



Report to Cabinet

Subject: Child Protection Policy and Procedures

Date: 4 September 2008

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1. Purpose of the Report

This report presents revised Child Protection Policy and Procedures for the Borough Council, attached at appendix 1.

To appoint a Member to act as champion for the authority with regard to the safeguarding children agenda.

2. Background

The Children Act 2004 provides the legislative framework for the required reform of children's services. It established a duty on local authorities to make arrangements to promote co-operation between agencies and other appropriate bodies (such as voluntary and community organisations) and a duty on key partners, such as district councils to take part in co-operation arrangements in order to improve the well being of children with reference to five outcomes. These are:

- Being Healthy;
- Staying Safe;
- Enjoying and Achieving;
- Making a Positive Contribution, and;
- Achieving Economic Well-being.

Working together to Safeguard Children who are suffering, or at risk of suffering, significant harm is not the sole responsibility of any one agency or service, it is a shared responsibility. In order to protect children from significant harm it is essential that agencies work together to safeguard and promote their welfare. The complexity of work in this area relies on effective inter-agency working between the partner agencies, which include a high degree of co-operation and a commitment to a continual need to improve professional practice.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their eighteenth birthday. For the purpose of this policy the reference to children therefore means 'children and young people' throughout. The fact that a

child has become sixteen years of age, is living independently or is in further education, the armed forces, is in hospital, in prison or in a young offenders institution, does not change their status or their entitlement to services or their protection under the Children Act 1989. (Working Together 2006)

Gedling Borough Council acknowledges its shared responsibility for the protection and safety of children and young people up to the age of 18 years. Children have the right to be safe and happy in the activities that they, or their parents or carers choose, and have the right to believe that the organisations to which they entrust their children provide a safe environment. Therefore all organisations have a duty of care for the children for whom they provide activities or services.

This proposed policy supplements the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure to which Gedling Borough Council as a partner agency of the Nottinghamshire Safeguarding Children Board is signed up to. The aim of this procedure is to clarify arrangements in Nottingham City and Nottinghamshire as to how all agencies, both statutory and voluntary, should work together to safeguard children and promote their welfare. The purpose is to bring about better outcomes for children by facilitating open communication channels and clear accountability in inter-agency working arrangements. Good practice relies upon effective co-operation between agencies, on working sensitively with parents and carers and upon the careful exercise of professional judgement based on thorough assessment and critical analysis of the available information. On this basis these Borough Council policies, procedures and reporting arrangements are presented as part of an integrated document that provides inter-agency guidance for all children in need including those in need of protection.

Attached is a copy of a return to the Safeguarding Children Board, S11 of the Children Act 2004-Self-Assessment Tool, which details our progress to date, these are completed half yearly.

3. Proposal

Adoption of the policy will cover all of the council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services on our behalf. Such organisations must maintain and develop their own Safeguarding Children and Child Protection Policies to reflect this policy and the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure, as appropriate.

This policy covers all children up to the age of 18 years who are affected by the services delivered by or on behalf of the Council.

Many of the principles set out in this policy also relate to vulnerable adults. Vulnerable adults can be defined as people aged 18 or over who may be vulnerable due to mental or other disability, age or illness and may be unable to take care of or protect themselves from abuse.

The council recognises that Nottinghamshire County Council and the Police are the lead agencies with regard to child protection. It does, however, recognise that it has its own responsibilities with regard to Safeguarding Children and Child Protection, relating to the provision of its own services, the employment of its employees and the recruitment and selection of employees, contractors and any other agencies engaged to provide services for or on behalf of the council.

Throughout this policy the word employee means employees of the council and its partners and contractors, as well as volunteers and voluntary groups involved in the delivery of activities or providing services on behalf of the council.

Training of staff and Members in their responsibilities regarding child protection and reporting procedures will be undertaken.

To appoint the Portfolio Holder for Leisure and Youth Services to act as Member champion for the authority.

To note the content of the Self Assessment Tool return attached at appendix 2.

4. Resource Implications

The Council has committed staffing resource to support the lead agencies in safeguarding children matters.

5. Recommendation

To adopt the Child Protection Policy, copy attached at appendix 1.

To appoint the Portfolio Holder for leisure and Youth Services Member Champion with regard to the safeguarding children agenda.

To note the content of the S11 Children Act – Self-Assessment Tool, attached at appendix 2.

6. Wards Affected

'All Wards'



GEDLING
BOROUGH COUNCIL

CHILD PROTECTION POLICY

**Procedures
and
Guidance Documents**

4th August 2008

GEDLING BOROUGH COUNCIL - SAFEGUARDING CHILDREN POLICY

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1. Introduction

Gedling Borough Council acknowledges its shared responsibility for the protection and safety of children and young people up to the age of 18 years. Children have the right to be safe and happy in the activities that they, or their parents or carers choose, and have the right to believe that the organisations to which they entrust their children provide a safe environment. Therefore all organisations have a duty of care for the children for whom they provide activities or services.

Organisations such as the council providing activities and services to children and young people are most likely to be taking all precautions and making every effort to ensure their safety. It is possible, however, that there may be people who work, or seek work, in such organisations who may pose a risk to children and young people and may try to harm them.

The purpose of this policy is to ensure that in discharging its functions the council has full regard for the need to safeguard and promote the welfare of children and young people. It establishes the roles, responsibilities, procedures and reporting arrangements of managers, staff, contractors and any volunteers providing services for the council in relation to safeguarding and promoting the welfare of children and young people.

This policy supplements the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure to which Gedling Borough Council as a partner agency of the Nottinghamshire Safeguarding Children Board is signed up to. The aim of this procedure is to clarify arrangements in Nottingham City and Nottinghamshire as to how all agencies, both statutory and voluntary, should work together to safeguard children and promote their welfare. The purpose is to bring about better outcomes for children by facilitating open communication channels and clear accountability in inter-agency working arrangements. Good practice relies upon effective co-operation between agencies, on working sensitively with parents and carers and upon the careful exercise of professional judgement based on thorough assessment and critical analysis of the available information. On this basis these Borough Council policies, procedures and reporting arrangements are presented as part of an integrated document that provides inter-agency guidance for all children in need including those in need of protection.

The Nottingham and Nottinghamshire child protection document can be found at:

<http://www.nottinghamshire.gov.uk/nscb>

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their eighteenth birthday. For the purpose of this policy the reference to children therefore means 'children and young people' throughout. The fact that a child has become sixteen years of age, is living independently or is in further education, the armed forces, is in hospital, in prison or in a young offenders institution, does not change their status or their entitlement to services or their protection under the Children Act 1989. (Working Together 2006)

2. Policy

It is the policy of Gedling Borough Council to safeguard the safety and welfare of all children who come into contact with its employees, contractors and volunteers working for the council to provide services, by protecting them from physical, sexual and emotional harm and to provide training and a support system for employees to protect them from allegations of abuse.

In this policy Gedling Borough Council recognises that: -

- The welfare of children is paramount;
- Safeguarding and child protection means protecting children from abuse; and
- All children have equal rights to protection from abuse, which can mean:
 - o Physical abuse;
 - o Emotional abuse;
 - o Sexual abuse;
 - o Neglect.

It is recognised that abuse happens to children of all ages, social backgrounds and ethnic groups. It usually involves a parent, another family member, or someone else caring for the child, but it can be from anyone.

All incidents and allegations that come to the attention of employees will be taken seriously and reported in accordance with this policy.

The council also recognises that it needs to operate safe working practices with regard to safeguarding children in its recruitment and selection processes for staff, contractors, volunteers and any other agencies carrying out work on its behalf.

The council aims to do this by:

- Raising awareness throughout the council and beyond the statutory duty of care relating to children and actively encourage good practice amongst employees, elected Members contractors and volunteers;
- Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur;
- Respecting and promoting the rights, wishes and feelings of children and young people. Listening to them, minimising dangers and working closely with other agencies;
- Recruiting, training, supervising and supporting employees, elected members, contractors and volunteers who work with children to adopt best practice to safeguard and protect children and young people from abuse, and themselves against allegations.
- Ensuring that Criminal Records Bureau Checks are carried out on employees, contractors and volunteers in accordance with council policy.
- Responding to any allegations appropriately in accordance with the Joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure;
- Requiring employees, elected members, contractors and volunteers providing a service for the council to adopt and abide by this policy and, as appropriate the Joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure.

a. Scope

This policy covers all of the council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services on its behalf. Such organisations must maintain and develop their own Safeguarding Children and Child Protection Policies to reflect this policy and the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure, as appropriate.

This policy covers all children up to the age of 18 years who are affected by the services delivered by or on behalf of the Council.

Many of the principles set out in this policy also relate to vulnerable adults. Vulnerable adults can be defined as people aged 18 or over who may be vulnerable due to mental or other disability, age or illness and may be unable to take care of or protect themselves from abuse.

The council recognises that Nottinghamshire County Council and the Police are the lead agencies with regard to child protection. It does, however, recognise that it has its own responsibilities with regard to Safeguarding Children and Child Protection, relating to the provision of its own services, the employment of its employees and the recruitment and selection of employees, contractors and any other agencies engaged to provide services for or on behalf of the council.

Throughout this policy the word employee means employees of the council and its partners and contractors, as well as volunteers and voluntary groups involved in the delivery of activities or providing services on behalf of the council.

b. Background

The statutory inquiry into the death of Victoria Climbié by Lord Laming and the first Joint Chief Inspectors' Report highlighted the lack of priority status, which agencies were giving to safeguarding children. The government response to these findings included Every Child Matters and provisions in the Children Act 2004, and in particular the plans for the integrations of services for meeting the needs of all children.

The Children Act 2004 provides the legislative framework for the required reform of children's services. It established a duty on local authorities to make arrangements to promote co-operation between agencies and other appropriate bodies (such as voluntary and community organisations) and a duty on key partners, such as district councils to take part in co-operation arrangements in order to improve the well being of children with reference to five outcomes. These are:

- Being Healthy;
- Staying Safe;
- Enjoying and Achieving;
- Making a Positive Contribution, and;
- Achieving Economic Well-being.

Working together to Safeguard Children who are suffering, or at risk of suffering, significant harm is not the sole responsibility of any one agency or service, it is a shared responsibility. In order to protect children from significant harm it is essential that agencies work together to safeguard and promote their welfare. The complexity of work in this area relies on effective inter-agency working between the partner agencies, which include a high degree of co-operation and a commitment to a continual need to improve professional practice.

In order to achieve this joint working and ensure Gedling Borough Council is fit for purpose with regard to safeguarding children, there needs to be constructive relationships between individual employees, promoted and supported by:

- A strong lead from the lead Members;
- A commitment from the Senior Management Team;
- Effective co-ordination and delivery of services by the Safeguarding Children Board.

In addition to this all agencies and its employees, including contractors, volunteers and other agencies carrying out work for or on behalf of the council should:

- Be alert to potential indicators of abuse and/or neglect;
- Be alert to the risks posed by individual abusers or potential abusers;
- Share information and assist with its analysis in order for an informed assessment to be made of the child's needs and circumstances;
- Actively contribute to whatever actions are needed to safeguard and promote the welfare of the child;
- Regularly review the outcomes for the child against the specific shared objectives contained in the Children's Plan.

Gedling Borough Council is responsible for ensuring that its employees have access to the appropriate level of child protection training.

The support and protection of children cannot be achieved by a single agency. Every service has its part to play. All employees, working either directly or indirectly with children, must have placed on them the clear expectation that their primary responsibility is to the child and his or her family.

These responsibilities are set out within Section 11 of the Children Act 2004, which places a duty on key people and agencies, including district councils, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children.

c. Roles and Responsibilities

Elected Members

The Council will appoint a lead Member to act as champion for the authority with regard to the safeguarding children agenda.

Elected members are responsible for the monitoring and review of this policy

Senior Management Team, Individual Managers and all Employees

The council will appoint a Designated Lead Officer, who is a member of the Senior Management Team to act as employee champion for the authority with regard to the safeguarding children agenda and to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure.

The Designated Lead Officer

The Designated Lead Officer will represent the council on the Nottinghamshire Children and Young Peoples Strategic Partnership, the Gedling Children and Young Peoples Strategic Partnership and the Nottinghamshire Safeguarding Children Board and is responsible for overseeing the dissemination of information from the various meetings, and for raising district level issues at the Gedling Children and Young Peoples Strategic Partnership.

Senior Management Team, Individual Managers and all Employees are responsible for ensuring that this policy is followed and adhered to.

The Designated Lead Officer will be responsible for:

- Ensuring that employees receive training on child protection awareness as appropriate;
- Ensuring that this policy is disseminated across the council and that awareness of child protection issues is maintained;
- Recording and progressing any reports to the lead agencies made in relation to Child Protection.
- Receiving all reports of concern regarding child protection issues.

All Employees

All employees have a responsibility to report any concerns about the welfare of children to their line manager immediately. Employees of the council are not, however, responsible for deciding whether or not abuse has taken place, or whether a child is at risk of abuse.

Lead Agencies

Nottinghamshire County Council and the Police will take the lead in assessing whether or not abuse has taken place, or whether a child is at risk of abuse.

The Head of Customer and Organisational Development

The Head of Customer and Organisational Development is responsible for ensuring safe recruitment and employment practices in accordance with the Children Act 2004 and the Safeguarding Children agenda and for ensuring that, in accordance with council policy, checks are carried out on all employees who have regular contact with children or vulnerable adults.

Letting of Council Facilities

The council encourages all children under 18 years of age to participate in their chosen sport /activity in clubs.

Sports clubs are encouraged to get accreditation (Sport England Sportsmark; F.A. Charter Standard) from their National Governing Bodies, and will give practical help to do so.

A club with Sportsmark/Charter Standard has Coaches who are qualified, Coaches and volunteers, who are C.R.B. checked, and a Child Protection Policy and Procedures, which meet National Standards.

Organisations Delivering Services that Involve Children

Where there is no appropriate Governing Body organisation, clubs, groups and hirers, that host activities for people less than 18 years of age, must provide the council with the name of their representative in matters relating to Child Protection (Welfare Officer). This person will be suitably trained and have undergone a C.R.B. check and will be responsible for ensuring that agreed standards are met by the club. The hirer will also produce, within 6 months, a Child Protection Policy that is agreed by the council and signed by the club. The council will give assistance in relation to training and checking of the Welfare Officer and the production of a Child Protection Policy and Procedures. Existing clubs will undertake training, appoint a Welfare Officer and produce a Child Protection Policy before March 2009.

Volunteers/Coaches/Instructors

All volunteers providing services for the council in an environment, which may include unsupervised responsibility and/or access to children, must undergo an Enhanced Criminal Records Bureau check.

All coaches, instructors and other professionals providing services for the council must undergo an Enhanced Criminal Records Bureau check, and proof of their up to date and appropriate qualifications. In certain circumstances National Governing Body ID numbers may be obtained and details verified when qualification certificates are not available.

Medical Information

It is a condition for attendance that parents or guardians of children taking part in activities organised by the council or delivered at council facilities provide information that employees or agents of the council require to ensure the highest of standards of care for their children. This includes information about medical conditions, medication, behavioural characteristics and dietary requirements as appropriate.

Contractors

As part of the terms of contract contractors will be required to have in place a policy that ensures where they have unsupervised access to children, young people and vulnerable adults in their working environment they will have undertaken an Enhanced Criminal Records Bureau check within the last three years.

Those contractors that have supervised access to children, young people and vulnerable adults in their working environment must have undertaken a standard Criminal Records Bureau check within the last three years.

These checks will form part of the councils contract monitoring arrangements.

Any concerns a contractor has regarding the welfare of a child or vulnerable adult will be reported to the council.

Protecting Children from Abuse

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children or child protection, have a duty to safeguard and promote the welfare of children.

Employees are likely to be involved in 2 main ways: -

- An employee may have concerns about a child/children and refer those concerns using the councils reporting procedures, section 4 of this document.
- An employee may be approached by children's social care and asked to provide information about a child or family or to be involved in a child protection conference or assessment.

All employees will be made aware of the reporting protocols and processes.

Child abuse is not an easy subject. It is recognised that it can raise emotions in everyone. Although it is important to recognise that this is a difficult subject to deal with, it is important that every employee should be aware of his/her responsibilities.

It is not an employee's responsibility to deal with the suspected abuse, but it is their responsibility as an employee to report their concerns to their manager, and to follow Gedling Borough Council's Child Protection reporting procedures and protocols, refer to section 4. This applies to all children, including those who come into contact directly with employees and those where employees are visiting properties or dealing with casework and there are suspicions of abuse.

It should be recognised that some children are more vulnerable to abuse due to:

- Disability or mental health problems;
- Parental chronic ill health, terminal illness or disability;
- Parental mental ill health;
- Parental learning disability;
- Serious alcohol misuse;
- Drug misuse;
- Domestic violence;
- Severe financial difficulties;
- Homelessness;
- Harassment;
- Social exclusion.

Full details of all incidents, refer to section 4, must be reported to the council's designated lead officer and the employees line manager immediately and must be recorded.

Photography

Historically, photography and video use has taken place in community and council facilities to record events. However, modern digital photographic equipment, including the use of mobile phones, offer unprecedented opportunities for misuse. The magnification and manipulation that is possible, together with that fact that there is no need for a third party to develop and print images, is a cause for concern.

Guidelines for the use of photographic and filming equipment, including mobile phones, at leisure facilities are as follows.

- Prior permission is required for use of photographic equipment at any Gedling Borough site/facility. Refer to G.B.C. Photographic Policy
- Photography is not permitted in changing rooms, showers, locker areas or toilets, and / or any other area that a facility manager may decide upon at their discretion.

Training

The Authority recognises that it has a commitment to ensure that all employees and volunteers have a clear understanding of their roles and responsibilities when working with children and young people. To this end the authority will develop and maintain a structured training programme which will ensure employees, elected members, volunteers providing services for the Council and representatives of the authority gain and maintain a sound knowledge and understanding of the:

- different signs of abuse and what appropriate course of action should be taken in such circumstances.
- potential risks to themselves and to ensure that good practice is adhered to at all times.
- signs of improper behaviour from other employees, volunteers or representatives of the authority and take appropriate action should this occur.
- individual and corporate roles and responsibilities and lines of accountability in relation to safeguarding and promoting the welfare of children and young people.

All new employees will receive the appropriate level of training on this policy as part of their induction.

Monitoring and Review

This policy will be monitored within the authority's performance framework.

It will be reviewed every 5 years and when a change in legislation or guidance requires.

3. Good Practice and Guidance Documents

a. Introduction

This section of the document sets down the authorities reporting procedures. The aim of these procedures is to ensure that people representing, working for, or on behalf of the council:

- Have a clear understanding of their responsibilities when working with children and young people;
- Recognises the signs of child abuse and the appropriate course of action to be taken in such circumstances;
- Understand the potential risk to themselves and ensure that good practice is adhered to at all times;
- Recognise signs of improper behaviour from other people working for or on behalf of the council and take appropriate action should this occur.

b. Service Specific Child Protection Procedures

It is recognised that some council services work far more closely with children, young people and their families than others. In these instances individual services or sections within the council will need to ensure that they have in place more specific child protection policies and procedures tailored to their own services operational characteristics.

These should be consistent with this overarching framework and of the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Revised Child Protection Procedures.

Everybody in the council must be clear about their responsibilities for safeguarding and promoting the welfare of children and young people. Each department in the council should ensure it has a written statement of its responsibilities in this area, which is accessible to all staff. Where appropriate, the statement may form part of an existing document. It should explain the contribution of the department to the safeguarding and promotion of the welfare of children and young people in relation to its services and should cascade down to the team and where appropriate individual level.

c. Code of Conduct and Good Practice

These procedures and guidance documents are designed not only to protect children and young people but also to protect people working for and on behalf of the authority from situations where false allegations may occur. This applies to employees, elected members, partners, contractors and voluntary organisations that deliver services for the council.

Code of Conduct

When in contact with children and young people individuals must;

- Treat all children and young people and their possessions with respect
- Provide an example of good conduct for others to follow
- Ensure that when ever possible there is more than one adult present during activities with children and young people, or at least that they are within sight or hearing of others

- Respect a young person's right to personal privacy and encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret actions, no matter how well intentioned
- Be aware that physical contact with a child or young person may be misinterpreted and be mindful of how and where they touch children and young people
- Recognise that special caution is required when discussing sensitive issues
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse
- Be identifiable and wear a name badge at all times
- Keep the child or young person's needs first and delivering services second

When in contact with children and young people individuals must not:

- Have inappropriate physical or verbal contact with children and young people
- Make sexually suggestive comments, even in fun
-
- Make derogatory remarks or gestures in front of children and young people
- Jump to conclusions about others without checking facts
- Exaggerate or trivialise child abuse issues
- Show favouritism to individuals
- Ask children or young people to do things that are potentially dangerous, illegal or otherwise unreasonable
- Allow bullying
- Believe that 'it could never happen to me' in terms of allegations being made against them
- Take chances when common sense, policy or practice suggests a more prudent approach

Good Practice

Contact with children

- Do not spend excessive amounts of times alone with children or young people away from others
- Children under 18 years should never be taken alone on a vehicle journey
- Do not take children or young people to your home
- Never meet up with children or young people outside of your work with the authority unless it is with the full consent and knowledge of the parents/carers and your manager
- Never enter a house where a child is on their own
- Never engage in text or Email contact with children or young people

Relationships

All employees, elected members and volunteers should be aware that in the course of their work or duties with the authority they should never:

- Engage in rough physical games including horseplay
- Engage in sexually provocative games
- Allow or engage inappropriate touching in any form
- Allow children or young people to use inappropriate language unchallenged
- Make sexually suggestive comments about any child or young person even in fun
- Let allegations a child or young persons makes be ignored or go unrecorded
- Do things of a personal nature for children or young people that they can do themselves, i.e. help them to dress, or use the toilet

Intimate Care

It may sometimes be necessary for employees/volunteers to do things of a personal nature for children who cannot do them themselves, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. If an emergency situation arises that requires this type of help then parents and the authority should be fully informed as soon as is reasonably possible.

Restraint

Restraint is where a child is being held, moved or prevented from moving against their will because not to do so would result in injury to themselves, or to others or would cause significant damage to property. Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and have failed. Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury).

Only employees or volunteers who are properly trained in restraint techniques should carry it out. A child or young person should be restrained for the shortest period necessary to bring the situation under control.

d. Recognising Abuse

It is accepted that recognising child abuse is not easy and it is not the responsibility of employees to decide whether or not abuse has taken place or if a child is at significant risk. Employees do however have a responsibility to report their concerns promptly and act on any information received, refer to section e.

What is Abuse and Neglect? – ‘Working Together 2006’ provides the following definitions:

Categories of Abuse

Physical abuse
Neglect
Sexual abuse
Emotional abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing 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.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairments of a 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 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.

Sexual Abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment 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 development 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 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 ill treatment to a child, though it may occur alone.

Recognising Abuse - General Considerations

Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities.

All Gedling Borough Council elected Members, staff members, volunteers and anyone working on behalf of and/or representing the council should be alert to signs that a child may be at risk of significant harm. The following factors should be taken in to consideration when dealing with a potential safeguarding issue or disclosure:

- Identification of child abuse may be difficult; it normally requires both medical and social assessment.
- Different types of child abuse may be present at the same time, e.g. a child who is being sexually abused may also be being physically abused.
- Always listen carefully to the child, pay attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behaviour and play.
- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse.
- Beware if explanation of an accident is vague, lacking detail, is inconsistent with the injury, or varies with each telling.
- Take note of inappropriate responses from parents or carers.
- Observe the child's interaction with the parents, particularly wariness, fear or watchfulness.
- Beware if the child's injury is inconsistent with the child's development and mobility.
- Children who are being abused often do not say and tend to perceive themselves as deserving of ill treatment. This is particularly so for children who are being emotionally abused

Signs and Symptoms

The following are examples of some of the more obvious signs and symptoms that may be evident:

Physical Abuse

- Black eyes
- Bruises
- Finger mark bruising
- Grasp marks
- Slap marks
- Scalds and burns
- Outline of belts and buckles

Neglect

- Poor growth and weight gain

- Frequent injuries and swallowing of harmful or unusual substances
- Children persistently left with inadequate care
- Delay by parents/carers to seek medical attention

Emotional Abuse

- Abnormally passive or attention seeking behaviour
- Certain specific habit disorders - soiling or persistent eating of inedible substances
- Delayed social development
- Poor language and speech

Sexual Abuse

- Inappropriate sexual play
- Bruising to genital regions
- Appetite disorders
- Running away
- Poor trust and secretiveness
- Drug abuse and suicide attempts (adolescents most frequently)

When a Child wants to confide in you

Always

- Be approachable and receptive
- Listen carefully
- Take it seriously
- Reassure children they are right to tell
- Negotiate getting help
- Find help quickly
- Make careful records of what was said – immediately

Never

- Jump to conclusions
- Try to get the child to 'disclose'
- Speculate or accuse anybody
- Make promises you cannot keep

Good Practice

Always

- Follow sound recruitment and selection procedures for employees and volunteers.
- Undertake effective training and development.
- Keep up to date with information supplied by the District Council's Local Authority's Designated Officer for Child Protection, who is there to support you.
- Take great care in ascertaining and recording all the facts and report them through the correct channels, refer to section e.
- Encourage parents/carers, whenever possible, to take responsibility for their own children/children in their care.

- Ensure, wherever possible, male and female members of staff supervise activities involving children of both sexes.
- Act on any allegations/comments made by children immediately.
- Store all paperwork and records in confidential files in lockable cabinets, and comply with all data protection laws.

4. Reporting Procedures

These procedures inform employees, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child abuse i.e. response actions. The procedures apply to all Gedling Borough Council employees, elected members and volunteers providing a service for the council.

It is important that all employees, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse **is not responsible for deciding whether or not abuse has occurred or is occurring**. However, all do have a duty of care for the child or young person, which means they must report any suspicions they may have.

If a child reveals that a member of staff is abusing them we should reassure them and explain that they have a right to tell a member of staff.

The child should be spoken to in a sensitive manner and advised that they should not promise to keep it a secret, as it is their responsibility to inform others. It is possible that these suspicions may support other recorded incidents.

It is not the place of any officer of the council to investigate an allegation, therefore all allegations will involve investigating authorities as soon as possible to protect both those making the allegations and those who may be subject to those allegations.

In case of an emergency where a child is in danger the incident should be reported to the police by dialling the emergency services on 999.

Contacts

Gedling Borough 'Designated Lead Officer'

- Keith Tansley Head of Leisure Services
0115 9013707
Mobile 07971 549832
- Janet Brothwell
Head of Customer and Organisational Development
0115 9013930

County Local Authority Designated Officer

Clive Chambers
0115 9774084
Mobile 07740 845725

Duty Social Worker, Reception and Assessment Team

Nottinghamshire County Council Offices, Sir John Robinson Way, Arnold,
Nottingham. NG5 6DB
0115 854600

Police
Dial 999

a. Responding to a child or young person disclosing abuse and Responding to allegations or concerns about any other person

Responding to a child or young person disclosing abuse i.e. they make an allegation of abuse and Responding to allegations or concerns about any other person i.e. parent or carer or other service user.

In case of an **emergency** where a child is in danger the incident should be reported to the police by dialling the emergency services on 999.

- Inform the most senior member of staff available in your section/ department.
- Inform the child's parent/carer as soon as possible after the allegation is made but after the Designated Lead officer and County Local Authority Designated Officer as some information may need to be restricted. However if the child is injured and requires medical treatment inform the parent/carer immediately.
- Contact by phone the Duty Social Worker in the Reception and Assessment Team or the police.
- Inform by phone the Councils Designated Lead Officer.
- In the absence of the Designated Lead Officer contact the Head of Customer and Organisational Development.
- Complete a Child Protection Referral Form within 24 hours and forward copies to the social services/police and the Designated Lead Officer in an envelope marked urgent and confidential. Form is available at Appendix A and on the intranet.
- Follow up the initial contact with the social services/police if they do not contact you within 24 hours.
- The Councils Designated Lead Officer will inform the County Local Authority Designated Officer of the referral.

b. Responding to allegations or concerns about a member of staff, elected member or volunteer by their own observation or due to a complaint.

- Inform the most senior member of staff available in your section, centre or department. Do not disclose to the individual, against whom the allegations are made, that you are making a report.
- Notify immediately the Councils Designated Lead Officer.
- In the absence of the Designated Lead Officer contact the Head of Customer and Organisational Development.
- Inform the child's parent/carer as soon as possible after the allegation is made but after the Designated Lead officer and County Local Authority Designated Officer as some information may need to be restricted.
- Consider initiating the council disciplinary process regarding suspension if a member of staff is the subject of a complaint.
- Complete a Child Protection Referral Form within 24 hours and forward, in an envelope marked urgent and confidential, a copy to the Councils Designated Lead Officer.
Form is available at Appendix A and on the intranet.
- The Councils Designated Lead Officer will contact by phone the County Council Local Authority Designated Officer and inform him of the referral, and provide a copy of the referral form within 36 hours.
- The Designated Lead Officer will consult the relevant Head of Service and Head of Customer and Organisational Development regarding the staff referral.
If the Borough Disciplinary Process has not been implemented they will consider if this course of action is required.

5. Appendix: A Child Protection Referral



Confidential

CHILD PROTECTION REFERRAL

Complete the form and forward within 24 hours to the Designated Lead Officer

Basic contact information

Date of contact:	Time of contact:
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Child/young person's details

Surname:	
First names:	
DoB:	Gender:
Address:	
Postcode:	
Telephone:	

Parent/s details

Mother's details

Name:	
Address:	
Postcode:	
Telephone:	Mobile:
Work number:	

Father's details

Name:	
Address:	
Postcode:	
Telephone:	Mobile:
Work number:	
Father has parental responsibility: Yes/No	

Child/young person's main carers (if not parents)**Main Carer**

Name:

Address:

Postcode:

Relationship to child/young person:

Contact/referral details

Referred by:

Referral source:

Post and Department

Address:

Referrer phone:

Fax:

E-mail:

Parent/carer is aware of the referral: Yes/No

Child/young person is aware of the referral: Yes/No

Parent/carer have consented to the referral: Yes/No

Reason for not obtaining consent parent/carer:

Reason for Referral:

Signature of referrer.....
Date.....

VERBAL REFERRAL CHECKLIST (tick box contacted)

- Child Social Care Services
- Police
- Gedling Borough Designated Lead Officer

Signature of Designated Gedling Lead Officer.....
Date.....

Details of the person who received the disclosure, if different.

Name.....
Role.....

Advice given by Child Social Care Services:



Nottinghamshire
SAFEGUARDING
CHILDREN Board



NOTTINGHAM CITY
Safeguarding
Children BOARD

**Arrangements for Safeguarding and Promoting the Welfare of Children
S11 of the Children Act 2004 - Self-Assessment Tool**

NOTTINGHAM CITY AND NOTTINGHAMSHIRE SAFEGUARDING CHILDREN BOARD

The self-assessment sets out the arrangements in part one of the Statutory Guidance on 'Making Arrangements to safeguard and Promote The Welfare of Children', which is common to all organisations to which the s11 duty applies. The assessment should be completed with reference to part two of the aforementioned guidance in which details how the arrangements should be applied to different organisations. Please note there are also questions relating to standard 5 of the NSF. These should be completed as appropriate to your organisation.

Name of organisation - Gedling Borough Council

Name of person co-ordinating the assessment –Keith Tansley Head of Leisure Services

Date of completion – April 2008

Self-assessment rating

The traffic light system relates to how an organisation assesses itself against achieving the minimum standard. If you're your organisation assesses its self, as red or amber, areas for development need to be recorded along with a timescale for completion.

Green

Means everything is in place, up to date, and meets the required minimum standard

Amber

Means that something requires review or improvement

Red

Means something needs to be developed as a matter of urgency

Key feature of	Minimum standard	Assessment rating and	Evidence (where the rating is	Timescale (for completion
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safeguarding arrangements		areas for improvement	green)	of improvements)
Senior management commitment to the importance of safeguarding children. (S11)	There is a named senior manager who champions safeguarding throughout your organisation.	Green	Named Head of Service and Portfolio Holder agreed by Cabinet	
	There are named or designated people with clearly defined roles and responsibilities in relation to safeguarding and child protection across the directorates.	Amber To be included in Child Protection Policy		May 08
	Children are listened to, taken seriously and responded to appropriately.	Green	Adopted Participation Strategy	
A clear statement of the agency's responsibilities towards children is available to staff. (S11)	The organisation has a written policy and procedure for safeguarding and protecting children, which has been endorsed by the NCSCB.	Amber Child Protection Policy under development		May 08

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	The organisation policy & procedure is available to all staff.	Amber Child Protection Policy under development		May 08
	All staff are aware of their own roles & responsibilities and those of the organisation for safeguarding and protecting children.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	The policy makes it clear that all children have equal rights to being safe and protected.	Amber To be included in Child Protection Policy		May 08
	The policy and procedures help staff to recognise the additional vulnerability of some children e.g. race, disability.	Amber Child Protection Policy under development		May 08
	The organisation has effective complaint and whistle blowing policies & systems in place for professionals and service users.	Green	In place and included in staff handbook	

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	The policy is mandatory for staff and volunteers.	Green	Volunteer policy in place	
A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children. (S11)	The organisation has a clear written accountability framework, which covers individual, professional and organisational accountability.	Green	Included in Staff Handbook and management practices	
	Staff understand to whom they are accountable and what level of accountability they have.	Green	Included in staff management practices and system of Performance and Development Reviews in place	
	Everyone in the organisation knows whom the designated or lead person for safeguarding is.	Green	Lead Officer and Lead Member appointed and communicated	

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Service development takes account of the need to safeguard and promote welfare and is informed by the views of children and families. (S11)	Service plans consider how the delivery of services will take account of the need to safeguard and promote the welfare of children.	Green	Included in GBC's priorities	
	Contributions to the Children and Young People's (2006) include a focus on preventing children and young people from suffering harm.	Green	District action plan in place via Gedling Children and Young Peoples Strategic Partnership Group	
	Children are made aware of their right to be safe from abuse.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	Information for children, young people and parents is made available, about where to go for help in relation to maltreatment and abuse.	Red To be included on website and other communication methods		
	Information is provided in a format and language that can be easily understood by all service users.	Green	Corporate policies in place	

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	Children and young people participate in service development.	Green	Adopted Participation Strategy	
Staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families. (S11 & NSF)	The organisation has an induction process for all staff and volunteers that includes familiarisation with policy and procedures.	Amber In place but will be formally adopted as part of the Induction Procedures		June 08
	All staff and volunteers who work with or have contact with children and families receive training on their professional roles and responsibilities and those of their organisation.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	All staff are trained to recognise signs of abuse and neglect.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	Staff have received training in all areas of the Common Core of Skills.	Amber Awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	Single agency training meets the standards and objectives of NCSCB training requirements and has been endorsed by the Training Sub-Partnership	Amber Being developed via Training Sub Group		August 08
	Outcomes and findings from reviews & inspections are disseminated to staff.	Green	In place	
Safe recruitment (S11 & NSF)	The organisation has a recruitment policy in effect which ensures professional and character references are always taken up.	Green	Corporate Recruitment Policy includes CRB checks of appropriate staff prior to appointment	
	Any anomalies are resolved.	Green	Via corporate process	
	Identity and qualifications are verified.	Green	In place	

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	Enhanced CRB checks are taken on all those staff and volunteers who work primarily or directly with children and young people and their managers; those in other jobs whose work offers them the opportunity to have regular contact (including indirect contact by phone or internet) or places them in a position of trust (e.g. priests, police officers). Those who have access to personal and sensitive information about children and young people (e.g. pharmacists).	Green	In place	
	Processes for face to face interviews to be carried out.	Green	In place	
	Previous employment history and experience is checked.	Green	In place	

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	Employees involved in the recruitment of staff to work with children have relevant training.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	The organisation has a clear policy and procedure for dealing with allegations against staff and volunteers, which is compatible with NCSCB Procedure and Guidance.	Green	Adoption of NCSCB process	
Effective inter-agency working to safeguard and promote the welfare of children (S11 & Working Together 2006)	Staff understand the principles of working with children and their families.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	Staff understand when to discuss a concern about a child's welfare with a manager.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	Staff understand when to undertake a common assessment.	Amber Some staff trained Further training being progressed where relevant		August 08

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	Staff have an awareness of the roles of other professionals.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	Staff understand the threshold for making a referral to Children's Social Care and can differentiate between a child welfare concern and a child protection concern.	Amber Progressing, however, awaiting appropriate training to be rolled out from NSCB Training Sub Group being progressed		August 08
	Staff have access to inter-agency guidance and procedures.	Amber In place but will be included on Intranet		May 08
	Staff participate in multi-agency meetings and forums to consider individual children.	Green	In place	

Information sharing (S11)	Staff know how and when to share information in a way that is both legal and ethical to safeguard and protect children (e.g. Child index, CAF, , child welfare concerns & child protection concerns).	Amber To be included in Child Protection Policy		May 08
Recording (NSF)	The organisation has a robust recording policy that ensures staff maintain an accurate, clear record of their involvement with a child and family on a routine basis.	Amber To be included in Child Protection Policy		May 08
Measuring outcomes (NSF)	The organisation routinely audits process and files and evaluates its work to promote and safeguard the welfare of children.	Amber Where relevant, to be included in Child Protection Policy		May 08
	Data collected is made available to the NCSCB, practitioners, users and commissioners.	Amber Where relevant to be included in Child Protection Policy		May 08

Key feature of safeguarding arrangements	Minimum standard	Assessment rating and areas for improvement	Evidence (where the rating is green)	Timescale (for completion of improvements)
Cont'd...	As a minimum the organisation evaluates outcomes from the perspective of the child or young person.	Amber To be included in Child Protection Policy		May 08
Quality assurance (NSF)	Arrangements are in place to monitor compliance with SCB Procedures and with recruitment and selection procedures.	Green	Corporate Recruitment Policy	
	The organisation has in place robust information systems that enable them to monitor practice and the management of work with children and families to ensure there welfare is being effectively safeguarded and promoted.	Red Mechanisms to be developed which are relevant to the organisation – an extremely low level of staff work directly with children		August 08

Cont'd...	The organisation has in place a programme of internal audit and review that enables them to continuously improve the protection of children and young people from harm or neglect.	Red Mechanisms to be developed which are relevant to the organisation – an extremely low level of staff work directly with children		August 08
	All incidents, allegations of abuse and complaints are recorded and monitored.	Green	In place	
Staff supervision (NSF)	The organisation provides supervision to staff that work directly with children and young people and specifically in relation to cases where there are concerns about harm, self harm or neglect of a child or young person.	Green	In place via corporate HR policies and procedures	

Cont'd...	The supervisor regularly reads case files & recording to review and record whether the work undertaken is appropriate to the child's current needs and circumstances in accordance with the organisations responsibilities	Green	Not relevant to GBC's work in relation to children and young people	
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References

- What To Do If You're Worried A Child Is Being Abused (2003)
- National Service Framework for Children, Young People and Maternity Services (2004)
- Children Act 2004
- Making Safeguarding Everybody's Business: A Post Bichard Vetting Scheme Briefing Paper (January 2006)
- Common Assessment Framework DfES 2005)
- Common Core of Skills and Knowledge for the Children's Workforce (2005)
- Working Together to Safeguard Children (1999 & 2006)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under the Children Act 2004 (2005)
- NSPCC Safetycheck (2005)