

SAFEGUARDING CHILDREN AND YOUNG PEOPLE – POLICY AND PROCEDURES

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V3

Serving people, Improving lives

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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 should 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 by 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 Partnership (NSCP) Child Protection Procedure to which Gedling Borough Council as a partner agency of the Nottinghamshire Safeguarding Children Partnership 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 offender's institution, does not change their status or their entitlement to services or their protection under the Children Act 1989. (Working Together 2015).

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 providing 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
 - Physical abuse.
 - Emotional abuse.
 - Sexual abuse.
 - 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 agency carrying out work on its behalf.

The Council aims to do this by:

- Raising awareness throughout the council and beyond about the statutory duty of care relating to children and actively encouraging 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 Disclosure and Barring Service Checks (DBS) are carried out on employees, contractors and volunteers in accordance with council policy.
- Ensuring basic DBS checks are undertaken by Councillors
- Responding to any allegations appropriately in accordance with the Joint Nottinghamshire and Nottingham City Safeguarding Children Partnership's Child Protection Procedure and the Council's own policies.
- Requiring employees, elected members, contractors and volunteers providing a service for the Council to adopt and abide by this policy and, as appropriate, Joint Nottinghamshire and Nottingham City Safeguarding Children Partnership's Child Protection Procedure

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 Partnership'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.

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 integration 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, a
- 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 partner agencies, which includes 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 Leadership Team;
- Effective co-ordination and delivery of services by the Safeguarding Children Partnership Board. This is a Countywide approach and should include the local authority, NHS and police, which will develop, share and implement a joint safeguarding strategy.

In addition to this all agencies and their 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 Nottinghamshire Children & Young People'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 a 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.

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's agenda. Elected Members will be responsible for approval of this policy and any changes proposed on review.

- Senior Leadership Team, Individual Managers and all Employees

Senior Leadership Team will nominate one of their members to act as employee champion for the authority with regard to the safeguarding children's 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

Partnership's Child Protection Procedure. Senior Leadership Team, Individual Managers and all Employees are responsible for ensuring that this policy is followed and adhered to.

- The Designated Lead Officer

The council has a Designated Lead Officer to act as lead officer for the authority with regard to the safeguarding children's agenda and to ensure all reports of abuse or any allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Partnership's Child Protection Procedure. The Designated Lead Officer will represent the council on the Nottinghamshire Safeguarding Children Partnership and is responsible for overseeing the dissemination of information from the various meetings, and for raising district level issues.

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 and the Designated Lead Officer 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.

- Assistant Director for Workforce This Officer 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.

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

Organisations Delivering Services that Involve Children

Where there are no appropriate Governing Body organisation, clubs, groups and organisations, that host activities for people less than 18 years of age on Council premises, 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 Disclosure and Barring Scheme 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.

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 Disclosure and Barring Scheme check where required.

All coaches, instructors and other professionals providing services for the Council must undergo an Enhanced Disclosure and Barring Scheme 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

Parents or guardians of children taking part in activities organised by the Council or delivered at council facilities should provide information that employees or agents of the Council require to ensure the highest of standards of care for their children. This may include information about medical conditions, medication, behavioral characteristics and dietary requirements as appropriate.

Contractors

As part of the terms of contract, contractors will be required to comply with the Council's safeguarding policy which ensures where they have unsupervised access to children, young people and vulnerable adults in their working environment they will have undertaken an Enhanced Disclosure and Barring Scheme 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 Disclosure and Barring Scheme check within the last three years.

These checks will form part of the council's 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 to those concerns using the council's 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, offers unprecedented opportunities for misuse. The magnification and manipulation that is possible, together with the 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 [Photographic and Filming Policy.pdf](#)

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, elected members 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 3 years and when a change in legislation or guidance requires.

Good Practice and Guidance Documents

Introduction

This section of the document sets down the authorities' reporting procedures.

The aim of these procedures is to ensure that people represent, working for, or on behalf of the council:

- Have a clear understanding of their responsibilities when working with children and young people;
- Recognise 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.

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 Partnership's Child Protection Procedure

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

Contact with children through work

Unless with the full consent and knowledge of the **parent/carer and your manager**:

- 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, Email or social media (e.g. Facebook) 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 person make 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 authorities should be fully informed as soon as is reasonably possible.

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 4.

What is Abuse and Neglect? – ‘Working Together 2018’ 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 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 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 into 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 4.
- 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.

Direct observation leading to Intervention

Intervention is defined as being any direct action, which is taken to safeguard children, which is over and above observing the suspect or merely completing the Child Protection Form.

If, in the course of your work, you observe child abuse taking place, intervention may be required to protect and safeguard the child.

Intervention will only occur once surveillance of the suspect has confirmed the need for direct action.

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 dialing the emergency services on 999.

Contacts

Gedling Borough ‘Designated Lead Officer’

Niki Pekal – Community Safety & Safeguarding Officer

0115 901 3865 or Mobile 07973 526757

Kevin Nealon – Service Manager Public Protection

0115 901 3824

Mike Hill – Chief Executive

0115 901 3990

Nottinghamshire County Council Local Authority Designated Officer

Safeguarding Children Section 0115 804 1272

Duty Social Care Worker, Reception and Assessment Team

Nottinghamshire County Council Offices, Sir John Robinson Way, Arnold, Nottingham.
NG5 6DB 0115 854 6000 (Mon – Fri 9am – 5pm)

Social Care Emergency Team

0300 456 4546 (Out of Hours)

Police

Dial 999

Disclosure by child and third-party allegations

i.e. Parent, 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 dialing the emergency services on 999. If your intervention is required before the Police attend, it will be in response to a very serious incident i.e. physical assault.
- 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 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 Care Worker in the Reception and Assessment Team or the Police and record the contact’s name on the referral form.
- Inform by phone the Councils Designated Lead Officer.
- In the absence of the Designated Lead Officer contact the Service Manager Public Protection
- Complete a Child Protection Referral Form, copies are available in appendix A and on the Intranet, within 24 hours and forward the original to the Designated Lead Officer in an envelope marked urgent and confidential.

Responding to allegations or concerns about:

A member of staff is an elected member or volunteer by your 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.
In emergency intervention may be required and the Police should be called using 999.
- The senior manager will consider initiating the disciplinary procedure, including suspension, and will complete the referral form, copies are available at appendix A and on the Intranet.
- Notify the Council's Designated Lead Officer by phone as soon as possible but within 24 hours and forward a copy of the referral form.
- The Designated Lead Officer will consult with the relevant Service Manager and the County Local Authority Designated Officer to determine future actions.
- The Designated Lead Officer will forward the referral form to Children's Social Care.
- The Service Manager will, if invoked, ensure the disciplinary procedure is properly followed and consider if interview should be taken under caution.
- See Flow Chart at Appendix B



CONFIDENTIAL

CHILD PROTECTION REFERRAL

Complete this form and forward either in an e-mail or in an envelope marked confidential, within 24 hours to the Designated Lead Officer.

Basic contact information

Date of contact:

Time of contact:

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:

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

Main Carer

Name:

Address:
Postcode:
Relationship to child/young person:

Who has parental responsibility

Mother

Father

OTHER- PROVIDE DETAILS

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 from parent/carer:

Reason for Referral:

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

VERBAL REFERRAL CHECKLIST (tick box contacted)

Children's Social Care Team - Name of Care Worker.....

Police – Name of Officer & Incident number.....

Gedling Borough Designated Lead Officer

Details of the person who received the disclosure, if

different.

Name.....

.....

Role.....

Advice given by Children's Social Care Department:

For Office Use Only

Date

Copy Received by Designated Lead Officer.....

Appendix B: Flowchart

