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Name	BLGC CYP Safeguarding Policy and Procedures
Document owner	Sarah Randall
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Intended Audience	All employees and volunteers

SCOPE

The purpose of this policy is to ensure that all staff, volunteers, trustees, and external agencies including partners delivering on behalf of the BLGC are aware of their legal and personal responsibilities to ensure the safeguarding and welfare of children and young people.

This document sets out BLGC's approach to safeguarding and works alongside the following policies:

- BLGC's commitment to safeguarding
- Key safeguarding principles
- Safeguarding governance and accountabilities
- Safeguarding procedures for all employees and volunteers to follow
- Working with a local authority on safeguarding
- Specific safeguarding circumstances.

Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes .

In this policy a child is defined as,

“Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection” (Working Together to Safeguard Children, 2018).

Policy

1. Commitment

BLGC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This policy works in conjunction with the following policies and procedures.

- Safeguarding vulnerable adults Policy
- Safer Recruitment Policy
- A code of conduct
- Lone Working Policy
- Professional Boundaries Policy
- Supervision Policy
- Managing Risk and Safe practice Policy
- Online Safety Policy
- Managing Allegations

Safe Recruitment and Safe Practice procedures for staff

BLGC has a rigorous and robust recruitment procedure in place to ensure that we appoint staff that are appropriately qualified and have the skills and knowledge to deliver a quality service.

Recruitment is undertaken in line with BLGC's robust safeguarding principles, including references spanning 5 years disclosure and Enhanced Disclosure checks for all Children's Services posts that meet the eligibility criteria.

Existing staff and volunteers are re-checked periodically and/or at every three years. (**See Safer Recruitment Policy**)

Learning Development & Training

All staff are required to complete a mandatory online learning safeguarding module within the first two weeks of employment. Within their induction period, they are also required to attend BLGC Safeguarding Training.

Staff and managers working directly with children and young people are also required to attend bespoke safeguarding training courses in line with their specific responsibilities and must attend updated programmes every three years.

It is the responsibility of the individual and their line manager to ensure mandatory training is completed. Managers who supervise staff and volunteers who do not work in children's services ensure safeguarding training is provided and regularly updated.

Supervision and One-to-one Meetings

There is an expectation that all Supervision and one-to-one meeting will have Safeguarding as a standing item in order for Safeguarding as it relates to each role to be discussed and embedded in all the work undertaken.

Managing Risk

BLGC has an effective procedure for assessing and managing risks with regard to safeguarding children and vulnerable adults. The organisation has a procedure in place for reporting, recording and reviewing allegations and significant incidents. These reports and the learning informs practice, the risk assessment and revisions to management procedures.

Record Keeping

Well-kept records are essential in situations where it is suspected or believed that a child may be at risk of harm. BLGC has a clear policy on the management of records, confidentiality, and sharing of information, which adhere to the requirements of GDPR and the Data Protection Act 2018 (**See Data Protection Policy**).

Trustees, staff, and volunteers are clear about what information can be shared with relevant people within and outside of the organisation and have access to specialist advice if they are unsure. The information to be shared must be relevant and on a need-to-know basis only. Staff should consult with their manager or the Designated Safeguarding Leads if in doubt about what should be shared.

2. Principles

BLGC takes seriously its responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults entrusted to its care.

As part of the ethos of BLGC the staff, volunteers and trustees are committed to:

- Encouraging and supporting parents/carers/guardians and working together in partnership with them
- Listening to, relating effectively with, and valuing each individual child, young person or vulnerable adult in our care
- Ensuring that all members of staff, full-time, part-time, and voluntary are properly trained and supported
- The safe recruitment of staff and volunteers at BLGC is the first step to safeguarding and promoting the welfare of the children and young people that access BLGC.

This can only be achieved through sound procedures, good inter agency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake and volunteers.

We recognise that some children, young people, and vulnerable adults today are the victims of neglect and/or physical, sexual or emotional abuse and that employees, volunteers and trustees, by virtue of their day-to-day contact with and knowledge are well placed to identify such abuse and to offer support to those in need.

3. Roles and Responsibilities

BLGC is committed to the very highest standards in terms of Safeguarding, believing that Safeguarding is everyone's business.

The Children Act 1989 and 2004 make it clear that people who work with children have the responsibility to keep them safe. This is supported by the United Nations Convention on the Rights of the Child (to which the UK is a signatory) which sets out the rights of children to be free from abuse. The document 'Working Together to Safeguard Children (2018) sets out the arrangements for how all organisations must work together to safeguard and promote the welfare of children.

“Safeguarding is everybody's responsibility. “ Everyone who comes into contact with children and their families has a role to play in safeguarding children, child protection should take priority over all other work” (Working Together to Safeguard Children, July 2018). We all have a legal responsibility to take all reasonable actions to ensure that the risk of harm to children and vulnerable adults' welfare is minimised and a duty of care is always exercised towards them.

Board of Trustees

The BLGC Board of Trustees is accountable for ensuring that the organisation has appropriate structure, processes, and resources in place to ensure safeguarding is central to all the organisation does, and for monitoring compliance. Trustees are accountable for ensuring that the organisation has appropriate structures, processes and resources in place to ensure safeguarding is central to all the organisation does, and for monitoring compliance.

The Charity Commission for England and Wales holds trustees to account if things go wrong, and will check that trustees followed the guidance and the law. As part of fulfilling their duties, trustees must take reasonable steps to protect from harm, people who come into contact with BLGC. This includes:

- Beneficiaries
- Staff
- Volunteers
- Other people who come into contact with BLGC through its work

CEO and Leadership Team

The CEO and Leadership team are responsible for safeguarding across the organisation. The CEO and Leadership Team promote safer working practices and oversight of allegations of serious incidents, case reviews, and appropriate training.

Designated Safeguarding Leads

Designated Safeguarding Leads are competent to advise staff and volunteers and can respond to safeguarding concerns, ensuring that actions are always respectful, professional and based on what we know to be good practice.

Managers

Line managers and staff are responsible for ensuring that all safeguarding and child protection concerns are addressed through respective line management structures in accordance with this Policy and Procedure.

Employees and volunteers

All employees and volunteers have the responsibility to recognise, report, and record safeguarding concerns about children, young people, and adults at risk in line with this policy document and associated guidance. This includes a responsibility to work closely with local authorities in order to share current information and effectively take part in multi-agency discussion.

Volunteers must work with employees directly on the reporting and recording of safeguarding concerns

Statutory Guidance

Please note this list is not exhaustive:

The Children Acts 1989

<https://www.legislation.gov.uk/ukpga/1989/41/content>

The Children Act 2004

[untitled \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2004/31/content)

Children and social Work Act 2017

<https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

The United Nations Convention on the Rights of The Child (1989)

[The United Nations Convention on the Rights of the Child - UNICEF UK](https://www.unicef.org/uk/about-us/our-work/our-approach/the-united-nations-convention-on-the-rights-of-the-child)

Education Act (2002)

<https://www.legislation.gov.uk/ukpga/2002/32/contents>

Prevent Strategy 2015

<https://www.gov.uk/government/publications/prevent-duty-guidance>

The Serious Crimes Act 2015

<https://www.legislation.gov.uk/ukpga/2015/9/contents>

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children' 2018,

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Safeguarding Procedures

Communicating Safeguarding responsibilities

Senior Leadership Team (SLT) will:

- Ensure that all staff and volunteers are aware of this Policy & Procedure and any relevant codes and practices.
- Ensure local contact numbers are displayed in an accessible place for staff and volunteers to include, as relevant: Local Authority/Trust referral/duty teams (children and adults)
- Ensure all staff members are directed to familiarise themselves with the local arrangements
<https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1>

Professional Boundaries

Professional Boundaries must be an integral part of supervision. It is an opportunity to reflect on the quality of the professional relationship established with children, young people or adults, the nature of the work and to ensure that any challenges in maintaining professional boundaries can be addressed in an appropriate manner.

Do not visit service users outside of planned working hours; invite them to your home or to be part of your family or social network

Ensure that if you live and work/volunteer within your own community, you are clear about professional boundaries when any of your own family or children has

friendships with service users' children or siblings and that this is discussed with your line manager.

Inform your line manager if you have had a previous professional or personal relationship with young people in order to agree how best to manage confidentiality and risk.

Bring any risk of potential breakdown of professional boundaries, however unintentional, to the attention of your line manager.

Do not give out your personal mobile or home telephone numbers except in exceptional circumstances or emergencies and with the agreement of line managers and following a robust risk assessment.

Never agree to be part of service user or their family's social networking sites or agree to be e-friends, unless this is an agreed part of the work and has been risk assessed by line managers (exceptions apply when they are also your family members).

Do not share personal blog addresses or other modes of personal communication, with service users with whom you are working.

Ensure you adjust privacy settings on your own personal social networking sites to prevent inappropriate content being shared with service users.

You must not approach children and young people in any social setting if they do not instigate the contact especially where their behaviour indicates that they do not want to be recognised or indeed identified as a BLGC member.

You must not enter into a partner relationship with service users or members of their families. This constitutes a breach of professional boundaries and relevant codes of conduct/practice. If you become aware that the above situation has occurred in relation to a colleague, you must bring this to the attention of your line manager.

BLGC recognises that it is possible that the friends and family of staff members may become Service Users and, indeed, that staff members themselves may in some circumstances become Service Users. It is incumbent on staff members to speak to their Line Manager about such situations to avoid any conflicts of interest, breaches of confidentiality or professional boundary issues.

1. Responding - What to do if you are worried about a child or young person

If an employee is informed about or concerned about the abuse of a child, young person, or adult at risk, they must take the following steps:

- Always place the child or adult's welfare and interests as the paramount consideration.
- Make safeguarding personal using a person-led and outcomes-focused approach. Employees must talk with the child, young person, or adult at-risk about how best to respond to their safeguarding situation in a way that enhances their involvement, control, and choice throughout the safeguarding process.
- Listen carefully and actively to the person – at this stage, there is no necessity to ask questions. Let the person guide the pace and remember their ability to recount a disclosure will depend on age, culture, language and communication skills, and disability.
- Do not show shock at what is being said. This may discourage the child or adult from talking, as they may feel you are unable to cope with what they're saying, or perhaps that you're thinking badly of them.
- Do not investigate. If anything needs to be clarified in order to understand the safeguarding risk, ask clear, open questions:
 - use the TED rule: tell, explain and describe
 - ask 'what, when, who, how, where' questions
 - ask 'do you want to tell me anything else?'
 - do not ask any 'why' questions as these can suggest guilt or responsibility.
- Remain calm and reassure the person that they have done the right thing by talking to a responsible adult.
- Never promise to keep a secret or confidentiality. BLGC works within wider statutory systems and must collaborate in order to effectively support and care for children, young people, and adults at risk. It is important that this fact, and its implications of transparency and reporting, are emphasised in early and ongoing conversations.
- Ensure the child understands what will happen next with their information.
- If the person disclosing is a child, employees have a duty to ensure that the information is passed on in order to keep the child safe.
- If a child requests confidentiality, employees must explain BLGC requirements, for example, 'I'm really concerned about what you have told me and I have a responsibility to ensure that you are safe'.

As concerns arise, employees or volunteers must talk to their manager or, if they're not available, another relevant manager or DSL.

A. What to do if a Child is at Immediate risk of harm

Take the appropriate course of action to secure the immediate safety of the child unless to do so would put you or others at risk.

This could include:

- a. Calming angry or upset children/young people
- b. Contacting 999 emergency services, if necessary on their behalf;
- c. Contacting local child protection/Duty Team/IFD
- d. Seeking vital medical assistance.
- e. Speak to your line manager or DSL.

If you receive a telephone call from a child please take as much detail as possible, including full name, age/date of birth, contact details, email address, mobile number, any involvement with BLGC and if they say they are being harmed a brief outline of what is happening to them. If the child is in immediate danger, advise them to call the Police; you must also contact the Police to check

that the child has referred the concern to them. If the child is not in agreement with this/not able to do this, you have a duty to call the police and pass on any information you have.

If an emergency arises outside of a service's usual working hours (some services operate on evenings and weekends), employees must contact the CEO.

If you are concerned that the child is, or may be at risk of, being trafficked, or a victim of slavery, servitude, forced or compulsory labour, you must adhere to local inter agency protocols and liaise with the local children's social care/ duty service or Police to discuss whether a referral to the National Referral Mechanism is required.



Employees must record their safeguarding concerns and actions on the same day. If there is any barrier to being able to do this, employees must discuss this with their manager on the same day, to agree who will make the record.

Staff and volunteers must then contact their line manager to let them know what has happened and to take advice on next steps.

B. What to do if A child or young person discloses information to you about abuse or harm that they are experiencing (in person, on the phone, via email) or through observations and conversations you are concerned there are unmet needs

Always offer reassurance, listen to, and take seriously, what they are saying. Never promise to keep secrets or be persuaded by the child or family not to take action if you are worried that a child is being harmed or is at risk of harm.

It is not your job to investigate, verify what is being said, or examine the child; this is the statutory responsibility of the local authority/child protection services and/or the Police. However, it is important to ascertain relevant information and it may be necessary to undertake some enquiries before making a referral, including full name, age, mobile number, email address and any involvement with BLGC and a brief outline of what happened to them.

Explain the process to the child: that you will need to pass this information on, to whom, the reasons why and possible actions.



Consult with your line manager or other responsible manager or DSL as soon as possible and certainly the same day, to agree the course of action but do not delay if this would place a child at increased risk.

You must record the incident in detail as soon as possible, or at least within 24 hours of being made aware.

C. What to do if a child or young person discloses historic abuse

Non-recent child abuse, sometimes called historical abuse, is when a child or young person discloses abuse from the past. Such disclosures can occur after long periods of time as the complainant may now feel comfortable that they are no longer at risk, have the confidence to make an allegation that will be believed, become aware that there have been other reports, or feel they need closure to move on. Whatever the motive, and however long ago the allegation, action must be taken because:

1. The alleged may not have been an isolated incident.
2. It may be part of a wider abuse situation.
3. The person(s) may still be abusing individuals and/or working with children.
4. There may be ongoing legal action.



Consult with your line manager or DSL as soon as possible and certainly on the same day. You must record the incident in detail as soon as possible, or at least within 24 hours of being made aware.

D. What if the child already has a social worker and there are existing safeguarding and child protection concerns

If a child or young person you are working with is on a Child Protection Plan, then share any safeguarding concerns with the allocated Social Worker. If you cannot get hold of the social worker then contact the Team Manager or duty team.

In these instances, local authority children's services will often not accept a formal safeguarding referral, despite current concerns. While an employee may have a view that the local authority in question is potentially unlikely to take specific action on the new information or change in circumstances, they must still share the information.



Record your concerns on the database clearly stating what the concern is and if appropriate what you have done about it and who you have shared it with.

E. What if the Child is a Looked After Child or Care Leaver

If a Child is Looked After or a Care Leaver, then share any safeguarding concerns with the allocated social worker. If you cannot get hold of the social worker then contact the Team Manager.

In these instances, local authority children's services will often not accept a formal safeguarding referral, despite current concerns. While an employee may have a view that the local authority in question is potentially unlikely to take specific action on the new information or change in circumstances, they must still share the information.



Record your concerns on the database clearly stating what the concern is and if appropriate what you have done about it and who you have shared it with.

F. What if the child or young person does not live in Bolton

All BLGC internal procedures are the same, however on making a referral to Children's services or the need to contact an existing Social Worker in another area, you will need to contact the appropriate local authority.



Contact your line manager or DSL

G. How do we keep children and young people safe whilst waiting for statutory services- Safety planning

A safety plan is an action plan specifically addressing the known safeguarding concerns and risks for an individual child, young person, or adult at risk.

When escalating concerns, there may be a delay between informing the local authority of new or changed concerns, and receiving a suitable response. Employees may therefore have information about a young person or adult at risk that the local authority has not yet heard and acted upon.

After escalating a concern in a local authority and waiting for an appropriate response, employees and managers will likely share a sense of needing to manage or "hold" risk in the intervening period until the local authority responds suitably.

This risk management is best done through safety planning with the young person, family or adult at risk in order to help them remove, mitigate and better manage risks present. Safety planning is best done in partnership with the young person, family or adult involved, and should feature:

- identifying the risks present to the individual
- considering potential changes to current circumstances that can be made to reduce the risks present generating practical, realistic responses to risks

- considering the physical and emotional needs of the person at risk when exploring potential actions and changes
- encouraging the person to make positive decisions in the interest of their own self-protection
- developing an emergency safety plan with suitable phone numbers.



Contact your line manager or DSL if you are unsure about this.

H. Making referrals to Childrens Services

Any sensitive information sent outside BLGC must be sent using a secure email and password protected.

Referrals must be made on the same day where harm or risk of harm has been identified. If concerns arise out of office hours, referrals must be made to the local authority out of hours service.

Employees must make referrals to the local authority children’s social care services, following local procedures and ensure they get an acknowledgment that the referral has been received.

Where possible, employees must discuss their concerns with the child’s parent, and consent should be sought for a referral to the local authority children’s social care. Employees must only do this if it does not increase risk to the child (through either delay, or the parent’s possible actions or reactions). If employees decide not to seek parental permission before making a referral to children's social care, they must record and date this in the child's file along with reasons. This must also be confirmed in the referral to children's social care via secure email.

If the Young person is not at significant risk of immediate harm that warrants a telephone referral to the Integrated Front Door (IFD), an online referral should be made using the link below or can be found by searching “ Worried about a child in Bolton”. The online form should then be completed in as much detail as possible and prior to submitting, all the information should be cut and pasted onto a word document which should then be uploaded with the online reference number provided by the local authority to whom the referral has been made, onto BLGC database.

Bolton <https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1>



You must speak to your line manager or DSL before making a referral to Childrens Services. On completion of making a referral either online or over the phone you must complete a safeguarding IFD form to record your concerns and local authority reference number for acknowledgment.

I. Making referrals to child in need or early intervention services

In cases where a local authority children's service decides that a child is not at risk of abuse, consideration must be made about whether other services are required. Employees must be familiar with the services on offer from a range of agencies, including how these are accessed in the relevant local area.

Any referral or signposting to other agencies for help and support for a child and family must be recorded on the Case File.

J. What if the safeguarding concerns are about places - Contextual safeguarding

Contextual safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships young people form – in their neighbourhoods, through their networks, at school and online – can feature violence and abuse.

Because young people are vulnerable to abuse in a range of contexts, responding to contextual safeguarding concerns means working with children's social care, and other relevant partners, to collectively assess the risks for young people and plan suitable interventions. Quality contextual safeguarding action plans will assess and plan interventions in all the spaces in which a young person (or group of young people) are deemed vulnerable to abuse.

Where employees are concerned about contextual safeguarding factors for a child or young person (or group of children or young people) they must speak with a local authority and provide information about what they know.



Speak with your line manager or DSL.

K. Reporting of Serious Safeguarding Incidents

1. A serious safeguarding incident is defined as:

- Unexpected or avoidable death of child/young person/adult at risk in receipt of services from BLGC
- Serious harm to child/young person/adult at risk, where a life-threatening outcome required intervention by BLGC's staff/volunteers,
- Actions of a service-user which has caused death or serious injury serious harm to another child or adult.
- A 'Near Miss' where an unplanned event or incident did not result in serious injury, harm or illness, but had the potential to do so and only a fortunate/timely break in the chain of events prevented a serious outcome for the child/vulnerable adult.
- An incident likely to result in adverse media attention and/or potential reputational damage for BLGC
- An incident that is serious enough that it may lead to a Child Safeguarding Practice Review

- A safeguarding incident which raises concern about possible radicalisation of any member of staff/volunteer/adult/child/vulnerable adult



Action: Line Manager

1. If a member of your team is involved in a serious safeguarding incident and/or any of the above situations apply, you must let a DSL know immediately. Record all details within 24 hours and send it to the CEO.

3. If the incident also relates to Health and Safety, follow BLGCs Incident Reporting

Recording Information

Make some notes immediately afterwards (being aware that note-taking during a disclosure may inhibit that disclosure, making it harder for the young person to be open and honest); record the date, time, place and context of the disclosure or concern, recording facts and not assumption or interpretation.

Any notes must be added to a BLGC safeguarding form or IFD Referral form and emailed to your line manager and Designated Safeguarding Lead. Do not be afraid to interrupt meetings if you need to speak to someone. Note any non-verbal behaviour and ensure that that the language used by the young person (do not translate into correct terminology) is recorded.

Contributing to a child protection plan

When a conference decides that a child should be the subject of a child protection plan, a local authority children's social worker must be appointed as lead social worker to coordinate all aspects of the inter-agency child protection plan.

BLGC employees must not accept lead responsibility for this. All children with child protection plans must have a designated local authority social worker as lead professional.

Core group

The core group is responsible for the detailed formulation and implementation of the child protection plan. The meeting must occur within 10 working days of the initial conference. A key aim of the plan is to enable work with the family, to reduce risk, to a point where professionals agree that there is no requirement for the child protection plan. Members must undertake their roles and responsibilities effectively in accordance with the agreed plan.

All action points of core group meetings must be recorded. Analysis of the risk of harm to the child must be made, and all the information must be shared with the lead social worker and the core group. All core group members are responsible for keeping a record of the outcome of the meeting.

A record must be made on the child's file of information shared, and with whom, by the employee attending the core group. Record decisions and actions on the same day. Employees must save minutes and plans as soon as they are available.



These records must be regularly reviewed by the service manager.

Outcomes and review conferences

The plan is reviewed at a child protection review conference, which must be held within three months of the initial child protection conference. Further reviews should be held at intervals of not more than six months, for as long as the child remains the subject of a child protection plan.

Staff must supply written reports for each conference whilst they are still directly involved with the child, or as part of the plan.

Employee responsibilities

When BLGC is working with a child with a child protection plan, management and employees must have full oversight. If there are any child protection cases with escalating concerns, for example, cases where BLGC disagrees with the decisions made during conference, or where there is evidence that plans are not progressing due to the ineffectiveness of other services and/or challenges in effectively completing a part of the plan allocated to a BLGC employee their line manager must be made aware.

All cases of children with a child protection plan should be reviewed within a recorded supervisory discussion between the area manager and service managers at least 3-monthly, or more often as required to ensure that any areas of challenge, escalation or delay are addressed.

Escalating a concern

Escalation procedures

If an employee believes that a local authority or another agency is not responding to a concern in a suitable or timely way, or that safeguarding concerns are not being responded to suitably, they must raise their concerns with their manager. Employees must raise their concern and the potential need for escalation as the concern occurs and develops, and must record the conversations and outcomes on the database.

Service managers must then review the concerns and, if agreed, contact the local authority team manager to discuss the decisions and issues of concern. A record must be made of the outcome of this discussion on the database. Employees and service managers must agree who will be responsible for recording decisions and agreed actions.

If the matter warrants further escalation, service managers must follow local authority escalation processes and notify the DSL. If, following escalation action, the outcome does not address the

safeguarding concerns, the area manager must take the matter up with the Local Safeguarding Children Board. Recording their conversations, decisions, and actions.

Service managers

must play an active role in managing safeguarding risk by:

- prioritising conversations with employees who have safeguarding concerns
- supporting employees to think through concerns and decide a suitable course of action with statutory partners
- quickly escalating concerns within the local authority as required
- discussing safety planning strategies for the young person or adult at risk with the employee
- escalating concerns to the area manager when circumstances require it
- ensuring discussions and decisions are recorded on Mosaic.

DSLs are expected to play an active role in managing safeguarding risk by:

- prioritising conversations with service managers who have safeguarding concerns requiring escalation
- taking swift action to escalate concerns with the local authority as circumstances require
- ensure safety planning
- ensuring employees and service managers feel adequately supported
- reporting escalated safeguarding concerns through monthly reports to the CEO
- informing and working with family, friends and/or other support networks as appropriate.

Professional disagreements

If you disagree with a professional on the outcome of sharing a safeguarding concern you must escalate with a DSL.

Soft intelligence

Soft intelligence is very important when working contextually to safeguard children and young people and must be treated as a safeguarding concern. Sharing intelligence (information employees have gathered that may be relevant to crimes being committed) can help establish patterns and themes

and improve clarity on the risks present.

- If employees are given information that relates to a child, young person, or an adult at risk of immediate harm, they must call 999 immediately and make a referral to social care in accordance with this policy.

- If an employee receives information about criminal activity either through direct practice with young people and adults or via members of the public –this must be reported by calling the police 101 line.
- Employees should firstly consult with their manager before sharing the information with the police to consider risks present for the child or young person. Conversations with the police must be recorded on the database.
- Employees must ensure they receive a crime reference number for the information shared, and must check with police that they have all the key risk information and intelligence available.
- If employees know the investigating officer on a specific case, they must inform them of all known information, to ensure it is managed effectively.
- Where employees have concerns about a child, young person, or adult at risk that is connected to travel on public transport, they can also contact the British Transport Police – who will also participate in multi-agency strategy meetings where relevant.
- Employees may be aware of local “hot spot” areas of concern. Sharing information on these can help police target resources effectively and build a more detailed picture of the safeguarding risks within neighbourhoods or communities.

Responding to allegations made against staff or volunteers

See First Steps appendix

If safeguarding allegations or concerns relate to a BLGC employee or volunteer, we must refer to the separate **Managing Allegations policy**. This policy will apply when there are allegations or concerns raised, from any source, that an employee or volunteer is behaving in a way that may pose a present or future risk of harm to a child, children or adults at risk (this may be about their behaviour, both within, or outside work).

Employees must not alert the individual in question of their concerns before taking advice from a DSL, as subsequent enquiries may potentially be compromised.

Where there is a specific identified child at risk of significant harm from that employee or volunteer, the children’s safeguarding process must run in parallel. The DSL will advise on this.

If an employee receives a complaint that features a concern or allegation of potential risk or abuse about an employee or volunteer, the complaints process must be suspended. The Managing Allegations policy and process (and where applicable, the safeguarding policy and process) must instead take precedence.

What to do if you witness abuse by an employee, trustee, or volunteer

Abuse is defined as when a person has:

- Behaved in a way that has harmed a child/young person, may have harmed a child/young person or might lead to a child/young person being harmed.
- Possibly committed or is planning to commit a criminal offence against a child/young person or related to a child/young person or;
- Behaved towards a child/young person in a way that indicates s/he is or would be unsuitable to work with children/young people.

If a young person makes an allegation of abuse against an employee, volunteer or trustee you should report this immediately to their line manager (where applicable) or volunteer coordinator and the Designated Safeguarding Lead.

The Designated Safeguarding Lead will assess the information to make a judgement to whether the behaviour does constitute a safeguarding allegation and if it does refer immediately to the LADO following up a written referral within 24 hours. The Designated Safeguarding Lead will notify HR of the allegation and the procedures that are being followed.



If the allegation is against a member of staff from another organisation, report directly to the Designated Safeguarding Lead.



You should assure the young person who made the allegation that this is a serious matter, and you will follow it up with the Designated Safeguarding Lead. You should update the young person as to what action has been taken.

Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people are in positions of trust in relation to the young people in their care. 'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children.

Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship (Caring for Young People and the Vulnerable).

A relationship between an adult and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

- Where a person aged 18 or over is in a specified position of trust (Sexual Offences Act 2003) with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

This means that adults should not:

- Use their position to gain access to information for their own or others' advantage.
- Use their position to intimidate, bully, humiliate, threaten, coerce, or undermine children or young people
- Use their status and standing to form or promote relationships which are of a sexual nature

Prevent Procedure

Radicalisation is comparable to other forms of exploitation and is therefore considered a safeguarding issue that all staff must be aware of. The process for escalating concerns and procedures regarding how to make a referral to the relevant authorities on this specific matter follow below.

The emphasis is upon supporting vulnerable children, young people, and adults. There is no expectation that BLGC's staff will take on a surveillance or enforcement role as a result of fulfilling our Prevent duty. The Prevent Concern promotes a multi agency approach, and BLGC will continue to work alongside Local Safeguarding Children Boards (soon to be Multi-Agency Safeguarding Arrangements Groups).

A Prevent Concern does not have to be proven beyond reasonable doubt; it should be based on something that raises concerns, which is assessed by using professional judgement.

Extremism is defined in the Prevent Strategy 2011 as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

The Terrorism Act 2000 defines terrorism as an act that endangers or causes serious violence to a person/people and/or damage to property; or seriously interferes with or disrupts an electronic system.

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. Radicalisation should be considered as an 'additional vulnerability' under Chapter 11 of the Working Together to Safeguard Children Guidance (2010). There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

Indicators for vulnerability to radicalisation can be similar to those for other forms of abuse and may particularly include:

- Distance from cultural heritage
- Experience of migration
- Experience of racism and discrimination
- Family members or friends associated with extremist groups
- Family tensions
- Sense of isolation and feelings of failure

It is important to note that not all individuals at risk of radicalisation and acts of terrorism are susceptible or vulnerable and they may be acting out of choice.

Making a Report

An employee/volunteer may have concerns as a result of:

- A direct disclosure
- An observation
- An expression of concern or complaint made by another person



1. If you suspect that a child/adult at risk is at immediate risk or actually engaged in the planning or implementing of an act of terrorism, take the following course of action immediately:

a) Contact your line manager and consider referral to Police on 999 Or Anti-Terrorist Hotline on 0800 789 321.

b) Contact a DSL

c) All actions must be recorded.

2. If you suspect that a child/adult at risk may be under the influence of radicalisation or extremism but not in immediate danger, the following actions must be taken:



a) Raise your concern directly with DSL in the first instance; informing them of the nature of your concerns.

b) Contact the Police on number 101 to discuss the next steps, requesting to speak to officers with the responsibility in relation to Prevent duties.

c) Clarify with the Police or Anti-Terrorism hotline the next steps and whether/how feedback will be provided.



DSL to ensure any reported Prevent Concerns are managed in accordance with these procedures and where necessary escalated to the relevant authorities.

Information Sharing/Consent

All practitioners who have access to information about adults at risk have a duty to preserve confidence. Each individual's right to confidentiality must be respected. All personal information must be treated with care and kept securely; this means not disclosing it to people who do not need to know.

In normal circumstances the adult who is the subject of the information will be required to give consent before information about them can be shared. The consent of the person who provided the information may also be required.

Irrespective of the age, abilities, or level of maturity of the adult, if information is disclosed which indicates that the child/adult at risk (or another person) is at serious risk of harm, then confidentiality cannot be preserved as safeguarding procedures must take precedence.

The term 'Vital Interest' which is used in the Data Protection Act (DPA) 2018 permits sharing of information where it is critical to prevent serious harm or distress, or in life threatening situations. **(Refer to the Information Sharing Policy)**

Guidance and Glossary

Bolton – Useful links

Making a referral through the Integrated Front Door

<https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1>

Understanding Thresholds (Framework for Action)

<https://www.boltonsafeguardingchildren.org.uk/downloads/file/36/framework-for-action-threshold-document>

Bolton Safeguarding Children Partnership (BSCP) is the partnership responsible for making sure that children and young people in Bolton are safe.

<https://www.boltonsafeguardingchildren.org.uk/>

Greater Manchester Safeguarding Children Procedures Manual

<https://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

Bolton – Working together – Early Help

<https://www.boltonsafeguardingchildren.org.uk/early-help-working-together>

A brochure detailing the online courses can be found on this page as well as other e-learning opportunities.

<https://www.boltonsafeguardingchildren.org.uk/elearning>

Different multi-agency assessment tools promoted by Bolton Safeguarding Childrens Board which can further support effective assessment and planning.

<https://www.boltonsafeguardingchildren.org.uk/bscb-assessment-tools>

Definitions

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 (e.g. via the internet). An adult or adults, or another child or children may abuse them.

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 capability, as well as overprotection and limitation of exploration and learning, or preventing participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may also 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 (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.

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 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 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.

Self-injury and Self-Harm

Self-injury can take many different forms but in general terms is the act of deliberately causing harm to oneself either by causing a physical injury or by putting oneself in dangerous situations and/or self-neglect. Self-injury is generally a coping mechanism; there can be many reasons why a

person chooses to self-injury, but it is important that staff/volunteers consider the possibility of a link between self-injury and trauma/abuse.

When dealing with self-injury and self-harm staff should:

- Show that they care about the person behind the self-injury
- Show concern for the injuries themselves and ensure any needed first aid is provided
- Make it clear it is OK to talk about
- Acknowledge how scary the thought of not self-harming may be
- Explore what are their support networks?
- Report to Designated Safeguarding Leads and seek further advice

Peer on Peer abuse (Now again referred to as Child on Child abuse)

All staff/volunteers need to be aware that children can abuse other children (often referred to as peer-on-peer abuse). This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence, such as rape, assault by penetration and sexual assault;
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence;
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals.

Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- Sexual "jokes" or taunting;
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- Online sexual harassment.

This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

It may include:

- Non-consensual sharing of sexual images and videos;
- Sexualised online bullying;
- Unwanted sexual comments and messages, including, on social media;
- Sexual exploitation; coercion and threats; and
- Upskirting
- Pulling down shorts or pants as a joke.

Serious violence and gangs related behaviour

All staff/volunteers should be aware of indicators, which may signal that children/young people are at risk from, or are involved with serious violent crime, gang related behaviour or associations. It's not illegal for a young person to be in a gang as there are different types of "gangs" and not all "gangs are dangerous. However, some children and young people that are involved with gangs may need help and support as the gang membership can be linked to illegal activity. Particularly organised criminal gangs that are involved in trafficking, drug dealing and serious violence. Young people might be victims of violence or pressured into doing things like stealing or carrying drugs or weapons.

Indicators may include a change in friendships or relationships with older individuals or groups, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

How are young people recruited?

A child or young person might be recruited into a gang because of where they live or because of who their family is. They might join because they don't see another option or because they feel like they need protection. Children and may become involved in gangs for many reasons, including:

- Peer pressure and wanting to fit in with their friends.
- They feel respected and important.
- They feel protected from other gangs or bullies.
- They want to make money and are promised rewards.
- They want to gain status and feel powerful.
- They have been excluded from school and feel they don't have a future or any other option.
- To support their family.

Organised criminal gangs groom children and young people because they are less suspicious and are given lighter than adults.

Studies show that a child/young person is more at risk of being recruited if:

- They have been excluded from school.
- They have special education needs.
- There are problems at home like neglect, domestic abuse or sexual abuse.
- They have problems with their mental health.
- They live in existing gang territory.

All staff/volunteers must be aware of the associated risks and report any concerns to the Designated Safeguarding Lead.

County Lines

County Lines is the police term for urban gangs supplying drugs to suburban areas and coastal towns using dedicated mobile phone lines or 'deal lines'. It involves child criminal exploitation as gangs use

children and vulnerable people to move drugs and money. Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as 'cuckooing'. County Lines is a major, cross cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery and missing persons.

Child Criminal Exploitation (CCE):

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

Child Sexual Exploitation (CSE)

Child sexual exploitation 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

- In exchange for something the victim needs or wants, and/or
- 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.

Like all forms of child sex abuse, child sexual exploitation:

- Can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year olds who can legally consent to have sex;
- Can still be abuse even if the sexual activity appears consensual;
- Children with learning disabilities are more vulnerable to sexual exploitation than other children.
- Can include both contact (penetrative and non-penetrative acts) and noncontact sexual activity;
- Can take place in person or via technology, or a combination of both;
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- May occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
- Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and

- Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Some of the following signs may be indicators of child sexual exploitation:

- Children who appear with unexplained gifts or new possessions and/or money;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;

Research highlights that children and young people who identify as lesbian, gay, bisexual, transgender, questioning, plus (LGBTQ+) face numerous factors that may result in them being vulnerable to, or victims of, child sexual exploitation (CSE).

Young people identifying as LGBTQ+ often experience additional challenges as a result of their sexual orientation or gender identity or questioning process. Given that, in some parts of society, there is still a lack of acceptance and understanding, children and young people who identify as anything other than heterosexual, often feel limited or constrained in their ability to explore their identity or gain appropriate information and advice as their heterosexual or heteronormative peers. That is not to say that young people who identify as LGBTQ+ are more at risk of CSE, or that they are abused through CSE because of their sexuality or gender identity, however they may face additional vulnerabilities, barriers to disclosure and a lack of access to appropriate advice and support.

Child Trafficking

Child trafficking is a very serious issue which can have a devastating and lasting impact on its victims. Children can be trafficked into, within and out of the UK. 'Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

Female genital mutilation (FGM)

Includes all procedures involving the partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM is also sometimes known as 'female genital cutting' or 'female circumcision'. However, circumcision is not an appropriate term. Communities tend to use local names for referring to this practice including 'sunna'. FGM is illegal in the UK, a form of child abuse and a grave violation of the human rights of girls and women with long-lasting harmful consequences.

Forced marriage

Forced Marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse can also be a factor.

So-called 'honour-based' violence

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Staff and volunteers need to be alert to the possibility of a child/young person being at risk of HBV, or already having suffered HBV.

Faith abuse

Faith abuse includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or 'leading them astray' (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Extremism and Radicalism

Extremism is defined in the national Counter-Terrorism Strategy (CONTEST)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/716907/140618_CCS207_CCS0218929798-1_CONTEST_3.0_WEB.pdf

the UK's response to terrorism, Prevent, Pursue, Protect and Prepare, as:

"A vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It also includes calls for the death of members of our armed forces, whether in this country or overseas."

Radicalisation is defined in the CONTEST Strategy as:

"The process by which a person comes to support terrorism and forms of extremism leading to terrorism."

The following are examples of recognised offences in relation to terrorism, extremism and radicalisation:

- Murder or soliciting murder.
- Committing, preparing or instigating acts of terrorism.

- Incitement to commit acts of terrorism overseas.
- Encouragement of terrorism.
- Inciting racial or religious hatred or hatred because of sexual orientation.
- Inviting support for a proscribed organisation.
- Terrorist financing offences.
- Dissemination of terrorist publications.
- Offences of encouragement and dissemination using the internet.

Whatever the form of abuse or neglect, the needs of children must come first when determining what action to take.

Domestic abuse

The cross-government definition of domestic violence and abuse is:

“Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality”.

The abuse can encompass but is not limited to:

- Psychological;
- Physical;
- Sexual;
- Financial; and
- Emotional.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children and young people. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Child to Parent Violence (CPV)

Child on Parent Violence (CPV) or Adolescent to Parent Violence and Abuse (APVA) is any behaviour used by a young person to control, dominate or coerce parents. It is intended to threaten and intimidate and puts family safety at risk. Whilst it is normal for adolescents to demonstrate healthy anger, conflict and frustration drawing their transition from childhood to adulthood, anger should not be confused with violence. Violence is about a range of behaviours including non-physical acts aimed at achieving ongoing control over another person by instilling fear.

Children Missing from Home

Children who go missing from home are vulnerable to abuse and violence and need to be safeguarded. Children go missing for a number of reasons, but in general, the factors preceding missing episodes are:

- Arguments and conflicts
- Poor family relationships

- Abuse and neglect
- Boundaries and control

Immediate risks

- No means of support or legitimate incomes leading to high risk activities
- Becoming a victim of abuse.
- Missing out on schooling and education
- Increased vulnerability

Children and young people with a disability or additional health needs are a particularly vulnerable group as signs of abuse and neglect may be masked or misinterpreted as being due to underlying impairments. Disabled young people are much more likely than non-disabled children to experience abuse as:

- They have fewer outside contacts than other young people;
- May receive personal care, possibly from several carers;
- Have limited capacity to resist or avoid abuse;
- Have communication difficulties that may make it difficult to tell others what is happening
- Be inhibited about complaining because of a fear of losing services;
- Be especially vulnerable to bullying and intimidation and /or, abuse by their peers.

Private Fostering

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of staff and volunteers through the normal course of their interaction, and promotion of learning activities, with children.

Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse

Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.

Organisational or institutional abuse

Including neglect and poor care practice within an institution or specific care setting such as a residential care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

This may include:

- Ignoring medical, emotional or physical care needs
- Failure to provide access to appropriate health, care and support or educational services
- The withholding of the necessities of life, such as medication and adequate nutrition
- Wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others
- Failure to use agreed risk management procedures

Neglect, self-neglect and/or acts of omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

This covers a wide range of behaviour;

- Neglecting to care for one's personal hygiene health or surroundings resulting in a risk that impacts on the adult's wellbeing.
- Hoarding

Designated Leads for Safeguarding

The Designated Leads for safeguarding children are:

Danny Schofield- 07736 906637

Julie Haworth – 07759 700492

Safeguarding Officers:

Angela Chan – 07872 852647

Laura Eaves – 07787 254981

Appendix's

Appendix 1. You have concerns about a young person's welfare.

Appendix 2. What to do if a young person tells you about abuse.

Appendix 3 What to do if an allegation of abuse involves staff or volunteers.

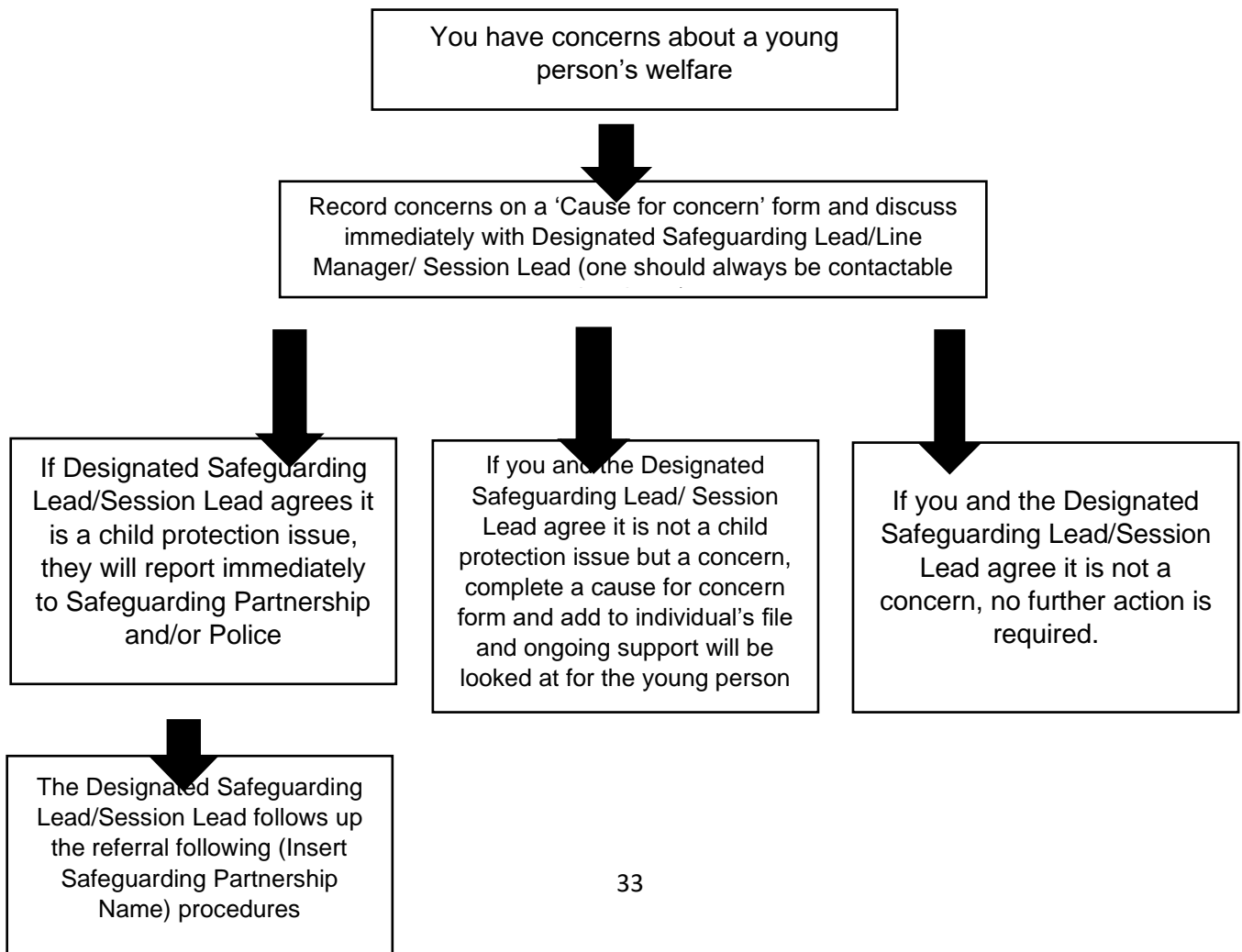
Appendix 4 BLGC Safeguarding form

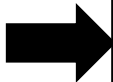
Appendix 5 BLGC Record of referral made to IFD

Appendix 6 BLCG Useful Safeguarding Numbers

Appendix 1 You have concerns about a young person's welfare

What to do if you suspect abuse



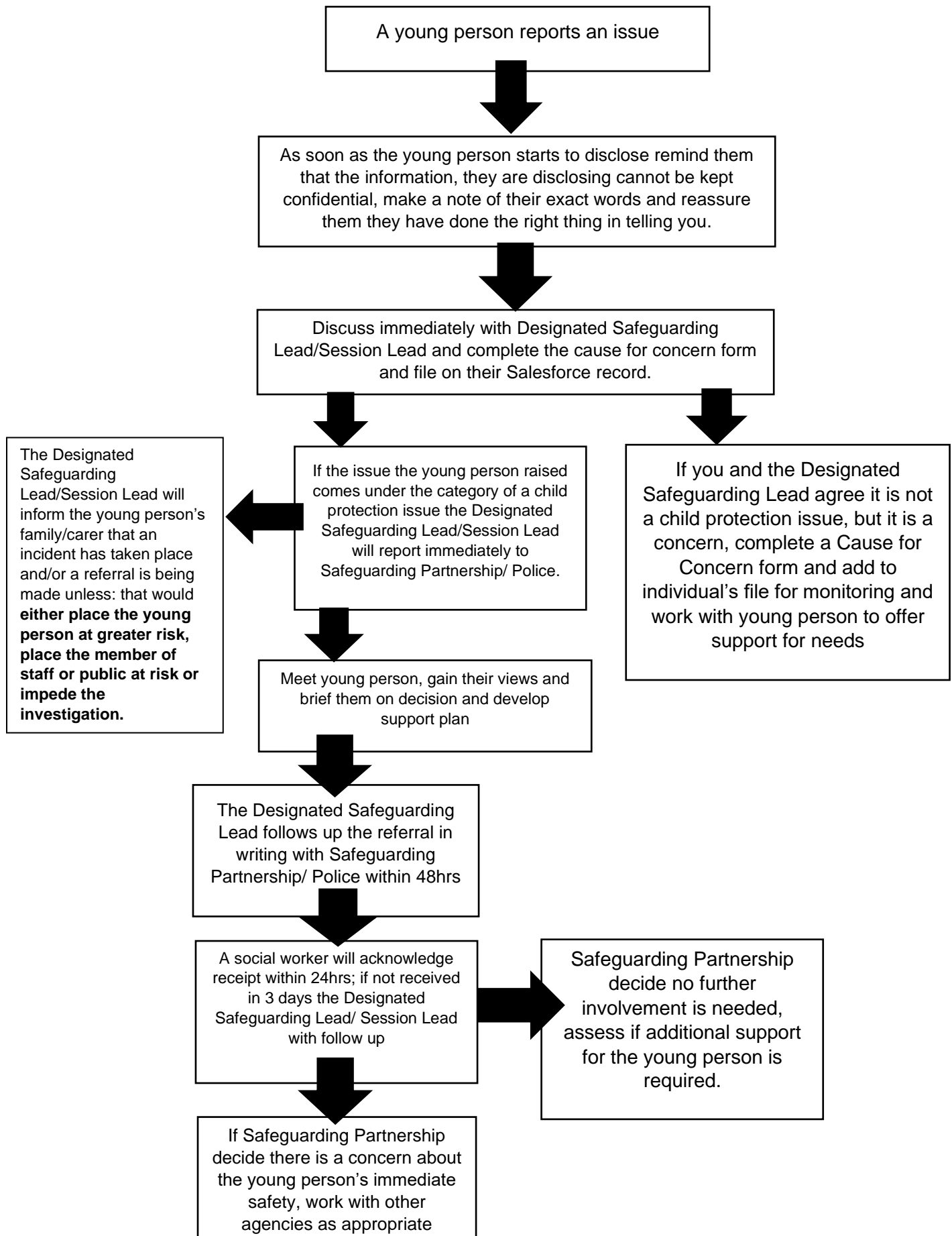


The Designated Safeguarding Lead/Session Lead will inform the young person's family/carer that an incident has taken place and/or a referral is being made unless: **that would either place the young person at greater risk, place the member of staff or public at risk or impede the investigation.**

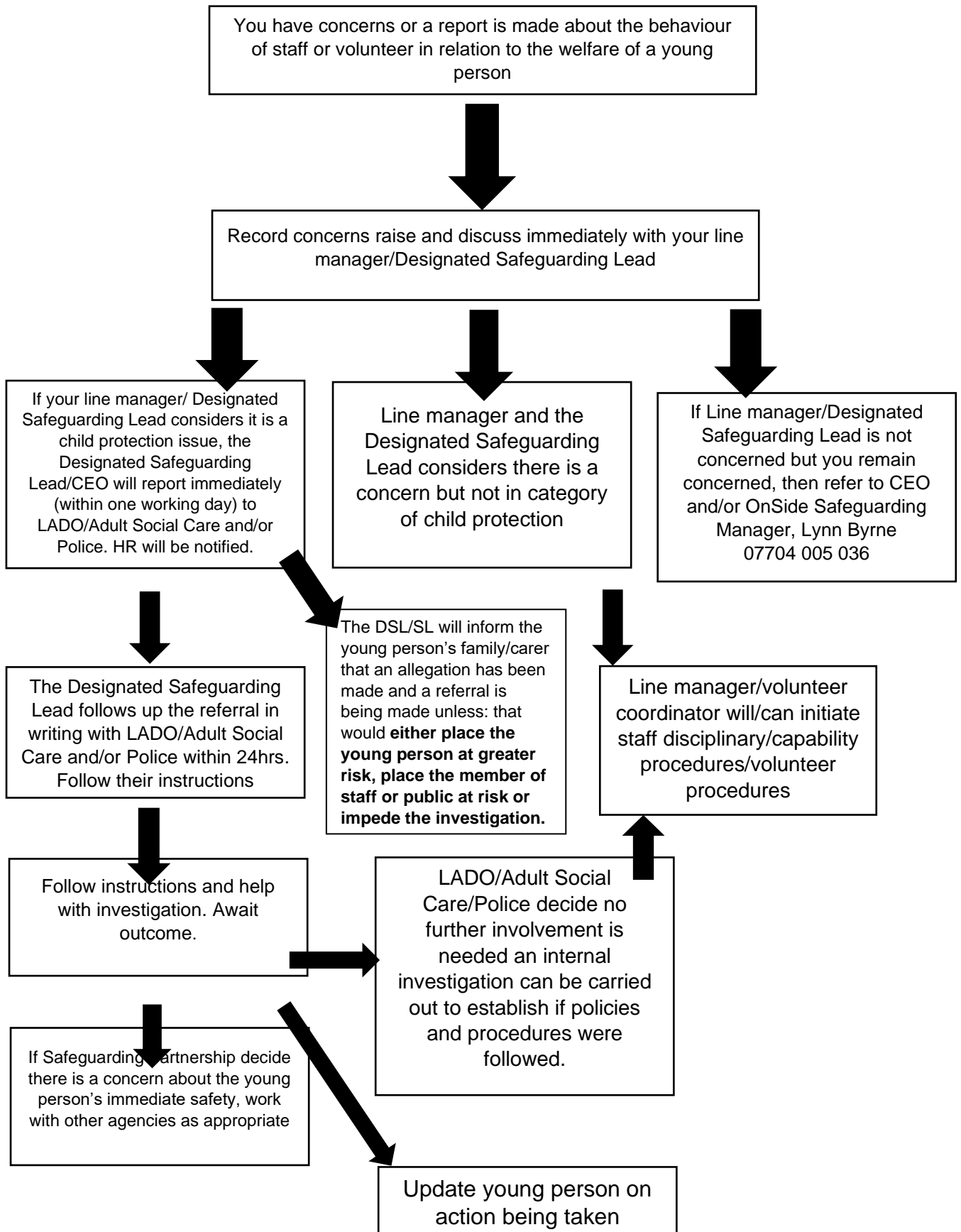


Appendix 2

What to do if a young person tells you about abuse



Appendix 3 What to do if an allegation of abuse involves staff or volunteers



Appendix 4. BLGC Safeguarding Concern Form

Bolton Lads & Girls Club – Safeguarding Concern Form (Feb 2022)

Private and Confidential – this information must only be shared in line with BLGC procedures.
This form is to be completed at the time that a concern has been identified, or at the earliest opportunity afterwards, and must be passed to a relevant Manager for decision making immediately.

PART A (To be completed by the staff member who dealt with the concern or disclosure first hand)

Report Type Choose an item.

Name of YP Click or tap here to enter text.
Date of Birth Click or tap to enter a date.
Age Click or tap here to enter text.
Membership Number Click or tap here to enter text.

BLGC Section Click or tap here to enter text.
Name of Staff Member Click or tap here to enter text.

Report Date Click or tap to enter a date.
Report Time Click or tap here to enter text.
Report Venue/Location Click or tap here to enter text.

Are they a Looked After Child or Care Leaver? Click or tap here to enter text.
Young Person's School Click or tap here to enter text.
Does the YP have siblings that attend BLGC or access BLGC services? Click or tap here to enter text.

Does the YP meet any of the following criteria?
 Open Early Help Care Leaver CLA CPP CIN

FOR NCS
NCS Season Click or tap here to enter text.
Wave Number Click or tap here to enter text.
Team Click or tap here to enter text.

TIMELINE



Bolton Lads & Girls Club – Safeguarding Concern Form (Feb 2022)

What happened? - Use bullet points and keep brief.

Explain the issues, what is the child/YP thinking/feeling? What were they thinking about before? What do you think about it now? Are you aware of any underlying risk factors or high-risk factors?

Who has been affected by this?

How have they been affected, has anyone else been affected? What was the hardest thing for the YP? Is the YP at risk? Does the incident place anyone else at risk? Anything else to add?

What needs to happen now?

What will be done? What do they think about the suggestions? What do you need to move on from this? What actions will you take? What actions will the YP take?

Click or tap here to enter text.

Have Parents / Guardians been informed?

PGs should be informed unless this may cause further risk of harm/abuse.

Choose an item.

If NO – give reason and this needs to be discussed with Line Manager.

Click or tap here to enter text.

Is the young person / PG aware that you are sharing this information with agencies? What was their response?

Click or tap here to enter text.

Who else did you speak to?

Are there any other agencies involved that you are aware of? Have you made contact with Early Help Access Point to check for open EH ([BoltonISA@bolton.gov.uk](mailto:boltonISA@bolton.gov.uk)) / MASSS 331500

Click or tap here to enter text.

Does this concern require additional service involvement?

Choose an item.

What actions have you taken?

Telephone calls / referrals / calls to social care / Police / CAMHS / EH)

Is the young person at risk of significant abuse or contextual safeguarding concerns?

How likely is this a concern?

Choose an item.

Categories of concern (choose all that apply)

- | | | | |
|---|----------------------------------|---|---------------------------------|
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Neglect | <input type="checkbox"/> Physical | <input type="checkbox"/> Sexual |
| <input type="checkbox"/> Sexual Exploitation | | <input type="checkbox"/> Suicide ideation or chronic self-harm | |
| <input type="checkbox"/> Criminal Exploitation | | <input type="checkbox"/> Harm caused by drug and/or alcohol use | |
| <input type="checkbox"/> FGM | | <input type="checkbox"/> Gangs | |
| <input type="checkbox"/> Domestic Abuse (among carers) | | <input type="checkbox"/> Knife Crime | |
| <input type="checkbox"/> Relationship Abuse (amongst peers) | | | |

How will you know when things have improved?

Click or tap here to enter text.

Staff Member Signature Click or tap here to enter text.

Date form completed Click or tap to enter a date.

For Universal Membership - log you have completed a safeguarding form.

For TYS & NCS – Log on to own database that you have completed a safeguarding form.

PART B (To be completed by manager without delay)

Managers Decisions & Recommendations (including advice for session leader / feedback to initial referrer)

Click or tap here to enter text.

Name of Manager: Click or tap here to enter text.

Relationship to Staff Member (Part A) Click or tap here to enter text.

Follow-up Actions - SMART

Clear actions that will be completed, by whom and by when.

Click or tap here to enter text.

Has this concern been raised previously, or relate to existing concern form(s)?

PGs should be informed unless this may cause further risk of harm/abuse.

Choose an item.

If NO – give reason and this needs to be discussed with Line Manager.

Click or tap here to enter text.

Can this safeguarding concern form be closed?

Choose an item.

Rationale for decision? Are there any identified outcomes?

Click or tap here to enter text.

If not closed yet, what date will this concern and action plan be reviewed?

Click or tap to enter a date.

Are there any lessons learnt from the safeguarding concern?

Click or tap here to enter text.

On completion of the form – please forward to the safeguarding Manager who will review your concern, escalate to the HoS and provide feedback and support as required

Information:

In all cases the Safeguarding Concern form must be discussed with the Designated Safeguard Lead at the earliest opportunity. There must be no time lag/delay.

Relevant Manager's Signature

Click or tap here to enter text. **Date** Click or tap to enter a date.

Staff Member Signature

Click or tap here to enter text. **Date** Click or tap to enter a date.

BLGC Safeguarding Officer (DSL)

Click or tap here to enter text. **Date** Click or tap to enter a date.

Safeguarding Administrator Signature

Click or tap here to enter text. **Date** Click or tap to enter a date.

Helpful numbers

Integrated Front Door(IFD) 01204 331500 – suffering from significant harm
Emergency Duty Team 01204 337777 – out of hours

Targeted Early Help or Social Work Assessment – to make a referral

https://bolton.portal.uk.empro.verintcloudservices.com/site/empro-bolton/request/cs_child_referral

Early Help Access Point 01204 331501 – to check for Open Early Help or seek advice/guidance

CAMHS 01204 483222 – Under 18

Single Point of Access (IAPT) 01204 483101 – 16 and over

Looked After Children Team 01942 634530

Leaving Care Team 01204 337376

Other Services

Shout – all ages - With this 24/7 crisis text messaging service you can send a text message any time of day or night wherever you are – every conversation is with a real person. Just text **SHOUT** to 85258

Crisis Lines in Greater Manchester If you feel you need mental health support please contact one of these 24/7 crisis lines – they're available to anyone of any age 0800 953 0285 (freephone)

Appendix 5 BLGC Record of referral made to Integrated Front Door (IFD)

[BLGC SAFEGUARDING REFERRAL TO IFD FORM.docx](#)

BLGC SAFEGUARDING CONCERN FORM REFERRAL MADE TO IFD

Young Persons Information

Name of Young Person	
Date of Birth	Click or tap to enter a date.
Member of BLGC	Choose an item.
Membership No	Click or tap here to enter text.
Contact Details if not a member	Click or tap here to enter text.

Referrers Information

Name of Staff Member	Click or tap here to enter text.
Section	Choose an item.
Date Referred to IFD	Click or tap to enter a date.
IFD Service requested	Choose an item.

Is the young person at risk of significant abuse or contextual safeguarding Concerns?

Yes - Highly Likely

Categories of Concern (Choose all that apply):

- Emotional
 Neglect
 Physical
 Sexual
- Sexual Exploitation
 Harm caused by Drug and / or Alcohol Use
 Criminal Exploitation
 Gangs
 FGM
 Knife Crime
 Domestic Abuse (Among Carers)
 Gambling
 Relationship Abuse (Among Peers)
 Missing
 Suicide Ideation or Chronic Self Harm

Please give a short overview for this referral to IFD below

Current Safeguarding Level – (Please tick)

Please enter below the outcome of referral

Click or tap here to enter text.

Reference Number from IFD	Click or tap here to enter text.
---------------------------	----------------------------------

Name :Click or tap here to enter text.	DSL Name : Click or tap here to enter text.
Signature :Click or tap here to enter text.	Signature :Click or tap here to enter text.
Date:05/09/2022	Date :Click or tap to enter a date.

Appendix 6 BLCG Useful Safeguarding Numbers

HEAD OF PLAY, YOUTH AND SPORT	DANNY SCHOFIELD	07736 906637
CHILDREN & FAMILIES SERVICE MANAGER	JULIE HOWARTH	07759 700492
CHILDREN & YOUNG PEOPLES COORDINATOR	LAURA EAVES	07787 254981
DEPUTY CEO	SARAH RANDALL	07870 873698
ONSIDE SAFEGUARDING MANAGER	CATH TAYLOR	07704 005036
INTEGRATED FRONT DOOR (IFD)	IMMEDIATE RISK OF HARM	01204 331500 OPTION 2
POLICE	IMMEDIATE RISK OF HARM	999
INTEGRATED FRONT DOOR (IFD)	CONSULTATION LINE	01204 331500 OPTION 3
EARLY HELP ACCESS HUB	ADVICE ON EARLY HELP	01204 331500 OPTION 1
EMERGENCY DUTY TEAM	OUT OF HOURS/WEEKENDS/BAN K HOLIDAYS	01204 337777
NSPCC	ADVICE	0800 800 500

Appendix 7 BLGC Quick Safeguarding Flowchart

Concerns about the safety of a child/children or vulnerable adult could come through phone calls/messages; group sessions; on welfare checks; 1-1 sessions; online 1-1 sessions; online group sessions; an email; interactions with our social media.

All safeguarding concerns should be discussed with your line manager and if they need to be acted on urgently, contact them immediately. Seek guidance and advice from your line manager in supervision. See below for numbers and advice in the event of absence.

Concern

All concerns and actions taken including conversations with young people/parents and professionals need to be recorded on our BLGC Safeguarding form and a record noted on the relevant database you use and coded. Speak to your line manager if you are unsure about completing a BLGC Safeguarding form or an IFD Safeguarding Form for online referrals to IFD or urgent concerns phoned through.



Once the Safeguarding form is completed it needs to be password protected and emailed to your line manager who will then add their recommendations and any further actions and sign it off, when they are happy with it. (Once the form has been signed off by Line Manager and all discussions are completed and recorded – delete the completed safeguarding form) Please Save the form using the following format. YP initials – date completed – Your initials. E.g.... **YP.27.08.22.SR**



All completed safeguarding forms then need to be emailed to a DSL (Danny Schofield or Sarah Randall) with the same password protection. The DSL will keep these in a secure file, should we need to revisit them for information. **YOU SHOULD DELETE YOUR VERSION ON THE COMPLETED FORM, ONCE SIGNED OFF.**



If you need advice and guidance or some support and your line manager is not available, go straight to a DSL.