

Safeguarding Children and Young People

Important!

If you're worried about a child please use the flowchart on the back page to decide the correct course of action

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Safeguarding Children & Young People Policy

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Our Commitment to Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential. This includes:

- Having commitment from senior managers and councillors to safeguarding
- Having a safe recruitment and selection process
- Ensuring that all relevant staff are DBS checked at the appropriate level
- Providing training at the appropriate levels for staff, volunteers and councillors
- Each service having a designated 'Safeguarding 'Lead' or 'Safeguarding Contact'
- Having information about our safeguarding processes easily accessible on our internet for children, young people and their families
- Having all the relevant information for staff available on our intranet and from their line manager
- Having an easily understandable reporting and monitoring system
- Working co-operatively with partner organisations/services, including using the Common Assessment Framework (CAF)

We want to make sure that all children and young people have a safe, healthy and happy life and get encouragement to do their best. This policy and guidance will provide all staff, volunteers and councillors with a clear understanding of the issues around safeguarding including their responsibilities, the council's processes and procedures, and what to do in an emergency. It should be considered in conjunction with the council's related policy on 'Safeguarding Vulnerable Adults'

1. A Statement of our Responsibilities

All children and young people (defined as people under the age of 18) have the right to be safe from harm and to be able to live and grow with confidence in their communities.

As a district council we have a duty and responsibility to ensure the safeguarding of, and promotion of the welfare of, children and young people (as per the Children Act 2004, Section 11). This has been further defined by statutory guidance ("*Working Together to Safeguard Children*" - 2010) to mean:

- Protecting children from maltreatment
- Preventing impairment of their health and development
- Ensuring they are growing up in circumstances consistent with the provision of safe and effective care, and undertaking that role, so as to enable those children to have optimum life chances and to enter adulthood successfully

There are certain council services that will regularly deal directly with children, families and vulnerable people – for example, Wellbeing and Housing. Some of the work they do will be classed as 'regulated activity' by the government, such as unsupervised coaching of young people. Their staff and services must operate in a manner that ensures the safety of all service users, and staff must receive training as appropriate, especially if they undertake regulated activity.

Other services will have little or no direct contact with children or vulnerable people. However, safeguarding is everybody's business and everyone has a duty to ensure children are safe and that

abuse and neglect is reported. All staff at the authority must receive basic training on safeguarding to ensure they know what is meant by abuse and neglect and what to do if they have concerns. This includes knowing what to do outside of work as responsible citizens if they are concerned about the welfare of a child or young person.

As a council, our Management Team has appointed a lead senior manager who is supported by the '**DSCO**' (**Designated Safeguarding Children Officer**), who takes a strategic and operational lead on matters related to safeguarding children and young people within the authority. The '**DSCO**' is currently Craig Brown, Community Safety & Safeguarding Officer, and his duties include ensuring this Safeguarding Policy and any other relevant policies and procedures are up to date on behalf of the Management Team. In addition, '**Safeguarding Leads**' have been identified who have specific safeguarding experience and training and are available to advise across the council if safeguarding issues arise. Contact details for these officers can be found on Page 15. Within services which have no Safeguarding Lead, information about safeguarding will be circulated to ensure that all staff are kept up to date. Our processes and procedures are also subject to overview & scrutiny by councillors, and the council actively encourages input from partners in order to improve the way we safeguard children.

As a council we also need to ensure that robust safeguarding procedures are applied when entering into contracts and service level agreements. It is the responsibility of the officer managing the agreement to make sure that the organisation concerned has appropriate policies and procedures relating to safeguarding, and that their staff have relevant training and are Disclosure and Barring Service (DBS) checked where necessary.

For more information please see:

- A NSPCC factsheet (July 2014) at:
<http://www.nspcc.org.uk/globalassets/documents/information-service/factsheet-child-abuse-reporting-requirements-professionals.pdf>

2. Understanding Abuse and Neglect

The council has a duty to ensure children and young people are protected from abuse whilst in our care, and staff members are also encouraged to report abuse should they suspect it is occurring outside of the council's area of responsibility. There are four types of child abuse that we wish to safeguard against. They are defined in the UK Government guidance *Working Together to Safeguard Children 2010* (1.33 – 1.36) as follows:

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

2. 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 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve 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, though it may occur alone.

3. Sexual abuse: 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, 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

4. Neglect: Neglect is 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 abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

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

5. Child Sexual Exploitation: Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities

People often think of child sexual exploitation in terms of serious organised crime, but it also covers abuse in relationships and may involve informal exchanges of sex for something a child wants or needs, such as accommodation, gifts, cigarettes or attention. Some children are "groomed" through "boyfriends" who then

force the child or young person into having sex with friends or associates.

Sexual abuse covers penetrative sexual acts, sexual touching, masturbation and the misuse of sexual images – such as on the internet or by mobile phone.

For more information please see:

- The full 'Working Together to Safeguard Children' document is available at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- The NSPCC website has some helpful information on signs and symptoms of abuse. <http://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

3. How to protect children and young people

What to do if you're worried about a child

Staff members should follow the procedure on the back of this document, dependent on the situation.

- **Where there is a serious and immediate threat to a child:** call **999**
- **During office hours:** If an incident occurs or you have concerns you should contact your line manager immediately. If they aren't available contact one of the council's safeguarding leads on **01524 582669**.
- **Outside office hours:** If an incident occurs or you have concerns you should contact the council's emergency control centre on **01524 670 99**.
- **As a private individual:** if someone has concerns about a child in the district they can contact Lancashire County Council Social Care Services directly:
 - 8am – 8pm Monday to Friday: **0300 123 6720**
 - 8pm – 8am Monday to Friday and anytime weekends and bank holidays: **0300 123 6722**

If you are acting in a professional capacity then you must also complete a Safeguarding Referral Form once you have taken action – please see below.

How to record your concerns

If you are made aware of any instance of abuse or neglect, or have any concerns, it is important to note down the details in writing as soon as possible. This will help you to maintain a clear recollection of what happened and what was said, and will allow you to complete your referral form fully.

Records of safeguarding concerns will be kept for an appropriate amount of time to comply with legislation. You can view specific information on record keeping on the council's intranet pages (<http://ofsintranet/support/information-management/>) or contact to Rosebella Kotonya, Information Management Officer, on x2192 or e-mail rkotonya@lancaster.gov.uk for more details.

What to do if a child or young person discloses abuse or other concerns directly to you

Children and young people often don't disclose abuse, and when they do it's rarely directly to professionals. Partly this is due to lack of awareness of services, and partly to do with trust and a fear of losing control of a situation. Therefore it is very important that if a child or young person does disclose something to you, you should:

- Listen carefully
- Respond sensitively and take the matter seriously
- Make the child fully aware that you cannot 'keep a secret' and must disclose issues to the appropriate agency

Make a note of everything that was discussed as soon as possible after the disclosure (see 'how to record your concerns' below). This can be done using the safeguarding referral form as a prompt – this form is available on the intranet at: <http://ofsintranet/safeguarding> or by calling x2669.

- Follow the procedure on the flowchart which is on the back of this policy and the safeguarding concern form, to ensure the correct action takes place to deal with this disclosure.

Alternative confidential support is available from the NSPCC and everyone should be aware of their Helpline Number – **0808 800 5000**.

4. Communications and Media

Photography and Video Footage

In order to protect children and young people consent may be required from a parent or guardian before photographs or video can be taken by council staff or on council property. For a template consent form and further details please see the Council's Photography and Video Footage Policy (link below)

e-Safeguarding

e-Safeguarding refers to all safeguarding issues which relate to the use of Information and Communications Technology (ICT). There are two main elements to these issues:

- **e-Security:** Procedures to protect the physical network infrastructure to ensure all confidential information and electronic data that the council holds relating to children and young people is securely maintained. These procedures form part of our overall approach to electronic data sharing, which restricts the use of removable media (such as USB drives) and also governs secure external data transfer by SFTP (secure file transfer protocol) and secure GCSX (Government Connect Secure Extranet) e-mails.
- **e-Safety:** Procedures to ensure that any child or young person accessing the internet whilst being employed by or under the care of council staff, whether on council premises or not, know their access rights and responsibilities and are kept safe. Every new employee with PC access is required to sign an 'officer's protocol for information management' that governs their use of the network, e-mail, software, the web, etc. The council also operates 'websense' software that filters any inappropriate content.

For more information please see:

- The Council's Photography and Video Footage Policy
<http://ofsintranet/GetAsset.aspx?id=fAAzADEANqB8AHwARqBhAGwAcwBIAHwAfAAwAHwA0>
- The Council's approach to electronic data sharing
<http://ofsintranet/services/governance/information-management/>
- Corporate Policy on the use of PC Software
<http://ofsintranet/GetAsset.aspx?id=fAAyADYANwB8AHwARqBhAGwAcwBIAHwAfAAwAHwA0>
- Internet Access Management Protocol (Websense)
<http://ofsintranet/GetAsset.aspx?id=fAAyADYANqB8AHwARqBhAGwAcwBIAHwAfAAwAHwA0>

5. Recruitment, Selection and Supervision

We must ensure that the people who work with children, whether they are paid employees or volunteers, are safe to do so. As a council we need to make sure that our practices and standards are consistent across all services in recruitment and selection of staff/volunteers that will be working with/having access to children.

The following points express the actions we will take during the recruitment and selection process to ensure this. They take into account the latest (September 2012) changes to the national vetting and barring scheme as per the 2012 Protection of Freedoms Act

- All posts will be assessed by the HR team and service representative(s) to identify which posts will undertake regulated activity. Managers/service heads will be notified as appropriate.
- All advertising of regulated posts will be explicit in the need for Disclosure and Barring Service (DBS) clearance
- Successful candidates will produce confirmation of identity by producing two from the following – passport, birth certificate, driving licence (photographic identity, confirming date of birth, proving current address)
- Two written references will be taken up. Where possible at least one will be associated with former work with children/young people.
- Induction will include explanation of this policy and relevant service-specific procedures.
- The new employee/volunteer will sign that they understand and will comply with the policy
- Training needs will be identified and places booked on the appropriate level of child protection, Common Assessment Framework (CAF) and other training sessions as relevant
- DBS checks will be refreshed as appropriate

Supervision

Regular supervision and management of staff is done as part of the ongoing process for all staff, which includes formal 6-monthly reviews of performance and issues arising.

Work Experience for Young People

Individual services may offer work experience positions to young people as part of their ongoing education. The code of conduct and recruitment and selection procedures outlined above will apply. Human Resources are available to offer tailored advice, including advising whether any member of staff supervising young people needs to undertake a DBS check.

For more information please see:

- Lancaster City Council Recruitment and Selection Code of Practice
<http://ofsintranet/GetAsset.aspx?id=fAAzADMANgA3AHwAfABGAGEAbAbzAGUAfAB8ADAAfAA1>
- The Disclosure and Barring Service
www.homeoffice.gov.uk/dbs
- LSCB Safer Working Practices Guidance
<http://www.lancashiresafeguarding.org.uk/resources/key-guidance-policy-documents.aspx>

6. Training

It is the responsibility of each service, in liaison with Human Resources, to make sure that all staff have received the appropriate level of training for them to be confident and competent when working with children and being able to recognise and respond to safeguarding concerns. Training has to be updated regularly, to keep up with new developments and initiatives.

New Starters

All new starters will have an introduction to this Safeguarding Policy and procedures through their local/service induction process. Induction is more than reading a document and ticking a box, the trainer has to check out that employees have an understanding of the policy and processes. New starters who have had child protection/safeguarding training through a previous employer will still have to do the council's training – this training includes how to work within the council's safeguarding policy and procedures. In this way we make sure that those staff members that have contact with children have a workable understanding of council policy and have the knowledge and skill to make sure that children are safe.

Should a specific job role require a higher level of training, the recruiting manager will ensure that the appropriate training, whether internal or external, is undertaken as soon as possible after the new employee starts.

All staff

All staff with access to a PC are required to regularly undertake the Safeguarding module on the e-Learning system, which gives a basic awareness of issues related to the safeguarding of children, young people and vulnerable adults. Staff without access to a PC will receive a briefing from their line manager.

Any other training needs relating to safeguarding issues will be identified through an employee's annual appraisal process. Staff with regular contact with children will update their training every 3 years (as a minimum) and again it is the responsibility of the line manager to arrange for this training to take place.

Elected Members

Basic Safeguarding Training will be offered on the 'Member Training Programme' for all councillors

Specialist Training

The Designated Child Safeguarding Officer will ensure that 'safeguarding leads' and other relevant officers have access to relevant interagency and professional training opportunities to ensure they are able to effectively deal with a wide variety of queries and situations.

For more information please see:

- Common Assessment Framework (CAF) including online training at the Lancashire CYP Trust website <http://www.lancashirechildrenstrust.org.uk/resources/?siteid=6274&pageid=45056>
- Specific training for sports coaches – information and guidance from the relevant National Regulatory Body http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html
- LSCB Training Unit
<http://www.lancshiresafeguarding.org.uk/learning-development.aspx>

7. Safe Working Practice for staff, volunteers & councillors

It is important for all staff, paid or unpaid, and councillors to behave correctly and to be positive role models for the children who they come into contact with and prioritise their needs. In particular, anyone in regular, unsupervised contact with children and young people, or any other 'regulated activity' (as defined by the Protection of Freedoms Act 2012) must adhere to appropriate guidelines.

As per Section 6 above, full training will be provided to any staff member having regular contact with children and young people. Managers must also develop local policies and systems to maximise staff safety including the need to carry out risk assessments as appropriate – if you feel that you have a training need or want to know more please speak to your line manager. However, the following are common sense points for anyone to take into account which will help to create a positive culture and also protect staff against false allegations:

- a. Act reasonably and treat all children and young people fairly and with respect.
- b. Maintain professional boundaries (see below for a link to the relevant policy)
- c. Always work in an open environment, avoiding private or unobserved situations. For example, encourage the young person to bring in a friend, leave a door open, and inform colleagues where you are and how long you'll be
- d. Don't give lifts to young people outside agreed activities. Where it is necessary to take a young person in your car ensure your manager is aware of this and how long you will be. Take a mobile phone to communicate reasons for any delays
- e. Don't take young people to your home
- f. If you have to visit a young person in their home always make sure that your manager is aware of this and you record the home visit
- g. Don't develop social relationships with young people who are service users (including via social media – see below for a link to the relevant policy)
- h. Don't accept or give money or gifts
- i. Be aware of physical contact with a young person – any support or assistance should be provided openly and appropriately – see the guidelines of the sport's/activity's National Governing Body for more details (link in Section 6)
- j. If working with mixed gender groups of young people off site (on trips, at different venues) ensure there are always male and female staff with them unless previously agreed with the Designated Safeguarding Children Officer
- k. Don't smoke or drink alcohol in the presence of children and young people

For more information please see:

- The Council's Professional Boundaries Policy
<http://ofsintranet/GetAsset.aspx?id=fAAyADIANgA1AHwAfABGAGEAbABzAGUAfAB8ADAAfAA1>
- The Council's Social Media Policy
<http://ofsintranet/GetAsset.aspx?id=fAAzADMAMAA0AHwAfABGAGEAbABzAGUAfAB8ADAAfAA1>
- Child Protection in Sport Unit/NSPCC Advice and Guidance for organisations and clubs
<https://thecpsu.org.uk/help-advice/putting-safeguards-in-place/>

8. Allegations against Staff, Councillors or Volunteers

Staff who work with children can be vulnerable to malicious or misplaced allegations against them. Unfortunately there are also occasions where some adults/professionals have been found to be perpetrators of child abuse or displaying unsuitable behaviours which would harm the children they work with. Allegations of harm or inappropriate behaviour made against staff, either paid or unpaid, are serious and must be dealt with by the **Local Authority Designated Officer (LADO)**, a professional independent of Lancaster City Council who has been appointed by the Lancashire Safeguarding Children Board.

The LADO is **Tim Booth** (01772 536694, tim.booth@lancashire.gov.uk). His role includes:

- The management and oversight of individual cases
- Providing advice and guidance to employers and voluntary organisations
- Liaising with the police and other agencies
- Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process

Guidance for staff on dealing with allegations of harm or inappropriate behaviour

If someone (a child, parent, service user, fellow colleague, etc.) makes an allegation to you about another member of staff:

- do NOT investigate yourself but speak to your line manager
- your line manager will contact the DSCO and Human Resources Manager
- The DSCO or Human Resources Manager will contact the LADO directly at the earliest available opportunity
- The LADO will advise them on the correct course of action. Suspension of staff is not automatic and neither is an assumption of guilt. Each situation will need to be dealt with in a robust and sensitive manner.

If you have concerns about your line manager, the DSCO, or anyone else that may make the above process inappropriate, please refer to the council's 'Raising Concerns' policy.

The Welfare of Staff

Lancaster City Council is committed to following the correct process for dealing with any allegation against a member of staff, but it is also mindful of the welfare of that staff member and will provide appropriate help and support to them. Line managers, in liaison with Human Resources, will offer their staff members appropriate advice and support.

For more information please see:

- Lancaster City Council Raising Concerns Policy (formerly the Whistleblowing Policy):
<http://ofsintranet/GetAsset.aspx?id=fAA1ADAAMQAzAHwAfABGAGEAbABzAGUAfAB8ADAAfAA1>
- NSPCC Factsheet on allegations against staff:
https://www.nspcc.org.uk/Inform/research/briefings/Managing-allegations-of-abuse_wda95752.html

9. Prevent Duty

The Counter-Terrorism and Security Act 2015 contains a new duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. The government has produced guidance for specified authorities, which they must have regard to when complying with the duty. This will be a legal requirement from 1st July 2015.

The duty will apply to bodies which have significant interaction with people who could be vulnerable to radicalisation. This ensures that the duty is proportionate. These include: schools, local authorities, police forces, some NHS bodies, further and higher education providers, prisons and young offender institutions and providers of probation services.

A link to the agencies responsibilities and a fact sheet are below.

[Prevent Duty Guidance](#)
[Fact Sheet on Prevent](#)

Objectives of the Prevent strategy

The Prevent strategy is one of the four elements of CONTEST, the national counter terrorism strategy, covers all forms of extremism and has three strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- Prevent people from being drawn into terrorism and ensure that they are given appropriate support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

The training element of the Prevent Duty will make this training statutory for all staff in a similar way to Safeguarding training. There will be a home office approved, training package called “Workshop to Raise Awareness around Prevent” (WRAP) and will be delivered to all appropriate front line staff.

Reporting a Concern

If you have a concern you should follow our safeguarding procedure, you should contact your line manager. If they aren't available, you should contact the Designated Safeguarding Officer (DSO) on ext. 2150. Rather than a concern being referred to Social Services, it would be referred into the Channel process.

Channel is a multi-agency safeguarding programme run in every local authority in England and Wales. It works to support vulnerable people from being drawn into terrorism and provides a range of support such as mentoring, counselling, assistance with employment etc. Channel is about early intervention to protect vulnerable people from being drawn into committing terrorist-related activity and addresses all types of extremism.

Participation in Channel is voluntary. It is up to an individual, or their parents for children aged 17 and under, to decide whether to take up the support it offers. Channel does not lead to a criminal record. Meetings are held on a monthly basis.

10. Duty to Refer

Under the Safeguarding Vulnerable Groups Act 2006, Lancaster City Council has a duty to refer an employee to the Disclosure & Barring Service (DBS) if we believe there has been or is a risk of harm to child or young person while conducting regulated activity while in the employ of the City Council.

We will use the following criteria to determine if a referral should be made:

The first condition is that permission has been withdrawn to engage in regulated activity:

- Dismissed
- Redeployed
- Retired / Redundant
- Resigned

The second condition is that the local authority thinks that the person has either:

- harmed or poses a risk of harm to a child or vulnerable adult;
- satisfied the harm test; or
- received a caution or conviction for a relevant offence.

Regulated Activity involving children is classed as:

- Unsupervised Activities such as teaching, training or instruction, care for or supervise children
- providing advice/guidance on well being
- Relevant personal care washing or dressing, eating, drinking, toileting or teaching someone to do one of these tasks
- Moderating a public interactive electronic communication service used wholly or mainly by children

If a referral is made to DBS, it will include details of the person we are referring, reason for the referral, chronology of events and supporting information such as witness statements, any past disciplinary actions, application for employment etc.

For more information, visit the [Disclosure and Barring Service \(DBS\)](#)

11. Working with Partners

There is a need for organisations to work together when it comes to safeguarding. Joined up services, common processes and procedures reduce the risk of vulnerable children ‘falling through the net’. The following are key elements of partnership working around safeguarding:

The Lancashire Safeguarding Children Board (LSCB) ensures countywide priorities are achieved whilst at the same time taking account of local issues and priorities. The Children Act 2004 puts this Board on a statutory footing, giving it legal responsibilities. It must ensure that all statutory agencies are working together to effectively safeguard children, providing procedures, guidance and advice and holding agencies to account if they are not meeting their safeguarding responsibilities effectively.

<http://www.lancshiresafeguarding.org.uk/>

Lancashire Children and Young People’s Trust and the **Children’s Partnership Board** at locality level (Fylde, Lancaster & Wyre) formalise the need for organisations to work together. Joined up services, common processes and procedures should reduce the risk of vulnerable children ‘falling through the net’.

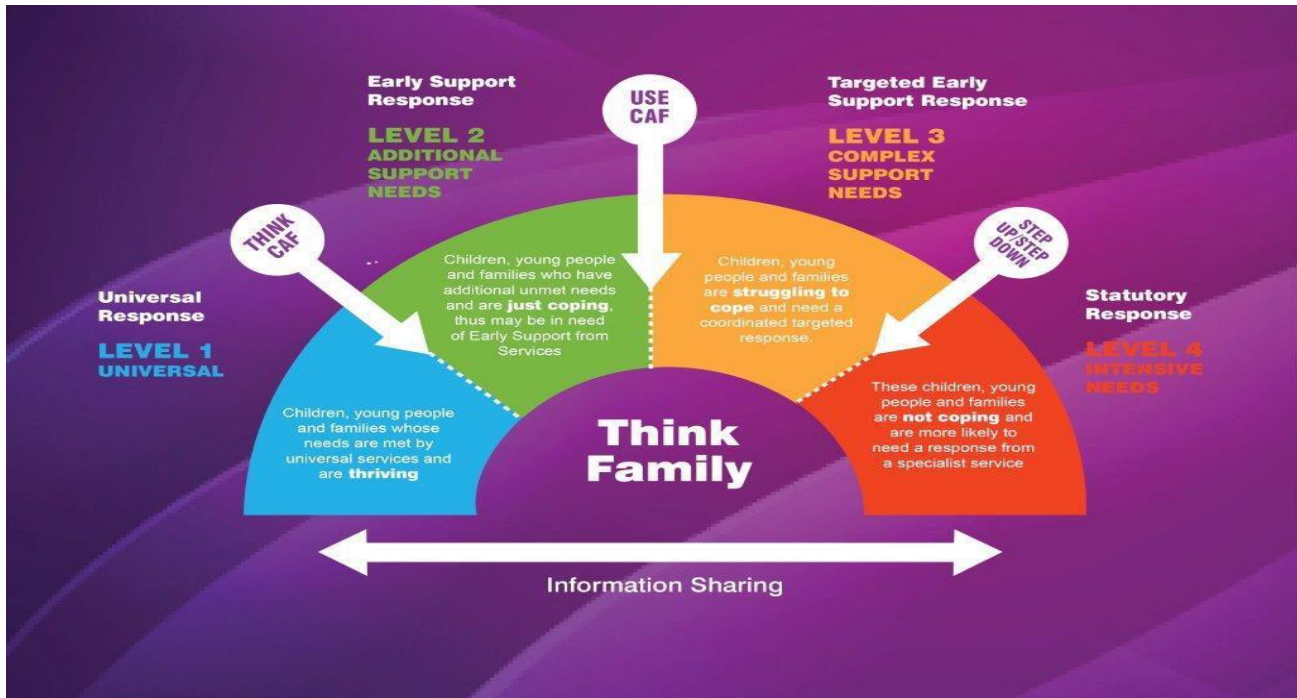
<http://www.lancashirechildrenstrust.org.uk/>

The Lancashire Safeguarding Children Key Guidance & Policy Documents provide multi-agency guidance for all organisations. This policy has been aligned with the key requirements of these procedures which are an excellent source of additional information, and should be accessed at the link below for further guidance about any safeguarding issue.

<http://www.lancshiresafeguarding.org.uk/resources/key-guidance-policy-documents.aspx>

The Lancashire Continuum of Need: the diagram on the next page shows the ‘continuum of need’ that is used by partners to describe the level of need of intervention by statutory services that a child or a young person may have. Most will fall on the left of the diagram, with minor needs that can be met by standard services in health, education and so on. Should their situation worsen then they may need additional support (level 2) or perhaps assessment (level 3) by a statutory agency. Should they be in danger then they would immediately move to level 4 and require protection from the police or social care.

Children and young people can move back and forth along the continuum and council staff, volunteers of councilors may be involved at different levels. Whilst we have no duty to provide child protection (level 4) we may need to report an issue at this level to the appropriate place. More commonly our staff may be involved in multi-agency teams (see next page) to support children and young people at stages 2 and 3.



The Common Assessment Framework (CAF) and Lead Professionals.

CAF and Lead Professionals (LP) are contributing elements for improved outcomes for children and young people and support the delivery of services that are integrated and focused around the needs of children and young people.

We have signed the 'declaration of acceptance' agreement to use the **Common Assessment Framework (CAF)**. CAF is a shared assessment tool for use across all children's services in England. It helps in the early identification of needs of children and young people and promotes a coordinated approach on how those needs should be met. Staff from any organisation in Lancashire can use the CAF process to decide whether action needs to be taken to support a child.

Contact the CAF Team at Lancashire County Council for further information at caf@lancashire.gov.uk or see the guidance in the links below.

The **Lead Professional (LP)** is someone who takes the lead to coordinate provision and be a single point of contact for a child/young person and their family, when a range of services are involved and an integrated response is required. They would be responsible for calling a **'team around the child (TAC)** or **team around the family (TAF)** meeting that would bring together all the relevant agencies working with a child or a family to reduce duplication and agree how best to provide the support required.

For more information please see:

- The Procedures Manual for the Pan-Lancashire Safeguarding Consortium:
<http://panlancshirescb.proceduresonline.com/chapters/contents.html>
- Lancashire Children and Young People's Trust - CAF information:
<http://www.lancashirechildrenstrust.org.uk/resources/?siteid=6274&pageid=45056>
- The 'Safe Network' covers activities and good practice in the VCFS
<http://www.safenetwork.org.uk>

12. Contacts and Communications

Internal

Management Team Lead with responsibility for Safeguarding

Suzanne Lodge – Chief Officer (Health and Housing)
(slodge@lancaster.gov.uk, x2701)

Human Resources and Staff Issues

Angela Jackson – HR Services Manager
(ajackson@lancaster.gov.uk, x2179)

Safeguarding Lead

Chris Hanna – Principal Housing Manager
(channa@lancaster.gov.uk, x2516)

Safeguarding Lead

Sharon Parkinson – Principal Housing Options Manager
(saparkinson@lancaster.gov.uk, x2621)

Designated Safeguarding Children Officer

Craig Brown - Community Safety and Safeguarding Officer
(cbrown1@lancaster.gov.uk, x2150)

Safeguarding Administration

Sue Pickthall – Children’s Trust Coordinator
(spickthall@lancaster.gov.uk, x2662)

Safeguarding Lead

Stuart Glover – Sport Development and Facilities Manager
(sglover@lancaster.gov.uk, x2854)

Safeguarding Training within the Council

Sara Stark – Training Officer
(sstark@lancaster.gov.uk, x2594)

There is a dedicated Safeguarding Number set up internally to ensure that a caller will be able to reach one of the safeguarding leads shown above – this number is **01524 582669** – calling this will cycle through each of the above numbers until someone picks up the call. This number is given on the flowchart over the page to ensure staff or councillors can always reach an expert in safeguarding if required.

External

Lancashire County Council Social Care Services

For any child protection queries, the appropriate team can be accessed via the Lancashire Hub

- 8am – 8pm Monday to Friday: **0300 123 6720**
- 8pm – 8am Monday to Friday and anytime weekends and bank holidays: **0300 123 6722**

Local Authority Designated Officer (LADO): for allegations against adults working with children

- Tim Booth (tim.booth@lancashire.gov.uk, 01772 536694)

Lancashire Safeguarding Board: for support and resources

- <http://www.lancshiresafeguarding.org.uk/>

NSPCC: For anonymous nationwide advice and support, 24 hours a day

- Helpline: (help@nspcc.org.uk, 0808 800 5000)

What to do

If a safeguarding incident occurs or you have any concern about a child or young person suffering abuse, neglect or being in danger in any way please follow the flowchart below to understand what to do.

Remember to:

- **Keep calm**
- **Make a note of what you have seen and heard**
 - **Complete a Safeguarding Concern form** which is available on the [intranet](http://ofsintranet/safeguarding) <http://ofsintranet/safeguarding> or by request from x2669

