

Safeguarding and Child Protection Policy and Procedures

Policy Statement

1. Carers Bucks and Carers Milton Keynes believe that safeguarding young people is everyone's responsibility and should be reflected in every aspect of our work with young people.
2. The welfare of every young person in contact with the service remains our priority at all times. This principle is the central tenet of the Children Act 1989 + 2004 and other relevant legislation.
3. Carers Bucks and Carers Milton Keynes are committed to promoting the welfare and safety of all who come into contact with the organisation, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexuality.
4. Carers Bucks and Carers Milton Keynes will respect the confidentiality of young people within clearly defined boundaries which are explained to all young carers and families. Young people will be supported to give and receive personal information responsibly and in the knowledge of the possible consequences of doing so with reference to our Confidentiality and Child Protection Policy.
5. Carers Bucks and Carers Milton Keynes recognise the need for working in partnership (including appropriate information sharing) with other agencies in order to protect young people.
6. Carers Bucks and Carers Milton Keynes will ensure that all recruitment, training, supervision and support of staff and volunteers who work with children and young people will endorse the adoption of best practice to safeguard and protect children and young people from abuse, and themselves from false allegations. Staff and volunteers who work with children and young people will be subject to an Enhanced Disclosure & Barring Service check and safer recruitment principles.
7. Carers Bucks and Carers Milton Keynes will assess all risks carefully and take all reasonably practicable steps to avoid, minimise or manage them as appropriate.
8. Young people will be treated with dignity and respect at all times. Carers Bucks and Carers Milton Keynes will support young people using its services to tackle behaviour that is characterised by discrimination, bullying, aggression, intimidation or verbal or physical abuse.
9. Carers Bucks and Carers Milton Keynes will review this policy and the relevant procedures regularly in consultation with a range of its stakeholders.

Definitions

1. "Worker" means any paid or unpaid staff member or volunteer (including Trustees).
2. "Young person" means a child or young person under 18 unless specified otherwise. Whilst good practice is usually the same for all people under 18, some legislation applies only to those aged under 16, some only to those aged 16 – 18.
3. "Parent or Carer" is used as a generic term to represent anyone with legal parenting responsibility.
4. "Safeguarding" refers to keeping young people safe from harm and includes the issues associated with Safeguarding and the identification of a need for early help.

Roles

Trustees

A named Trustee; Mike Rowlands, will take responsibility for leading on Safeguarding issues and the board/ committee should satisfy itself that:

- The roles outlined in this section are being undertaken appropriately.
- An appropriate Safeguarding induction, support and training programme is implemented.
- Safer recruitment procedures safeguard young people's welfare.
- There is adequate financial support for the services and activities offered by the Young Carers Service in order for the Service to operate effectively and safely.

Designated Safeguarding Lead and Deputy Safeguarding Leads

Yasmeen Azizul is the Designated Safeguarding Lead for Carers Bucks and Carers Milton Keynes. If any staff member is unable to get hold of the Designated Safeguarding Lead, in case of emergency, then they should contact the Chief Executive Holly Hoskisson. Sue Ackerley is the Depute Safeguarding Lead for Carers Milton Keynes and Zoya Khan is the Depute Safeguarding Lead for Carers Bucks.

The Designated Safeguarding Lead has the following responsibilities:

1. To ensure that this policy is implemented and is adhered to at all times.
2. To be familiar with, and have an understanding of all relevant legislation. Current legislation and guidance are listed in Sources.
3. To liaise with the MK Together & Buckinghamshire's First Response, local Social Services Department and the Local Authority Designated Officers (LADO) as appropriate.
4. To ensure that safeguarding is part of Carers Bucks and Carers Milton Keynes working culture.
5. To arrange appropriate training and support for all relevant workers.
6. To provide support during and after incidents involving safeguarding and referrals to Social Services or the police.
7. To provide the board of Trustees with appropriate information on the number and outcomes of incidents or concerns involving safeguarding young people.
8. Maintain a culture of ongoing vigilance.

All workers should:

1. Adhere to all points as laid down in this document and related procedures (See below).
2. Report any incidents or concerns regarding young people's well-being or safety to the Designated Safeguarding Lead / Deputy, or their Line Manager as appropriate.
3. Use Support and Supervision sessions to actively discuss Safeguarding issues and develop best practice.
4. Attend induction and other training courses and ongoing training in Safeguarding.

Young People in Caring Roles

It is important to note that young people in caring roles can be subject to specific forms of abuse, be it family members or others. As a result of parents/carers having a disability, illness including mental health and misuse of drugs and/or alcohol, domestic violence in the household or parental neglect.

Concerns may arise where:

- The child's health and development are being impaired through the nature and extent of their caring responsibilities, e.g. regularly missing school, limited social opportunities or inappropriate emotional burdens;
- The child is carrying out potentially hazardous tasks as a carer;
- The child is carrying out inappropriate tasks because of age/gender.
- Support for the 'cared for' person is needed but is not available.

Recognising the signs of abuse / safeguarding concerns

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

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

Emotional Abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse

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

Neglect

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

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) or
- Ensure access to appropriate medical care or treatment

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

Child Sexual Exploitation

This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

(a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child Criminal Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) In exchange for something the victim needs or wants, and/or
- (b) For the financial or other advantage of the perpetrator or facilitator and/or
- (c) Through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist."

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of 'deal line'.

They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

The Prevent duty

Carers Bucks and Carers Milton Keynes has a **PREVENT DUTY** under the Counter Terrorism & Security Act 2015. As such we must have "*due regard to the need to prevent people from being drawn into terrorism*".

The Duty is supported by three objectives:

- Responding to the ideological challenges of terrorism and the threat we face from those who promote it (ideology);

- Preventing people from being drawn into terrorism and ensure that they are given appropriate advice, support (individuals) and awareness around: Those who regard women as second class citizens, those who do not consider that others are entitled to have a different opinion.
- Working with sectors and institutions where there are risks of radicalisation which we need to address (institutions). These include: Far Right, Islamic Extremists, Prolife, Veganism, Eco Warriors.

There are two key elements to meeting the Prevent Duty:

- An assessment of the risk of radicalisation locally
- A Prevent action plan to address any risks identified for an area

In order to address the above Carers Bucks and Carers Milton Keynes will:

- Make sure that all staff and volunteers involved in the delivery of services to carers have had appropriate Prevent training which includes an understanding of what radicalisation means, why people may be susceptible to it, how to spot the signs and how to report a concern.
- Review operational policies and processes to ensure that we do not provide a platform for extremists through allowing them to access our resources to disseminate extremist views (including through “our” IT equipment).
- Integrate the Prevent Duty into our safeguarding policies and practices and make sure that staff and volunteers are aware of them.
- Ensure that Carers Bucks and Milton Keynes is not working with organisations who are engaged in any extremist activity or espouse extremist views.
- Maintain appropriate records to show compliance and provide reports when requested
- Have effective information sharing procedures in place that are proportionate and comply with the Data Protection Act 1998 & GDPR.
- Ensure that Speakers & Activity Providers who promote radical views are not invited into the service.

What to do when you have concerns about a young person

Indicators that could constitute cause for concern:

(This list is not exhaustive and some indicators not listed still may be an offence or a cause for concern. These factors will not always provide grounds to suspect abuse or neglect on their own.)

1. Signs of neglect such as a child/young person being constantly hungry, dirty, tired, inappropriately dressed for weather conditions.
2. Injuries suspected of being non-accidental. Injuries can be suspicious because:
 1. they are on a part of the body not usually associated with accidental injury
 2. they are unusually symmetrical
 3. they are noticed on several occasions
 4. they suggest attack e.g. hand prints, cigarette burns, large bite marks, any small round bruise suggestive of grabbing, black eyes.
 5. Any marks, bruises or injuries noted on a young person should be documented on Form CP1.
3. A child/young person who displays sexualised, aggressive, depressive or withdrawn behaviour or who is fearful of adults, runs away from home frequently or flinches when touched or approached.
4. A child/young person who self-harms.
5. Non-organic failure to thrive. This can mean that a child/young person significantly fails to reach normal growth or developmental milestones (i.e. physical growth, weight, motor, social and intellectual development).
6. Conflicting accounts of injury/ medical treatment/ absence.
7. Any disclosure by a child/young person that indicates abuse/neglect. See Definitions section above.

Whenever there is cause for concern follow these steps:

- If in doubt, raise concerns with your Line Manager / Designated Safeguarding Lead / Deputy, respecting the family’s confidentiality while involving colleagues where necessary.

- Avoid acting alone except in emergencies.
- Follow Carers Bucks and Carers Milton Keynes Lone Working and Confidentiality procedures.
- It is **not** Carers Bucks and Carers Milton Keynes role to decide whether abuse/neglect has or has not taken place: this is the role of Social Services. Any reasonable grounds for suspecting abuse/neglect must be reported to Social Services or the Police for them to investigate.
- Ensure all details and agreed actions are clearly recorded, dated and signed.

If your concern is based on a disclosure by a child/young person:

1. Do not promise confidentiality, but reassure the young person that the information will only be passed on when they are thought to be at risk of harm or if it is in public interest i.e. other are at risk. The young person may wish to retract the disclosure. This usually reflects the anxiety they feel about the consequences of the disclosure and **should not** be taken as an indication that the original disclosure was false.
2. Listen to the young person. Do not prevent a young person who wants to talk about what has happened from doing so but do not ask leading, interrogating or probing questions. Keep it to essential questions i.e. who? where? when? what? You do not need to know all of the details – this is the role of Social Services/ Police.
3. Reassure the young person that they were right in telling you, acknowledge any distress or difficulty in disclosing and explain what will happen next and who will be informed. Reassure the young person that they will be supported through any subsequent process.

If your concerns are based on a disclosure by a parent or other member of the public:

1. Encourage the person to report the incident / concern themselves.
2. Explain what will happen next and who will be informed, unless doing so could lead to further harm to a young person. Follow the steps below.

If the young person is in immediate danger follow these steps:

1. Do not place yourself in danger.
2. Contact the police by dialling 999
3. In an emergency, get medical help.
4. **Refer** the child/young person to your local social services team (or Emergency Duty team if out of office hours). **Multi Agency Safeguarding Hub: 01908 253169 / 70. MK EDT: 01908 265545 / Bucks First Response: 01296 383962. Bucks EDT: 0800 9997677.**
5. Contact parents/ guardians as appropriate unless this could place the child/young person at further risk of harm.
6. As soon as possible, **inform** the Designated Safeguarding Lead / Deputy, Line Manager or, if they are not available, Carers Bucks and Carers Milton Keynes Chief Executive or named Trustee. Once the young person is no longer in immediate danger, follow the steps below:

If you are unsure of whether to refer to Social Services:

1. Discuss your concerns with your Line Manager or Designated Safeguarding Lead / Deputy who will decide if concerns need to be raised with the young person and their parents/ guardians.
2. If all relevant staff are satisfied that there are no grounds for on which to make a referral, record all concerns and actions and continue to monitor the situation.
3. If still unsure, seek advice from your local Social Services team. You may decide not to give the personal details of the young people/ family involved at this stage, but to outline the situation.

If you decide to refer:

1. Once a decision to refer has been made, the referral should take place **immediately**, using the local Social Services team's Emergency Duty Team if out of office hours.
2. Give as full an account of the relevant facts as possible.

3. A referral to Social Services can be made by any worker at any time.

After an incident/ referral:

1. As soon as possible, **record**, and sign, the time, setting and details and any other witnesses to the conversation using the appropriate form (Form CP1). Use the young person's own words as much as possible. Do not include your own opinions or interpretation, only facts. Pass this information on to the relevant Social Services team within 2 days of the verbal referral.
2. Record what happens and is said (using Case Notes and an Incident/ Disclosure Form CP1). Begin to plan subsequent support for the child/young person and vulnerable adults and their family where possible.
3. Your Line Manager / Designated Safeguarding Lead / Deputy will provide you with ongoing support with any concerns you have. All workers will be provided with the opportunity to debrief.

If allegations have been made about a worker:

1. **Always** inform the Designated Safeguarding Lead / Deputy and your Line Manager/ Chief Executive. Also see *Whistleblowing* below.
2. Ensure the immediate safety of child/young person - you may need to ask the worker to leave or to call the police.
3. See *Concerns about a worker's behaviour* below.

Workers' Employment, Conduct and Support

Safer Employment of Staff and Volunteers

Carers Bucks and Carers Milton Keynes are committed to making sure the recruitment process undertaken screens out people who do not have the skills and experience to work safely and effectively with children and young people or who may not be suitable because they may wish to harm children and young people.

Carers Bucks and Carers MK will adhere to the guidelines as stated in MK Together and Buckinghamshire's Safeguarding Partnership's Core Standards to Safer Recruitment. Link to BSP and MK Together websites: <https://www.bucksscp.org.uk/professionals/safer-employment/> and www.mkscb.org/

All staff with access to children and young people whether voluntary or paid must provide at least two references, which must be received and accepted as satisfactory before employment commences. One referee must be current, or if the applicant is not employed, the most recent employer.

All staff and volunteers with access to children and young people are to be advised that they will be required to complete pre-employment Enhanced DBS checks.

Confirmation of employment will be subject to the receipt of necessary clearance and a completed probationary period.

Where applicable, all appointments that involve substantial contact with children and young people, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Line Manager is confident that the applicant can be safely entrusted with children and young people.

Training and support

In order to safeguard children and young people, Carers Bucks and Carers Milton Keynes training and support process will reflect the following points:

1. All workers and volunteers should be provided with a clear Job or Role Description, detailing
 - a. Their roles & responsibilities,
 - b. the line management structure around their role
 - c. the boundaries around their role (code of conduct)

- d. a requirement to work within these procedures
2. Induction should include information on these procedures appropriate to the role, single agency safeguarding training as well as clarification of the worker's Job or Role Description.
3. Supervision sessions should include exploring the worker's understanding of Safeguarding policies and procedures.
4. Workers and volunteers should receive updated Safeguarding training every three years. These sessions could be provided by the Designated Safeguarding Lead / Deputy.
Paid workers should be encouraged to attend relevant Child Protection Training offered By MK Together and Buckinghamshire Safeguarding Partnership.
5. The Designated Safeguarding Lead should attend relevant single agency training / updates.

Concerns about a worker's behaviour

1. All workers have access to Carers Bucks and Carers Milton Keynes written Disciplinary and Grievance procedures. Please also see Carers Bucks and Carers MK Whistle Blowing Policy.
2. Where team members or line managers are concerned that a young person is at risk of physical or psychological injury due to the practice of another member of staff, their concerns must be passed on. The initial point of contact should be their line manager, who will then liaise with appropriate personnel, i.e. Carers Bucks and Carers Milton Keynes Chief Executive, Nominated Trustee. If, following investigation concerns are found to be true of a staff member, then the Disciplinary Procedure must be followed alongside the procedures outlined in Section 3.
3. When an allegation is made against a worker, they will receive support during the process of verifying or disproving the allegation from an appropriate member of staff or other professional as agreed with their Line Manager. This support must not jeopardise any investigation or put young people at risk.
4. The Designated Senior Manager must consult the Local Authority Designated Officer (LADO) in all cases that include a safeguarding allegation relating to a staff member within 24 hours Bucks: 01296 382070. Milton Keynes: 01908 254300.

Sources and References

Relevant legislation:

- The Children Act 1989 (England & Wales)
- The Children Act 2004
- The Protection of Children Act 1999 (England & Wales) (accompanying Dept of Health guidance available also)
- The Criminal Justice and Court Services Act 2000 (England & Wales)
- The Police Act 1997
- The Data Protection Acts 2018
- The Human Rights Act 1998
- Sex Offenders Act 1997
- Sexual Offences Act 2000 and 2003
- Information sharing guidance 2018

Relevant Sources

- Working Together to Safeguard Children 2018
- Department of Health & Social Care – Carers Action Plan 2018
- Buckinghamshire Safeguarding Partnership – local procedures
- MK Together – local procedures

Related Policies, Procedures and Proformas

1. Comments and Complaints
2. Confidentiality
3. Disciplinary Procedures
4. Data Protection Policy
5. Disclosure of Information in the Public Interest (Whistle blowing)
6. Equal Opportunities
7. Health and Safety
8. Health and Safety Young Carers Visits
9. Lone Working
10. Incident and Disclosure/ Referral to SSD Form CP1
11. Safeguarding Code of Conduct

Carers Bucks and Milton Keynes

Incident/ Disclosure Form CP1

All events and disclosures which lead a worker to believe that a child or young person may have been abused, or could be at risk of abuse, should be recorded on this form as close to the time of the incident / disclosure as possible. Refer to Carers Bucks and Carers Milton Keynes Safeguarding & Child Protection Policy and Procedures for further guidance on responding to concerns about abuse.

Attach continuation sheets where necessary.

Use a separate form for each witness.

Disclosures: Use the exact words of the person making the disclosure wherever possible. Do not include your interpretations, only what was said. If you are reporting someone else's concerns, ensure that it is clear who heard each reported statement.

Incidents: Record as much detail as possible. Record only facts, not opinions or suspicions.

Date and time of disclosure/ incident	Location (incidents only, attach diagram if needed)
Your name, position/ role and contact details	
Name, age and case number of service users involved	
Names, identifying details and contact details of witnesses/ any others involved	

Record what happened/ what was said, using guidelines above.
What action was taken and by whom? If no action was taken, explain why.

Incident/ Disclosure Form CP1

Who did you report the incident to? Give names and contact details.

In house:			
Outside agencies:			
Parents/ guardians:			
What further action is planned/ required?			
The person filling in this form should fill in their details here:			
Name:	Date:	Time:	Signed:

