

Pioneering Care Partnership (PCP) Safeguarding Children Policy & Procedure

Aim

This Policy aims to clearly outline PCP's position on safeguarding children by protecting their right to live in safety, free from abuse and neglect and ensuring that PCP and its people work in partnership with other organisations to achieve this. PCP also recognises that safeguarding from risk does not just apply to work with children or vulnerable adults.

Therefore, PCP accepts that it must take reasonable steps to protect children from harm, including;

- People who benefit from PCP's work (including children and vulnerable adults)
- Staff
- Volunteers
- Other people connected to PCP's activities

Purpose

All children have the right to protection from abuse. All those working within PCP have a moral and legal duty to act in the best interests of children to protect them from all forms of abuse. The intention of this Policy is to ensure that staff and volunteers are aware of the safeguarding principles around working with children and young people and have a framework to operate within:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring that children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcome
- Partnership – Local solutions through services working with their communities, who have a part to play in preventing, detecting, and reporting neglect and abuse
- Accountability – and transparency in delivering safeguarding.

Through the implementation of this Policy, the PCP employees must adhere to the procedures as set out in the Local Safeguarding Children Board's Procedures which can be accessed via the relevant local authority safeguarding procedure.

The Children Act 1989 allocates duties to local authorities, courts, parents, and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. Under the Act a child is defined as anyone under the age of 18. Therefore in this Policy the term 'child' includes young people under the age of 18.

All PCP employees must:

- Be alert to potential indicators of abuse or neglect.
- Be alert to the risks that individual abusers, or potential abusers, may pose to children.
- Know when and how to share appropriate information.
- Understand how to refer concerns and who to inform.
- Know how to initiate the professional challenge process.

Scope

All safeguarding concerns will be responded to in the most appropriate way. It is ok to report suspicions of abuse without confirmation, PCP employees or volunteers should not investigate concerns but should record concerns or discussions, and to report them through the appropriate channels so that it can be investigated by people who are trained to deal with the situation.

The Children Act 1989 has defined safeguarding in broad terms covering prevention and protection. There is a legal duty for a local authority, to ensure that safeguarding enquiries take place to establish the level and circumstances of the risk. In every case PCP will refer to the relevant local authority safeguarding board and their framework. This applies for all organisations working in partnership for the protection of children and young people and should be applied in all situations where the possibility of the abuse or neglect cannot be ruled out.

Policy Statement

This Policy confirms PCP's commitment to:

- Stop abuse or neglect whenever possible.
- Prevent harm and reduce risk of abuse or neglect to children and young people.
- Promote an approach that concentrates on improving life for the children and young people concerned.
- Raise public awareness so that communities and professionals play their part in preventing and identifying and responding to abuse and neglect.
- Provide information and support in accessible ways, to help people understand the different types of abuse and neglect.
- Support the strategic development of safeguarding children when faced with a particularly challenging safeguarding issue.
- PCP will take a risk-based approach to the Prevent duty adopted by the local authorities in which we work. Prevent is about stopping people becoming terrorists or supporting terrorist activities.

Types of Abuse

Including all forms 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). They may be abused by an adult or adults, or another child or children. Below is a list of the forms of child abuse and a link to further information from the NSPCC.

[Types of Abuse](#)

- Physical abuse
- Bullying and Cyber Bullying (Online abuse)
- Child Sexual Exploitation
- Trafficking
- Criminal Exploitation & Gangs
- Domestic Abuse
- Emotional Abuse
- Female Genital Mutilation
- Grooming
- Neglect
- Non-Recent Abuse
- Sexual Abuse

Training

Safeguarding Children training is essential for all PCP staff and volunteers to ensure they can recognise and respond effectively to indicators of child abuse. The level of training which employees must access must be commensurate with their role and in accordance with Safeguarding Children and Young People: Roles and Competencies for Health Care Staff Intercollegiate Document (RCPCH 2014)¹. All employees and their line managers have a responsibility to ensure they are compliant with their individual training requirements. Further information can also be found in the 'Working together to safeguard children'² document which is a guide to inter-agency working to safeguard and promote the welfare of children.

PCP has an induction process for all staff that includes familiarisation with the contact details and roles of the senior professionals within the organisation, 'What to do if you are worried a child is being abused'³ and Local Safeguarding Children Board Procedures. This should be completed within 2 months of taking up post.

Recruitment and Selection

PCP will ensure that safe recruitment processes are adhered to in accordance with the NHS employers' regulations, the Disclosure and Barring Service Independent Safeguarding Authority, Vetting and Barring Scheme Regulations identified in the Vulnerable Groups Act 2006.

Responsibilities

Trustees have responsibility for ensuring that the organisation takes reasonable steps to safeguard beneficiaries and to protect them from abuse and mistreatment of any kind (including neglect).

Chief Executive has overall accountability and responsibility of safeguarding across PCP and ensuring that any concerns raised through this Policy are followed using the appropriate safeguarding procedure. The Chief Executive is also responsible for raising any significant safeguarding concerns with Trustees.

Senior Managers are responsible for ensuring that the Policy is reviewed, disseminated, and implemented, addressing any concerns raised through this Policy.

Human Resources are responsible for ensuring that all staff and volunteers receive as a minimum, awareness training, whilst those that work more closely with children and young people will receive more in-depth training which will be subsequently refreshed after three years.

Line Managers are responsible for applying the Policy and procedures, including sharing the Policy with staff, ensuring understanding and compliance. Line Managers are also responsible for ensuring staff and volunteers attend training and report any incidents.

Employees & Volunteers are responsible for upholding best practice standards, reading, and operating within PCP policies and procedures, adhering to PCP core values, and raising concerns with their line manager.

² <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

³ <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Exclusions

Local authority safeguarding children applies to those under the age of 18.

Whilst this Policy relates to children and young people where there is a vulnerable adult living in the household if concerns arise, reference must be made to local Safeguarding Adults procedures which are available on PCP's intranet system.

This Policy does not form part of PCP's contract of employment or employee terms and conditions.

Local Safeguarding Children's Board

The Children's Act requires every local authority to establish a Safeguarding Children's Board (LSCB) or local Safeguarding Children Partnership for its area. It oversees and leads on all children and young people's safeguarding across the entire locality area. The areas covered in this Policy are Darlington, Durham, Sunderland, and Teesside.

Communication

PCP will ensure that:

- All employees and volunteers are aware of the Policy at induction.
- Generic training will include examples and reference to this Policy.
- This Policy is easily accessible by all members of the organisation, including being available on PCP's intranet.
- Employees are informed when a particular activity aligns with this Policy.
- Employees are empowered to actively contribute and provide feedback.
- Employees are notified of all changes to this Policy in a timely manner.

Related Policies and Procedures

This Policy should be read in conjunction with the following related policies, procedures, or guidance:

- Safeguarding Children Procedure (& Adults)
- Data Protection Policy
- Data Subject Access Procedure
- Information Sharing Policy
- Personal Identifiable Information Loss-Breach Procedure
- PCP Core Values Statement
- Risk Assessment Procedure
- Lone Working Procedure
- Incident Reporting Procedure
- Disciplinary Policy and Procedures
- Equality & Diversity Policy and Procedures
- Whistleblowing Policy & Procedures

Relevant Legislation

- Children's Act 1989 revised 2004
- Department of Health, Care Act 2014
- The Human Rights Act 1998
- Mental Health Act 1983

- The Equality Act 2010
- The Data Protection Act 2018

Safeguarding Children Procedure

Introduction

PCP is committed to work in partnership with other agencies to protect children and young people who are at risk of abuse. Within this document, they shall be referred to as child or young person(s) at risk”.

Any safeguarding concerns for any child or young person(s) should be reported in order that the appropriate action is taken. We therefore aim to raise awareness amongst staff and volunteers, thereby helping them to identify the signs and report any concerns.

It is important PCP ensures all safeguarding concerns will be responded to in the most appropriate and proportionate way. By using supportive, transparent and preventative measures we aim to be proactive in trying to stop the harm before it occurs and help to ensure the best outcomes for children and young person(s).

In addition, PCP will take a risk-based approach to the Prevent duty adopted by the local authorities in which we work. Prevent is about stopping people becoming terrorists or supporting terrorist activities.

Definitions

“Safeguarding (children) is the action taken to promote the welfare of children and protect them from harm. Safeguarding means: Protecting children from abuse and maltreatment, preventing harm to children’s health or development and ensuring children grow up with the provision of safe effective care” (NSPCC)

Definition of a child

A child is a person who is under the age of 18, this includes those who may be:

- Living independently
- In further education
- A member of the armed forces
- In Hospital
- In custody

As such they are legally considered children and are given protection under the Children’s Act 1989 and 2004. For the purposes of this document and the accompanying Policy we use the term child or young person(s).

Definition of abuse

Child abuse occurs when a child is intentionally harmed by an adult or by another child. It can be physical, emotional, sexual or it can also be neglect. Child abuse can include:

- Bullying
- Child Sexual Exploitation
- Child Trafficking
- Criminal Exploitation and Gangs
- Domestic abuse
- Emotional abuse
- Female Genital Mutilation
- Grooming

- Neglect
- Non recent abuse
- Physical abuse
- Sexual abuse

Please see more about the types of abuse by visiting the [NSPCC website](#).

Definition of Prevent

Prevent is part of a wider government strategy to protect the public from terrorism. Prevent aims to stop people from becoming terrorists and prevent support for terrorism, radicalisation and extremism

Recognition of abuse and making a referral

You may become suspicious or concerned that a child is at risk of or is being abused or neglected in the following ways:

- By your own observations or signs of abuse.
- Because of allegations or reports made by another person.
- By an allegation by a young person at risk, saying that they have or are being mistreated.
- By an admission from somebody who says they are harming a child at risk.

Common signs of abuse

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Lacks social skills and is isolated
- Poor bond relationship with parent
- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothes which cover their body
([NSPCC](#))

These signs do not always mean that the child is being abused but you should be aware that they are common signs of abuse.

If someone discloses abuse to you:

- Stay calm, listen carefully rather than question and be sympathetic. Let them know that they have done the right thing.
- Be aware that medical and criminal evidence may need to be preserved so do not attempt to remove torn or soiled clothing etc.
- Report the disclosure to your Line Manager or Project Lead, Senior Manager, or Chief Executive as soon as possible.
- Write down what was said as soon as possible and who you reported it to, using the Injury/Accident/Safeguarding Incident Report Form, Appendix 2
- Tell the person that you will take their disclosure seriously. What happened wasn't their fault and that you must tell an appropriate manager. You cannot keep the information to yourself.

Do Not:

- Put yourself at risk
- Contact the alleged perpetrator.
- Tell anyone who does not need to know, in line with PCP's Confidentiality Policy.
- Delay in reporting the abuse
- Make investigations yourself into any concerns about safeguarding, this is the role for the LSCB and can interfere with any police investigations.

NB Medical Attention

If medical treatment is urgently required consent should be obtained, from whoever has parental/carer responsibility for the child or young person(s), **unless this is not practical or safe to do so**. Medical staff must be informed if consent has not been obtained.

Referring Concerns

If any employee, volunteer or others working on our behalf have knowledge or concerns about the safety of a child(ren) or young person(s) it is their responsibility to pass on the concerns in the first instance to their line manager, Project lead, Senior Manager or Chief Executive, they will support you in the process and make decisions regarding confidentiality. Please see flow chart in Appendix 3 to support this information.

Senior Management Team Details

Carol Gaskarth: 07890 642683

carol.gaskarth@pcp.uk.net

Nigel Brough: 07752 767567

nigel.brough@pcp.uk.net

Lynsey Todd: 07712 090607

lynsey.todd@pcp.uk.net

Toni McHale: 07809 342191

toni.mchale@pcp.uk.net

Jane Buckton: 07885 463918

jane.buckton@pcp.uk.net

Lindsay Sheridan: 07585335705

lindsay.sheridan@pcp.uk.net

The employee should record all concerns using the [Injury/Accident/Safeguarding Incident Report Form](#), (Appendix 2)

Employees have a clear duty to act if they are made aware of or have any suspicions or concerns relating to the possible mistreatment of a child(ren) or young person(s).

PCP has a duty to pass on any reported concerns to the relevant Local Authority Safeguarding Team, as the responsible body having a duty of care' to people who are or may be eligible for community care services, and/or the Police as appropriate.

Ensure that the information you record is:

- **Clear** – particularly about your concerns for the adult at risk.
- **Factual** – this does not rule out opinion, but this should be separated from fact.
- **Complete** – all known, relevant information should be included.
- **Unambiguous** – ensure that there is minimal scope for your information to be misinterpreted.
- Use a body map to illustrate physical injuries.
- Note who you reported your concerns to.

The referral form should be sent to the relevant Local Authority Children's Social Care department (Appendix 1) and a copy should be forwarded to Kath Ferry. The outcome of the

referral should be established and documented and if appropriate the professional challenge procedure should be followed as described within the relevant Local Safeguarding Children Board Procedures.

Sharing of Information and limits of confidentiality

Information sharing is an integral and critical part of safeguarding children practice however it is accepted that at times professionals can be anxious about breaching confidentiality. Information sharing for the purposes of safeguarding children should be necessary and proportionate. Consent should normally be obtained from the person or a parent or guardian for a person under the age of 18 to share information about them with relevant partner agencies. However, the right to confidentiality and the person's lack of consent can be overridden if there is a reasonable cause to suspect that a child or children are or could be a victim of abuse or neglect. The Information sharing advice for safeguarding practitioners' guide¹⁷ is a useful tool to use when making decisions about sharing information. Additionally further guidance should be accessed via the relevant Local safeguarding Children's Board websites.

Upon receipt of a complaint or allegation, PCP will use the threshold tools; to establish whether a referral should be made to the relevant Local Authority Safeguarding Team.

All relevant service user records should then be collated and the [Injury/Accident/Safeguarding Incident Report Form](#), (Appendix 2) (page 14 - 15) should be completed and a case file opened.

All subsequent safeguarding actions will be recorded on this file. This file will be made available to the relevant Local Authority Safeguarding Team and other relevant protection agencies i.e. the Police. Where information is shared with other agencies, the purpose for sharing will be explained to the person concerned.

Where information is shared the reasons behind this decision and details of any information shared must be recorded in full, see [Injury/Accident/Safeguarding Incident Report Form](#), (Appendix 2). The person concerned will have access to their case file/s in line with 'Freedom of Information' legislation.

Information will be shared on a 'need to know' basis and when it is in the child's best interests. 'Best interests' will be determined by a proper evaluation of risks.

All exchanges of information will be carried out in accordance with the:

- General Data Protection Regulation 2018
- Human Rights Act 1998
- Freedom of Information Act 2000

All storage of information will be in line with the General Data Protection Regulation 2018.

The Senior Manager or Chief Executive should use the threshold tools; to aid any decision to refer the matter on to the relevant Local Authority Safeguarding Team or the Police. They should also inform the Chief Executive or Senior Manager before a referral is made. The Chief Executive or relevant Senior Manager must be informed within 24 hours if they are not available at the time of referral.

Communication

PCP will ensure that:

- All employees are aware of the Policy at induction.
- The Policy is available on PCP's intranet.

- Generic training will include examples or reference to this Policy.
- This Policy is easily accessible by all members of the organisation.
- Employees are informed when a particular activity aligns with this Policy.
- Employees are empowered to actively contribute and provide feedback and
- Employees are notified of all changes to this Policy in a timely manner.

Monitoring and review

This Policy and Procedure will be reviewed annually to ensure that it remains compliant and is in line with statutory guidance and local arrangements. A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

Policy Document Tracking


Action	Date(s)
Draft to SMT:	23 February 2022
Draft to Board:	28 March 2022
Ratified by Board:	28 March 2022
Approved Policy circulated to SMT:	19 April 2022
Approved Policy uploaded to shared:	19 April 2022
Approved Policy circulated to staff:	19 April 2022
Interim Review Date:	March 2023
Main Review Date:	March 2025
SMT Lead for Review:	Jane Buckton

Appendix 1 – Local Authority Contact details for seeking advice or making a referral.

<p>Redcar & Cleveland Daisy Lane Overfields Redcar</p>	<p>MACH (Multi Agency Children's Hub):</p> <p>Emergency Duty Team :</p> <p>E mail:</p>	<p>(01642) 130700</p> <p>(01642) 524552</p> <p>RedcarMACH@redcar-cleveland.gov.uk</p> <p>https://www.middlesbrough.gov.uk/sites/default/files/STSCP-Tees-threshold-document-2019.pdf</p>
<p>North Tees (Stockton & Hartlepool) Tithebarn House High Newham Road Stockton-on-Tees TS19 8RH</p>	<p>MACH (Multi Agency Children's Hub):</p> <p>Emergency Duty Team:</p> <p>E mail:</p>	<p>(01429) 284 284</p> <p>(01642) 524 552</p> <p>childrenshub@hartlepool.gov.uk</p> <p>https://www.middlesbrough.gov.uk/sites/default/files/STSCP-Tees-threshold-document-2019.pdf</p>
<p>Middlesbrough, Middlesbrough Wellbeing Care & Learning Department Vancouver House Gurney Street Middlesbrough TS1 9FU</p>	<p>MACH (Multi Agency Children's Hub):</p> <p>Out of Hours :</p> <p>E mail:</p>	<p>01642 726004</p> <p>(01642) 524 552</p> <p>MiddlesbroughMACH@middlesbrough.gov.uk</p> <p>https://www.middlesbrough.gov.uk/sites/default/files/STSCP-Tees-threshold-document-2019.pdf</p>
<p>Darlington Children's Access Point (CAP) Town Hall Feethams Darlington DL1 5QT</p>	<p>The Front Door Team:</p> <p>Out of Hours :</p> <p>E mail:</p>	<p>01325 406222</p> <p>01642 524552</p> <p>childrensfrontdoor@darlington.gov.uk</p> <p>https://www.darlington-safeguarding-partnership.co.uk/media/1868/ciat-flowchart-feb-20-final.pdf</p>

<p>Sunderland Together for Children Sunderland ICRT Sandhill Centre Grindon Lane Sunderland SR3 4EN</p>	<p>Together For Children:</p> <p>Out of Hours :</p> <p>E mail:</p>	<p>0191 520 5560</p> <p>0191 520 5552</p> <p>Safeguarding.Children@togetherforchildren.org.uk</p> <p>https://www.togetherforchildren.org.uk/what-we-do/concerned</p> <p>Sunderland Threshold Tool</p>
<p>County Durham 3rd Floor County Hall Durham County Durham United Kingdom DH1 5UJ</p>	<p>First Contact Team:</p> <p>Out of Hours :</p> <p>Email:</p> <p>Threshold Tool:</p>	<p>03000 267 979</p> <p>03000 267 979</p> <p>firstcontact@durham.gov.uk</p> <p>County Durham Threshold guidance</p>

Appendix 2 PCP Safeguard and incident reporting form.

(Office Use Only) Ref No:			
Injury/Accident/Safeguarding Incident Report Form			
To be completed by staff IMMEDIATELY after incident/accident or Safeguarding Concern raised			
Date:		Time:	
Who is making this report:			
Name:		Date of report:	
Address:		Contact Number:	
Signature:			
Type of Incident (please leave blank if you are unsure):			
Accident: <input type="checkbox"/>	Incident: <input type="checkbox"/>	Near Miss: <input type="checkbox"/>	Safeguarding: <input type="checkbox"/>
Details of persons involved:			
Name:		Date of birth:	
Address:		Contact Number:	
Name:		Date of birth:	
Address:		Contact Number:	
What happened (provide as much detail as possible using bullet points including any time lapse etc.):			
Outcome for individuals involved (i.e. injuries, asked to leave, first aid, follow-up calls etc)			
Were any of the following contacted:			
SCD/EDT: <input type="checkbox"/>	CQC: <input type="checkbox"/>	Care Manager/ SW: <input type="checkbox"/>	Police: <input type="checkbox"/> Family/Carer: <input type="checkbox"/>

If reporting an accident and someone has been hurt please ensure that you complete the accident book at the relevant venue.

Accident Form No.:

Witnesses (please ensure that a witness statement form is completed):

Name: Statement Ref No.:

Name: Statement Ref No.:

Local Authority Area:

Please pass to your line manager (or relevant Senior Manager in absence)
Review incident, seek advice where necessary and then pass to PA / Admin Lead

Line Managers Comments:

Signature: Date:

Office Use Only

Date received:

Governance Route: Clinical H & S Other:

Reviewed by: Date:

Incident Category: A – High B – Medium C – Low

Action:

By: Date:

Feedback:

By: Date:

Admin:

Folder in SMT: PA informed

Appendix 3 – PCP Safeguarding Children Referral Procedure Flow Chart

PCP’s Safeguarding Referral Procedure Flow Chart

In all cases, if the child is in immediate danger, take preventative steps and call 999

