

# Safeguarding Reporting Procedures

## Purpose

This policy provides clear directions and procedures for staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and vulnerable adults within the New Life Christian Fellowship, without exception.

- Appendix A - sets out some of the ways in which child abuse may be recognised
- Appendix B - shows how to respond in situations where disclosure has taken place.
- Appendix C - Incident Reporting form which must be forwarded to a designated Safeguarding Coordinator within 24 hours of an incident.
- Appendix D - Activities Registration Form

New Life Christian Fellowship undertakes to ensure that all staff and volunteers are appropriately trained in safeguarding and understand their safeguarding responsibilities and that of their colleagues.

New Life Christian Fellowship is a caring organisation and wishes to demonstrate its commitment to service users in the way it looks after those in its care.

## Persons affected

This procedure affects all staff; paid and unpaid (this includes volunteers).

## Responsibilities

The responsibility for dealing with abuse lies with the following:

All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding.

The Safeguarding Coordinator(s) will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

The church Elders are responsible for supervision of these activities.

## Procedure

The following procedures must be followed: -

- Reporting of actual or suspected abuse (page 2)
- Allegations Management: Allegations of abuse or malpractice against a member of staff: paid or unpaid (page 4)

## Reporting of actual or suspected abuse (Safeguarding concerns)

Flow chart for reporting Safeguarding concerns on page 3.

All actual/suspected abuse must be reported in confidence to the Safeguarding Coordinator(s) (see below) or the church Elders in their absence. Concerns must be reported where possible on the same day the concern arises or as soon as possible and must be followed up in writing within 24 hours.

**Safeguarding Coordinators:**

Tom and Christine Ward Tel: **01502 710021** Mob: **07500 790383**

**Deputy Safeguarding Coordinators:**

Matt and Jenny Walker Tel: **07791626421**

If anyone is concerned about a child they should fill in the *Recording Form for Safeguarding Concerns* available in the safeguarding file (on the table as you enter the service) and pass it on to a Safeguarding Coordinator. See appendix C.

If you are worried about the **immediate** safety of a child/young person and cannot contact a Safeguarding Coordinator call the police on 999.

For a child residing in Suffolk:

You can also contact the local Children's Social Services on **01502 674612**

Out of office hours: contact Emergency Duty Service on **0808 800 4005**

For a child residing in Norfolk:

You can also contact the Norfolk County Council Children's Services on **0344 800 8020**

Record what you have done and follow the first paragraph above as per regular procedure.

Your report must be accurate and where possible use the child's exact words if they disclosed the information to you, not your own.

The report must be signed and dated, including the year. For more details on how to respond to an allegation refer to Appendix B

Immediate concerns should be followed up by the Safeguarding Coordinators or an Elder if no safeguarding personnel are present.

Contact the appropriate Children's Services, **01502 674612** if child resides in Suffolk, or **0344 800 8020** if the child resides in Norfolk, ensuring the form completed by the person who is reporting the concern for reference.

## Flowchart for referral for actual or suspected abuse

### Concerns

Suspicion/allegation of abuse by: disclosure, observation, report by another person, anonymous communication

**RECORD Sign and Date**



### Consult

If appropriate, speak with the Safeguarding Coordinators. All can speak informally with Children and Young People's Services and Adult services

**IMPORTANT: Any consultation should not delay a referral**

**RECORD Sign and Date**



### Action

**DO NOT INVESTIGATE**

Refer to Children and Young People's Services, and/or Police. You or the Safeguarding Coordinator should make the referral. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring

**RECORD Sign and Date**



### Confirm

**DO NOT INVESTIGATE**

Verbal referrals must be followed by a written referral within 24 hours

**RECORD Sign and Date**



### Commitment

You may be required to provide other information, as required

**RECORD Sign and Date**

### Remember

**DO NOT DELAY – CHILDREN'S SERVICES AND POLICE ARE ALWAYS AVAILABLE**

Local Children's Services number is **01502 674612** Police Child Protection Team number is **01473 613500**

If you have concerns about a vulnerable adult fill in a reporting form using the same flow chart as above or phone Adult protection Team Duty Line: **01449 724593** for an adult residing in Suffolk or **0344 800 8020** for an adult residing in Norfolk.

## Allegations Management:

Allegations of abuse or malpractice against a member of staff or volunteer.

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. The framework for managing allegations is set out in *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2013*, and *Safeguarding Children and Safer Recruitment in Education 2007*.

The framework for managing cases set out in this procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm.

It also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children. It should be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

In compliance with the Local Safeguarding Board's Allegations Management guidance, the following procedures will be followed;

### Reporting procedure for Allegations

All allegations should be reported immediately, at least within one working day, to the Safeguarding Coordinator. The Safeguarding Coordinator must report the allegation to the Local Area Designated Officer (LADO) **on the same day**.

#### Local LADO's details

Chris Burton Area Safeguarding Manager and LADO  
Clapham House,  
Lowestoft  
Clapham Road,  
NR32 1QX      Tel: **01502 674612**      email [chris.burton@suffolk.gcsx.gov.uk](mailto:chris.burton@suffolk.gcsx.gov.uk)

Contact details for central Safeguarding Manager who monitors and reports on all allegations.

Address: Endeavour House, Russell Road, Ipswich IP1 2BX , Tel: **01473 260797**

### **Initial consideration**

The LA Designated Officer (LADO) will discuss the matter with the senior manager of the organisation and, where necessary, obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.

If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the LA Designated Officer should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

### **Action following initial consideration**

Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it is dealt with by the employer. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted **within three working days**. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.

Where further investigation is required to inform consideration of disciplinary action, the employer should discuss who will undertake that with the LA Designated Officer. In some settings and circumstances, it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of the employer or the person's line management to ensure objectivity. In any case, the investigating officer should aim to provide a report to the employer **within 10 working days**.

On receipt of the report of the disciplinary investigation, the employer should decide whether a disciplinary hearing is needed **within two working days**, and if a hearing is needed it should be held **within 15 working days**

### **Suspension**

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/ren involved in the allegation and any other children in the individual's home, work or community life. In some cases it will require consideration to be given to the use of suspension for the person involved in the allegation. This may be until the matter is resolved

An employee, volunteer or visitor must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the church Elders must consider whether the person should be suspended from contact with children for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LA Designated Officer.

If the allegation has been referred and a strategy meeting is to be convened, it will be a task of the strategy meeting to consider the facts of the allegation, and although a senior manager of the organisation cannot be directed to suspend, they will be supported in making the decision. This should be done after the views of the designated senior named officer from the police and Area Safeguarding Manager have been canvassed.

## Responsibilities of the Safeguarding Coordinator(s)

They will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare.

The Safeguarding Coordinators must conduct an immediate initial investigation into the allegation and follow the organisations procedures.

In cases of actual or suspected abuse the Police and/or other statutory bodies like Social Services must be informed. The victim must be protected from further abuse while the Police/ external agencies conduct their own investigation.

The Safeguarding Coordinators will report any allegation to the church Elders.

Any information held either electronically or in hard copy will be held securely in a password protected document or sealed envelope in a secure, locked cabinet/drawer. Any electronic database used for recording and reporting abuse internally will protect the identity of the child and use an identifying code rather than the name so as to ensure confidentiality.

## Good practice Procedures for minimising Risk

### **Plan the work of the group so as to minimise situations where the abuse of young people and /or children may occur**

Arrange that an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the child or young person.

Ensure that all staff, paid and unpaid, who work with children and young people do not meet one of the children or young persons of the opposite sex outside of designated organised events by the Fellowship without a parent or other adult of the same sex as the child being present.

Always have at least two adults present with a group. The Children's Act recommends that the following number of adults should be present when working with children. If there are not enough leaders, the event should not take place.

- 0-2 years 1 leader to every three children
- 2-3 years 1 leader to every four children
- 3-8 years 1 leader to every eight children
- Over 8 years 1 leader to eight children and one more for every further twelve children.

Always ensure appropriate ratios of leadership to children are observed according to age and gender and reflect the needs identified in the risk assessment for the activity.

## Consent forms including medical details should always be used for children and young people.

Consent/Registration forms including medical details should always be used for specific outings or activities outside of usual NLCF meeting places. See Appendix D.

It is good practice to keep a record of each activity/session these will be used. This record should include a register of children and staff and details of any significant incidents.

Always keep a register with the address and contact phone number of every child. These records are to be kept securely, in line with the Data Protection policy.

All staff working with children or young people will be subject to a DBS enhanced check. While waiting for a DBS check to arrive the person will never be left alone with children unsupervised.

Any photography or filming of children and young people at NLCF activities will be subject to the Photography and Filming Policy.

For a detailed list of guidance refer to  
<http://www.communityactionsuffolk.org.uk/who-we-help/children-and-young-people/safeguarding/allegations-management-factsheets/>

## Verification

The Child Protection Coordinators will forward statistical data to the church Elders showing a breakdown of numbers of reported cases and where they have been referred to.

## Revision history

The church Elders will review this procedure annually or as and when there are changes in legislation.

<b>Date Approved</b>	<b>Date Amended</b>



## Appendix A

### Recognising possible child/young person abuse

The following behavioural signs *may* be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

#### Physical signs

- Any injuries, bruises, bites, bumps, fractures, etc. which are not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately or without explanation.
- Self-mutilation or self-harming e.g.. cutting, slashing, drug abuse.

#### Emotional signs

- Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also depression/aggression.
- Nervousness or inappropriate fear of particular adults.
- Changes in behaviour e.g.. under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g.. excessive dependence attention-seeking behaviour.
- Persistent tiredness, wetting or soiling of bed or clothes by an older child.

#### Signs of neglect

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised

#### Indicators of possible sexual abuse

- Any direct disclosure made by a child/young person concerning sexual abuse.
- Child/Young person with excessive preoccupation with sexual matters and detailed knowledge of.
- Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Preoccupation with sexual activity through words, play or drawing.
- Child/Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Other emotional signs (see above) may be indicative of sexual or some other form of abuse.

## Domestic Incidents/Abuse

The Government defines domestic abuse as;

*“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”*

The legal definition of “significant harm” to children was extended in January 2005 to include harm suffered from seeing or knowing of the abuse of another, particularly in the home. This was reinforced by the Adoption and Children Act 2002.

A referral must be made direct to Children’s Social Care if it seems reasonable to suspect that:

- a) a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed
- b) the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

Referrals should be made with the agreement of a parent unless the child’s best interests are not served by seeking or obtaining consent. Non-consent should not be a barrier to referral if there is on the face of it reasonable cause to suspect that the child may suffer significant harm of otherwise not have significant needs met.

A disclosure or allegation by a victim is not a pre-requisite for referral of concerns regarding a child. Concern about the effects of domestic abuse on a child may be triggered in other ways – for example, by hidden or inadequately explained injuries to a parent or carer, or damage to the home or personal property, or by the behaviour of parents, or concerns expressed by the child, or concerns about the child’s wellbeing.

*Child protection referrals where the primary concern relates to a domestic abuse incident may include:*

Verbal Altercation include incidents where children are not present but are usually part of the household, are in the house but not witness to the incident as well as incidents where children are present and where children are present and victim of abusive behavior.

Damage to Property include incidents where children are not present but are usually part of the household, are in the house but not witness to the incident as well as incidents where children are present,

Physical Assault include incidents where children are not present but are usually part of the household, are in the house but not witness to the incident as well as incidents where children are present and witness the incident as well as where children are present and a victim of assault.

Sexual Assault include incidents where children are not present but are usually part of the household, are in the house but not witness to the incident as well as incidents where children are present and where children are present and victim of sexual abuse.

## **Appendix B**

### **How to react when a child/young person wants to talk about abuse**

#### **General points**

- Take seriously what the child/young person says (however unlikely the story may sound)
- Keep calm
- Look at the child/young person directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Reassure them they are not to blame for the abuse
- Be aware that the child/young person may have been threatened
- Never push for information
- Ask questions for clarification only, avoid asking questions that suggest a particular answer.

#### **Helpful things to say or show**

- Show acceptance of what the child/young person says
- "I am glad you have told me"
- "It's not your fault"
- "I will help you"

#### **Avoid saying**

- "Why didn't you tell anyone before?"
- "I can't believe it"
- "Are you sure this is true?"
- Never make false promises
- Never make statements such as "I am shocked!", or "don't tell anyone else"

#### **Concluding**

- Again, reassure the young person that they were right to tell you and that you take them seriously
- Let the young person know what you are going to do next and that you will let them know what might happen
- Immediately report the matter, as per procedures.



**Appendix C**

**Child Protection Incident reporting Form**

This form is to be used to record a Child Protection incident but it does not replace the need for reporting the incident to the Safeguarding Coordinators, or other appropriate person/organisation verbally, as per procedures.

**Recording Form for Safeguarding Concerns**

Staff and volunteers are required to complete this form and pass it to one of the Safeguarding Coordinators if they have a safeguarding concern about a child in New Life Christian Fellowship.

Full name of child	Date of birth	Child's address and telephone number	Your name and position

<b>Nature of Concern/Disclosure</b>			
Please include where you were when the child made a disclosure, what you saw, who else was there, what the child said or did, and what you said.			
Was there an injury?	Yes/No	Did you see it?	Yes/No
Describe the injury:			
Was anyone else with you? Who?			
Has this happened before?			
Did you report the previous incident?			
Who are you passing this information to?			
Name:			
Position:			
Date:			
Time:			
Your signature:		Date:	

**Sign and submit this form within 24 hours of any incident to the Safeguarding Coordinator in a sealed envelope marked "Private and Confidential".**



## Registration form for Children and Young People

### Appendix D

New Life Christian Fellowship requires Parents/Carers to complete this form for all children and young people (under 18) who wish to take part in children's and youth activities.

Full name of child/young person	Date of birth	Address including post code

Full name of parent/carer:	Telephone number:
Name of alternative emergency contact:	Telephone number:

<p>Does your child suffer from any medical conditions? Yes/No</p> <p>Please give details below:</p>  
<p>Does your child suffer from any allergies? Yes/No</p> <p>Please give details below:</p>  
<p>Who is authorised to collect your child?</p>  

Signature of Parent/Carer:

Date: