must be able to exercise professional skill in terms of effective information sharing and the ability to analyse information, and must have the knowledge and skills to collaborate with other agencies and disciplines in order to safeguard the welfare of children. They will need a sound understanding of the legislative framework and the wider policy context with which they work, as well as a familiarity with local policy and procedures.

After Adoption is responsible for ensuring that all staff are competent and confident to carry out their safeguarding responsibilities.

After Adoption will ensure that there is planned Safeguarding training in the annual training plan (PM PL02D) and it is a mandatory requirement that **all** staff and volunteers attend a basic introduction to Safeguarding issues. This training covers:

1. Awareness regarding the safety and welfare of children; which includes:
  - a. Signs / types of abuse
  - b. Child Sexual Exploitation (CSE)
  - c. Female Genital Mutilation (FGM)
  - d. Bullying
  - e. Radicalisation
  - f. E-Safety
  - g. Breast Ironing
  - h. Forced marriage & "Honour" based violence
2. Understanding compliance with the agency safeguarding policies and procedures
3. Clarification of internal processes regarding the recording and monitoring of concerns
4. Understanding roles and responsibilities when sharing information and how to refer concerns, including reporting allegations against professionals
5. Opportunities for staff to feedback and raise any concerns

Service Delivery staff are required to attend update or advanced training regularly to ensure they have the appropriate skills, knowledge and expertise in child protection.

## **6.0 Recruiting and supporting adoptive parents**

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After Adoption recognises the potential risk to children when placed with an adoptive family. In light of this we undertake necessary steps to seek to prevent the likelihood of abuse occurring.

As part of the assessment process and following the acceptance of an application, After Adoption will undertake an enhanced DBS check on all prospective adoptive parents see policy HR01 DBS Management Policy. Statutory checks will be undertaken with all Local Authorities where the applicant has lived for the previous ten years, employment checks will also be taken as a matter of course, and if applicants have worked with children, references are taken from these organisations.

Personal references will be taken from at least five individuals in joint applications including family members.

If an applicant is a member of a professional body then individual references are requested.

When required, a Safe Caring Plan will be completed with prospective adoptive parents (AA03a), and Safeguarding issues are covered as part of the preparation training including, identifying that:

- Prospective adopters need to understand how to safeguard and promote the child's social and emotional development, and to demonstrate how they will develop the child's emotional resilience and positive self-esteem.
- Prospective adopters will need to demonstrate an understanding of the importance of keeping safe any information provided by the birth family and in giving this information to their adopted child in an age appropriate format when they feel the time is right, or on request when the young person reaches adulthood.
- Prospective adoptive parents will need to demonstrate how they can promote the safety and welfare of children, protect them from abuse and other forms of significant harm (e.g. sexual or labour exploitation).
- Prospective adopters will be prepared and supported to encourage the child to take appropriate risks as a normal part of growing up and to help their children to understand how to keep themselves safe, including when outside the household or when using the internet or social media.
- Prospective adoptive parents will be encouraged and supported to work effectively with agencies concerned with child protection e.g. the responsible authority, schools, hospitals, general practitioners, etc to ensure children remain safe from harm.

- Where a Safeguarding allegation has been made against a prospective adoptive parent this allegation and a record of the subsequent investigation and outcome will remain on the applicant's file in accordance with the policy and practice of the Local Authority in which the agency operates.

## **7.0 Policy Review**

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The safeguarding policy and procedure (AA03.02) is reviewed on an annual basis, or earlier, if there are changes in legislation or practice, and a copy is sent to the Local Safeguarding Board to ensure its compliance with the registered office locality requirements.

The Greater Manchester Safeguarding website is used as a source of information about changes in legislation, emerging protocols and developing good practice.

Any revisions are also brought to the attention of staff, through policy updates, operational meetings, internal newsletters, emails and team meetings.

The Safeguarding manager ensures that policy and procedures are followed at all times and that all safeguarding actions are recorded centrally.

After Adoption commits to providing regular training on Safeguarding within the annual training plan.

All safeguarding reports are monitored and reviewed monthly in the first instance by the Safeguarding Manager and by the senior management group and Staffing sub-group, of the Trustee Board. The full Trustee Board approves and endorses safeguarding policy and procedures on an annual basis following recommendation by the Safeguarding lead manager.

## **8.0 Notification to Ofsted**

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After Adoption is registered with Ofsted as a Voluntary Adoption Agency and provider of Adoption Support. All services provided are compliant with and consistent with the aims of the Children and Family Act 2014. Specifically Regulation 19 of the Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003.

It is the responsibility of the Deputy Chief Executive to inform Ofsted of events and notifications in accordance with Regulation 19, Schedule 4 below.

Column 1: <i>Event</i>	Column 2: <i>To be notified to:</i>					
	Registration Authority (OFSTED)	Secretary of State	Placing Agency	Area Authority	PCT	Local Health Board
Death of child placed for adoption by the agency	Yes	Yes, if the registration authority is the Commission		Yes	Yes	Yes
Referral to the Secretary of State pursuant to section 2(1) (a) of the Protection of Children Act 1999 of an individual working for the agency.	Yes					
Serious illness of, or serious accident sustained by, a child placed for adoption by the agency.	Yes			Yes	Yes	Yes
Any serious complaint about a prospective adopter approved by the agency where no child is placed for adopted with that prospective adopter	Yes					
Any serious complaint about a prospective adopter approved by the agency where a child is placed for adoption with that prospective adopter by the agency	Yes			Yes		
Any serious complaint about a prospective adopter approved by the agency where a child is placed for adoption with that prospective adopter by another agency	Yes		Yes	Yes, if not notified as the placing authority		
Instigation and outcome of any child protection enquiry involving a child placed for adoption by the agency	Yes			Yes		

## 9.0 References

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Fraser Guidelines 1985

The UN Convention on the Rights of the Child (1989)

Data Protection Act 1998

Human Rights Act 1998

The Protection of Children Act 1999

Assessment of Children in Need and their Families 2000

Keeping Children Safe 2003

Sexual Offences Act 2003

Every Child Matters 2004

The Children Act 2004

Safeguarding Children & Young People from Sexual Exploitation 2009

Children and Family Act 2014

Counter Terrorism and Security Act 2015

Working Together to Safeguard Children 2015

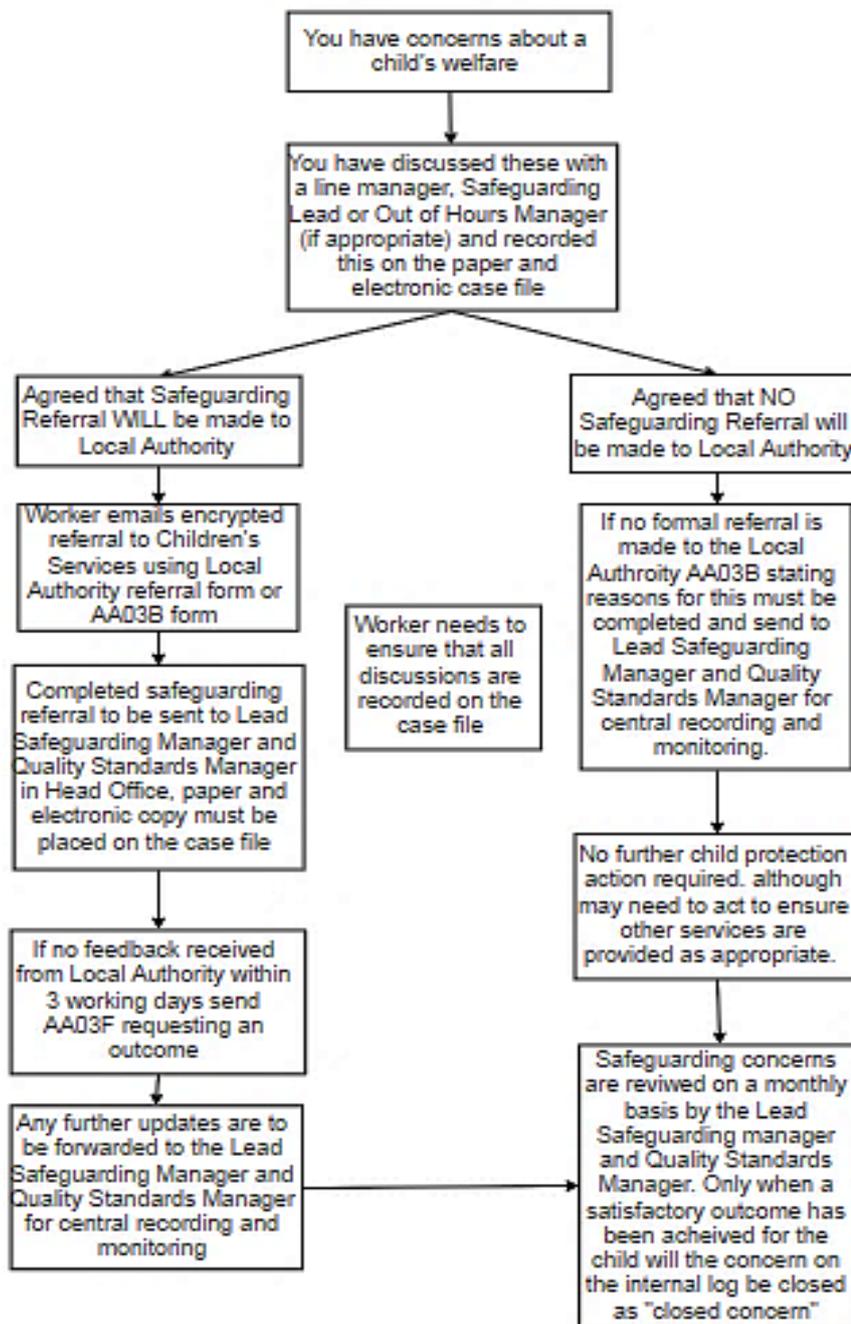
What To Do If You're Worried A Child Is Being Abused 2015

**Female Genital Mutilation Act 2003 as amended by the Serious Crime Act 2015**

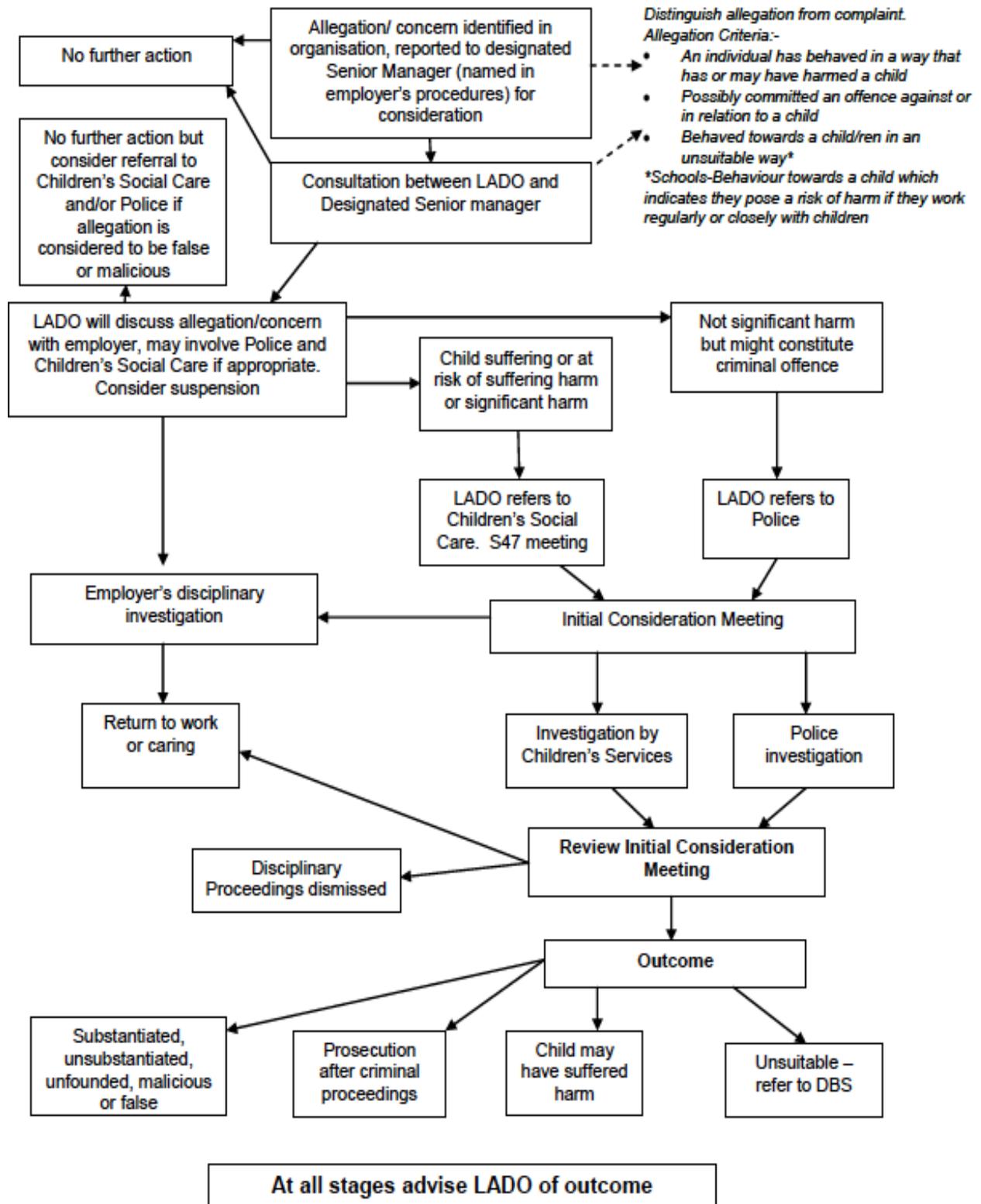
All Wales Safeguarding Policy

Children and Social Work Act 2017

## Appendix 1: Referral Flowchart



## Appendix 2: Managing Allegations Flowchart





### Appendix 3: Contact details for Local Authority. Safeguarding and LADO's

Local Authority	Local Safeguarding Children's Board (LSCB)	Local Authority Designated Officer (LADO)	Safeguarding no.
<b>London</b>			
Luton UA	Luton Safeguard Board Business Unit Office Town Hall Extension Gordon Street Entrance Gordon Street Luton, LU1 2BQ  safeguarding@luton.gov.uk  01582 547 624 or 01582 547 590	Paul James  01582 548069  paul.james@luton.gcsx.gov.uk	01582 547 653
<b>North East</b>			
East Riding of Yorkshire UA	East Riding Safeguarding Children Board Cross Street Beverley HU17 9BA  01482 396 999 erscb.enquiries@eastriding.gov.uk	01482 396 999 (Tony Marsh – Education & School Allegations) tony.marsh@eastriding.gcsx.gov.uk 01482 392 139 (Lorraine Wilson – Agencies and Organisations Allegations) Lorraine.wilson@eastriding.gcsx.gov.uk 01482 396559	01482 395 500 childrens.socialcare@eastriding.gov.uk  01377 241 273 (out of hours) emergency.duty.team@eastriding.gcsx.gov.uk
Gateshead	Louise Gill, LSCB Business Manager LSCB Business Unit 1 <sup>st</sup> Floor Civic Centre Regent Street Gateshead 0191 433 8010 <a href="mailto:louisegill@gateshead.gov.uk">louisegill@gateshead.gov.uk</a>	Nicholas Leon 0191 433 3000 nicholasleon@gatgeshead.gov.uk	0191 433 2653  0191 477 0844 (out of hours)



Hartlepool UA	Hartlepool Safeguarding Children Board Child & Adult Services Level 4, Civic Centre Hartlepool, TS24 8AY  01429 523 825 <a href="mailto:HSCB@hartlepool.gov.uk">HSCB@hartlepool.gov.uk</a>	Phil Curtis 01429 523 344 <a href="mailto:HSCB@hartlepool.gcsx.gov.uk">HSCB@hartlepool.gcsx.gov.uk</a>	01429 284 284 0870 240 2994 (out of hours)
Lincolnshire	<a href="mailto:lscb@lincolnshire.gov.uk">lscb@lincolnshire.gov.uk</a>	Anne Faulkner – Tel: 01522 554668 Ursula Morton – Tel: 01522 554674	01522 782 111 01522 782 333 (out of hours)
Newcastle upon Tyne	Sue Kirkley, NSCB Co-ordinator Room 213, Civic Centre Barras Bridge Newcastle upon Tyne NE1 8PU  0191 277 7426 <a href="mailto:Susan.kirkley@newcastle.gov.uk">Susan.kirkley@newcastle.gov.uk</a>	Melanie Scott 0191 277 4636 <a href="mailto:melanie.scott@newcastle.gov.uk">melanie.scott@newcastle.gov.uk</a>	0191 277 2500 0191 278 7878 (out of hours)
North Tyneside	North Tyneside Council Quadrant West Silverlink North Cobolt Business Park North Tyneside NE27 0BY  <a href="mailto:Sue.burns@northtyneside.gov.uk">Sue.burns@northtyneside.gov.uk</a> <a href="mailto:lscb@northtyneside.gov.uk">lscb@northtyneside.gov.uk</a>  0191 643 7391	Angela Glenn 0345 2000 109 <a href="mailto:MASCT@northtyneside.gov.uk">MASCT@northtyneside.gov.uk</a>	0345 2000 109 - "Front Door Service"  0191 200 6800 (out of hours)
North Yorkshire	North Yorkshire Safeguarding Board South Block NYCC, County Hall Racecourse Lane Northallerton, DL7 8AE  <a href="mailto:dallas.frank@northyorks.gov.uk">dallas.frank@northyorks.gov.uk</a> 01609 535187	Karen Lewis <a href="mailto:karen.lewis@northyorks.gov.uk">karen.lewis@northyorks.gov.uk</a> 01609 534200  Rosemary Cannell <a href="mailto:Rosemary.Cannell@northyorks.gov.uk">Rosemary.Cannell@northyorks.gov.uk</a> 01609 534974	01609 780780



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Redcar and Cleveland UA	Seafeld House Kirkleatham Street Redcar, TS10 1SP  01642 444339	Yvonne Priestley 01642 771 531	01642 771 500 08702 402 994 (out of hours)
South Tyneside	South Tyneside Safeguarding Children Board 38 Laygate Place South Shields Tyne & Wear, NE33 5RT  0191 424 6512	Jean Hughes 0191 424 6316	0191 424 5010 0191 456 2093 (out of hours)
Stockton-on-Tees UA	SLSCB Business Support Municipal Buildings Church Road Stockton-on-Tees, TS18 1LD  01642 527 632/636 <a href="mailto:slscb@stockton.gov.uk">slscb@stockton.gov.uk</a>	Phil Curtis 01642 527 413 07717301565 <a href="mailto:LADO@stockton.gcsx.gov.uk">LADO@stockton.gcsx.gov.uk</a>	01429 284284 08702 402994 (out of hours)
<b>North West</b>			
Blackburn	Blackburn with Darwen Safeguarding Unit Floor 4, 10 Duke Street Blackburn, BB2 1DH  01254 588955 <a href="mailto:lscbinfo@blackburn.gov.uk">lscbinfo@blackburn.gov.uk</a>	01254 585184 Megan Dumpleton <a href="mailto:Megan.dumpleton@blackburn.gov.uk">Megan.dumpleton@blackburn.gov.uk</a>	01254 666 400 01254 587 547 (out of hours)
Blackpool	Blackpool Safeguarding Children Board Number One, Bickerstaffe Square	Amanda Quirke 01253 477 541	01253 477 299



	Blackpool, FY1 3AH  01253 477 025 child.protection@blackpool.gov.uk	Amanda.quirke@blackpool.gov.uk	
Manchester	0161 234 3330 mscb@manchester.gov.uk  MSCB Manchester City Council Floor 4 Town Hall Extension Albert Square PO Box 352 Manchester, M60 2LA	Majella O'Hagan 0161 234 1214 <a href="mailto:majella.ohagan@manchester.gov.uk">majella.ohagan@manchester.gov.uk</a>  Ground Floor R&D Block Wenlock Way Offices Wenlock Way West Gorton, M12 5DH	0161 234 5001 - Manchester Contact Centre  mcsreply@manchester.gov.uk
Salford	Salford Safeguarding Board Sutherland House 303 Chorley Road Swinton, M7 6AY  0161 603 4322	Roisin Rafferty 0161 603 4350 roisin.rafferty@salford.gov.uk Patsy Molloy 0161 603 4350 Patsy.molloy@salford.gov.uk	0161 603 4500 0161 794 8888 (out of hours)  Referral to be made through The Bridge Partnership. See <a href="http://www.salford.gov.uk/children-and-families/safeguarding-children/worried-about-a-child/">www.salford.gov.uk/children-and-families/safeguarding-children/worried-about-a-child/</a>
Tameside	Tameside Safeguarding Board Hyde Town Hall Market Street, Hyde, SK14 4ND  0161 342 4348	Tania Brown 0161 342 4398 tania.brown@tameside.gcsx.uk	0161 342 4101 0161 342 2222 (out of hours)



Trafford	<p>Catherine Fleming - Safeguarding and Development Manager          Email: <a href="mailto:catherine.fleming@trafford.gov.uk">catherine.fleming@trafford.gov.uk</a>          Tel: 0161 912 4286</p> <p>Morgan Adams - Safeguarding Support Officer          Email: <a href="mailto:morgan.adams@trafford.gov.uk">morgan.adams@trafford.gov.uk</a>          Tel: 0161 911 8687</p> <p>Carol Scully - TSCB Training          Email: <a href="mailto:carol.scully@trafford.gov.uk">carol.scully@trafford.gov.uk</a>          Tel: 0161 912 4950</p>	<p>Anita Hopkins          0161 912 5024  <a href="mailto:anita.hopkins@trafford.gov.uk">anita.hopkins@trafford.gov.uk</a></p>	<p>0161 912 5125</p> <p>0161 912 2020 (out of hours)</p>
Wakefield	<p>Wakefield District Safeguarding Children Board          County Hall          Bond Street          Wakefield, WF1 2QW</p> <p>01924 306 397  <a href="mailto:wdsch@wakefield.gov.uk">wdsch@wakefield.gov.uk</a></p>	<p>Jane McCann          01924 302 155  <a href="mailto:JaneMcCann@wakefield.gov.uk">JaneMcCann@wakefield.gov.uk</a></p>	0345 8503 503 - Social Care Direct
<b>Merseyside &amp; North Wales</b>			
Conwy	<p>North Wales Safeguarding Board</p> <p>Sarah Lloyd Evans – Business Manager  <a href="mailto:Sara.lloyd.evans@conwy.gov.uk">Sara.lloyd.evans@conwy.gov.uk</a>          07718 575484</p>		<p>01492 575 111</p> <p>01492 515 777 (out of hours)</p>
Denbighshire	<p>North Wales Safeguarding Board</p> <p>Sarah Lloyd Evans – Business Manager  <a href="mailto:Sara.lloyd.evans@conwy.gov.uk">Sara.lloyd.evans@conwy.gov.uk</a>          07718 575484</p>	01824 712200	<p>01824 712 200</p> <p>0345 053 3116 (out of hours)</p>
Flintshire	<p>North Wales Safeguarding Board</p> <p>Sarah Lloyd Evans – Business Manager</p>		<p>01352 701 000</p> <p>0345 0533 116 (out of hours)</p>

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Halton	Tracey Holyhead, HSCB Manager Halton Safeguarding Board 2 <sup>nd</sup> Floor, Rutland House Runcorn WA7 2GW  0151 511 7313 <a href="mailto:Tracey.holyhead@halton.gov.uk">Tracey.holyhead@halton.gov.uk</a>	0151 511 7229	0151 907 8305 0345 050 0148 (out of hours)
Isle of Anglesey	North Wales Safeguarding Board  Sarah Lloyd Evans – Business Manager <a href="mailto:Sara.lloyd.evans@conwy.gov.uk">Sara.lloyd.evans@conwy.gov.uk</a> 07718 575484		01248 752722 01248 353 551 (out of hours)
Knowsley	Knowsley Safeguarding Children Board 2 <sup>nd</sup> Floor, Nutgrove Villa Westmorland Road Huyton, L36 6GA  0151 443 4311	Kathleen Orrett 0151 443 4002	0151 443 2600
Liverpool	Liverpool Safeguarding Board 2nd Floor Millennium House 60 Victoria Street Liverpool, L1 6HF  Jacqui Taylor, LSCB Administrator 0151 233 0493/0510	Ray Said  Safeguarding Unit, The Ray Hurst Centre, Pendine Close Liverpool, L6 3BH	0151 233 3700 Integrated Children's Service



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Sefton	Sefton LSCB 2nd Floor, Merton House Stanley Road Bootle Merseyside, L20 3JA  0151 934 4706 / 3366	Pauline Trubshaw  0151 934 3783  pauline.trubshaw@sefton.gov.uk	0345 140 0845 0151 920 8234 (out of hours)
St Helens	Atlas House Corporation Street St Helens, WA9 1LD  01744 673 337 safeguardingchildrenboard@sthelens.gov.uk	LADO Leads:  Damien Fitzsimmons Timba Kanengoni  LADO Officers: Janet Dryhurts Simon Wood  01744 624268	01744 676 600 0345 050 0148 (out of hours)
Warrington UA	Warrington Safeguarding Children Board Lower Ground Floor, New Town House Buttermarket Street Warrington, WA1 2NJ  01925 443 126 wscb@warrington.gov.uk	01925 443 102 Fiona Walker fcowan@warrington.gov.uk  01925 443 101 Beki Byron bbyron@warrington.gov.uk	01925 443 400 01925 444 400 (out of hours)
Wigan	Wigan Safeguarding Children Board Wigan Life Centre PO Box 100 Wigan WN1 3DS	01942 486034 Steve Westhead  <a href="mailto:lado@wigan.gcsx.gov.uk">lado@wigan.gcsx.gov.uk</a>	01942 828 300 0161 834 2436 (out of hours)

	01942 486 025 WSCB@wigan.gov.uk		
Wirral	Wirral Safeguarding Children Board Hamilton Building Conway Street Birkenhead, CH41 4FD  0151 666 4314 davidrobbins@wirral.gov.uk	Suzanne Cottrell 0151 666 4582 suzanecottrell@wirral.gov.uk	0151 606 2008 0151 677 6557 (out of hours)
Wrexham	North Wales Safeguarding Board  Sarah Lloyd Evans – Business Manager <a href="mailto:Sara.lloyd.evans@conwy.gov.uk">Sara.lloyd.evans@conwy.gov.uk</a> 07718 575484		01978 292 039 0345 053 3116 (out of hours)
<b>South West</b>			
Bath & NE Somerset	Child Protection Unit Riverside Offices Temple Street Keynsham, BS31 1DN  01225 396 974	Jackie Deas 01225 396 810	01225 396 312 / 313 01454 615 165 (out of hours)
Bristol, City of UA	Bristol Safeguarding Board Parkview PO Box 3176 Bristol, BS3 9FS  0117 903 7786 <a href="mailto:bscb@bristol.gov.uk">bscb@bristol.gov.uk</a>	Rosalind Waters & Nicola Laird  0117 903 7790  rosalind.waters@bristol.gov.uk nicola.laird@bristol.gov.uk	0117 903 6444 01454 615 165 (out of hours)
Gloucestershire	Safeguarding Children Board Room 128, Block 4, Shire Hall Gloucester, GL1 2TH  01452 583 629	Jane Bee 01452 426 994 Jane.bee@gloucestershire.gov.uk  Kath Whittaker	01452 426 565  <a href="mailto:childrenshelpdesk@gloucestershire.gov.uk">childrenshelpdesk@gloucestershire.gov.uk</a>



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Somerset	<a href="mailto:LSCB@somerset.gov.uk">LSCB@somerset.gov.uk</a>	Anthony Goble	0300 123 224 <a href="mailto:childrens@somerset.gov.uk">childrens@somerset.gov.uk</a>
South Gloucestershire			01454 866000 01454 615165 (out of hours)
Swindon UA	Swindon Local Safeguarding Children Board Civic Offices Euclid Street Swindon, SN1 2JH  01793 463 803 <a href="mailto:lscb@swindon.gov.uk">lscb@swindon.gov.uk</a>	Stephanie McQuade & Agnes Gault 01793 46 6849      01793 46 6958 <a href="mailto:smcquade@swindon.gov.uk">smcquade@swindon.gov.uk</a> <a href="mailto:agault@swindon.gov.uk">agault@swindon.gov.uk</a>	01793 466 903 01793 436 699 (out of hours)
<b>West Midlands</b>			
Birmingham	Birmingham Safeguarding Children Board Room B54 Council House Extension Margaret Street Birmingham , B3 3BU  0121 464 2612 <a href="mailto:contactus@lscbbirmingham.org.uk">contactus@lscbbirmingham.org.uk</a>	Norah Malik, Salma Shabir and Micho Moyo  0121 675 1669 <a href="mailto:ladoteam@birmingham.gov.uk">ladoteam@birmingham.gov.uk</a>	0121 303 1888  <a href="mailto:MASH@birmingham.gov.uk">MASH@birmingham.gov.uk</a>



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Sandwell	Sandwell Safeguarding Children Board METSEC House Broadwell Road Oldbury B69 4HE  0121 569 4800 lscb_sandwell@sandwell.gov.uk	0121 569 4770 Uzma Bhatti Uzma.bhatti@sandwell.gov.uk	0121 569 3100
Shropshire	Independent Review Unit Shropshire Council Mount McKinley Anchorage Avenue Shrewsbury Business Park Shrewsbury, SY2 6FG  01743 254 259/246 sscb@shropshire.gov.uk	03456 789021	0345 678 9021 0345 678 9040 (out of hours)
Solihull	Solihull Local Safeguarding Children Board The Bluebell Centre West Mall Chelmsley Wood Solihull B37 5TN  0121 788 4325 <a href="mailto:lscb@solihull.gov.uk">lscb@solihull.gov.uk</a>	Simon Stubbs 0121 788 4310 <a href="mailto:cpru@solihull.gcsx.gov.uk">cpru@solihull.gcsx.gov.uk</a>	0121 788 4333 0121 605 6060 (out of hours)



Telford & Wrekin	Telford & Wrekin Safeguarding Children Board Addenbrooke House Ironmasters Way Telford, TF3 4NT  01952 382 070 lscb@telford.gov.uk	Darlene Mansurali  01952 382293	01952 385 385 01952 676 500 (out of hours)
Walsall	Walsall Safeguarding Board The Council House Lichfield Street Walsall, WS1 1TW  01922 659 559 wscb@walsall.gov.uk	Alan Hassall 01922 654040	0300 555 2866 0300 555 2922 / 2836 (out of hours)
Warwickshire	Saltisford Office Park Ansell Way Warwick, CV34 4UL  01926 410 410 wscb@warwickshire.gov.uk	Celia East 07769165444	01926 414 144 01926 886 922 (out of hours)
Wolverhampton	Wolverhampton Safeguarding Board Priory Green Building Whitburn Close Pendeford Wolverhampton, WV9 5NJ  01902 550 477 wscb@wolverhampton.gov.uk	Paul Cooper 01902 550661 <a href="mailto:Paul.Cooper@wolverhampton.gov.uk">Paul.Cooper@wolverhampton.gov.uk</a>	01902 551 199 01902 552 999 (out of hours)