

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 18 JANUARY 2017
title: SAFEGUARDING POLICY
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1. PURPOSE

1.1 To ask Members to approve updates to the Council's Safeguarding Children Policy.

1.2 Relevance to the Council's ambitions:

- Council Ambitions: In order to meet our objective of being a well managed Council, it is important that we have appropriate policies and procedures in place to ensure that staff are fit to carry out their duties and responsibilities at all times.
- Community Objectives: See above.
- Corporate Priorities: See above.
- Other considerations: None.

2. BACKGROUND

2.1 The Council has had stand-a-lone Safeguarding Children's Policy for a number of years.

2.2 Recent changes to legislation have led to a number of changes being required to the policy. Not least the new Prevent Duty which local authorities now have.

2.3 The policy is included within the staff handbook and there is an accompanying summary booklet to help staff understand how they can help with the Council's duty in respect of safeguarding which is seen as everyone's responsibility.

3. ISSUES

3.1 An updated version of the revised policy is attached, Appendix A.

3.2 UNISON have been consulted on the policy and support the latest revisions, the policy if approved, will be the basis for amendments to the staff handbook which provides an easy to read guide to the information contained within the policy.

3.2 Once approved, staff will be made aware of the new policy via the monthly staff newsletter, (Backchat) and via email notification. The policies will also be uploaded to the 'Staff Handbook' area of the staff intranet. Appropriate staff have already completed e-training packages to help them in developing their awareness of the issues with respect to safeguarding, this continues to be rolled out for those staff not based at the Council Offices.

3.3 As safeguarding is an issue for everyone in the Council, there will also be a briefing arranged for Councillors.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources: staff time in completing e-learning packages or attending briefing sessions.
- Technical, Environmental and Legal: formal policies are key documents to ensure that the Council complies with statutory legislation and in doing so helps ensure that the communities it serves are able to fulfill their potential.
- Political: no implications identified.
- Reputation: the updated policy will maintain the Council's reputation as a good employer by demonstrating that our policies adhere with current legislation.
- Equalities and Diversity – having clear policies and procedure ensures that all staff are treated fairly and consistently.

5. RECOMMENDATION:

5.1 That the revised Safeguarding Children Policy as attached in Appendix A be approved.

5.2 That the policy is used to revise the staff handbook.

5.3 That a series of briefings and training sessions are arranged for staff and Councillors.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

APPENDIX 1 – SAFEGUARDING CHILDREN POLICY (REVISED NOV 2016)

For further information please ask for Mark Beveridge, ext 4479

Ribble Valley Borough Council



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Safeguarding Children and Young People's Policy (Revised Nov. 2016)

Important!

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

Where there is a serious and immediate threat call
999

Safeguarding Children and Young People's Policy

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Policy Statement

Ribble Valley Borough Council delivers a range of services and activities that impact on the lives of children and young people both directly and indirectly. Safeguarding children and young people - ensuring their welfare, safety and health - is of paramount importance. We are committed to providing safe and supportive services that will give children and young people the opportunities to achieve their full potential.

This policy and guidance will provide all staff, volunteers and Councillors with a clear understanding of the issues around safeguarding, including their responsibilities, the Council's processes and procedures and what to do to report a safeguarding concern. It should be considered in conjunction with the Council's related policy on 'Safeguarding Vulnerable Adults'.

The Council is committed to the following principles and actions:

- The Council will ensure that a protective safeguarding culture is in place and is actively promoted within the Council and will work together with other agencies to safeguard children and young people.

- The Council will implement procedures to safeguard children and young people and take all reasonable steps to ensure that all children and young people have a safe, healthy and happy life and get encouragement to do their best.
- The Council will have a Designated Safeguarding Officer and safeguarding contacts.
- The Council will have a safe recruitment and selection process, ensuring all relevant staff are Disclosure and Barring Service (DBS) checked at the appropriate level.
- The Council will provide training to all employees, volunteers and Councillors at the appropriate level.
- The Council will communicate relevant information to employees, volunteers and Councillors via the Intranet and staff handbook.
- All Council employees, volunteers and Councillors have a responsibility to report concerns of suspected abuse or poor practice.
- The Council will have an easily understandable reporting and monitoring system.
- The Council will take all incidents of poor practice and allegations or suspicions of abuse seriously and these will be responded to swiftly and appropriately.
- The Council will respond promptly to suspicions or allegations involving employees and appropriate disciplinary and appeals procedures will be implemented.
- The Council will work collaboratively with partner organisations/services, including using the Common Assessment Framework (CAF).
- Confidentiality shall be upheld in line with current Data Protection and Human Rights legislation

1) A Statement of our Responsibilities

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

As a District Council we have a duty and responsibility to ensure effective safeguarding and promote the welfare of children and young people (as per the Children Act 2004, Section 11). This has been further defined by statutory guidance ("*Working Together to Safeguard Children*" - 2015) to mean:

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

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

Other services will have little or no direct contact with children or vulnerable people. However, safeguarding is everybody’s business and everyone has a duty to ensure children are safe and that abuse and neglect is reported. All staff at the authority must receive the basic training on safeguarding to ensure they know what is meant by abuse and neglect and what to do if they have concerns. This includes knowing what to do outside of work as responsible citizens if they are concerned about the welfare of a child or young person.

As a Council we have appointed a senior manager as the **Designated Safeguarding Officer (DSO)**, who takes a strategic and operational lead on matters related to safeguarding children and young people within the authority. This is currently Mark Beveridge, Head of Cultural and Leisure Services and his duties include ensuring this Safeguarding Policy and any other relevant policies and procedures are up to date. In addition there are 3 designated safeguarding leads (details can be found on page 14). Our processes and procedures are also subject to overview & scrutiny by elected members, and the Council actively encourages input from partners in order to improve the way we safeguard children.

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

For more information please see:

- A full summary of child protection legislation from the NSPCC:

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/legislation-policy-guidance/>

2) Abuse and Neglect

The Council has a duty to ensure children and young people are protected from abuse whilst in our care, and staff members are also encouraged to report abuse should they suspect it is occurring outside of the Council’s area of responsibility. There are four types of child abuse that we wish to safeguard against. They are defined in the UK Government guidance *Working Together to Safeguard Children 2015* (pgs. 92-93) as follows:

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

2. Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve

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

3. Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet or by mobile phone). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

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

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

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

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

For more information please see:

- The full 'Working Together to Safeguard Children' document is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- The NSPCC website has some helpful information on signs and symptoms of abuse. <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

3) How to protect children and young people

Workers across a wide range of Council services need to be vigilant about children and young people safeguarding concerns. This can extend to outside of work and the role of the public and the community is essential in that they can also play a part in identifying concerns.

Regardless of how the safeguarding concern is identified, everyone should understand what to do and where to go locally to get help and advice. It is vital that everyone is vigilant on behalf of those unable to protect themselves: this will include:

- Knowing about different types of abuse and neglect and their signs
- Supporting adults to keep safe
- Knowing who to tell about suspected abuse or neglect

Reporting and Responding to Abuse and Neglect

It is important to understand the circumstances of abuse, including the wider context such as:

- Whether others may be at risk of abuse
- Whether emerging patterns of abuse exist
- Witnesses to the abuse
- Role of family members
- Role of paid professionals

Early sharing of information is the key to providing an effective response where there are emerging concerns.

What to do if you're worried about a child

Staff members should follow the procedure on the back of this document, dependent on the situation. If you are made aware of any instance of abuse or have any concerns about it, it is important to note down the details in writing as soon as possible. This will help ensure you maintain a clear recollection of what happened and what was said, allowing a referral form to be completed fully.

- **In an emergency, where there is a serious and immediate threat to a child:** call 999.
- **Not an emergency, in works hours:** contact your line manager. If they are not available contact the Council's Designated Safeguarding Officer (DSO) or one of our safeguarding professionals (see page 14 for contact details).
- **Not an emergency, outside work hours:** contact the local Lancashire County Council Social Care Services
 - Call Care Connect on **0300 123 6720** (8am - 8pm) Monday to Friday
 - 8pm – 8am Monday to Friday and anytime weekends and bank holidays: out of hours **0300 123 6722**
- **Not an emergency and you wish to remain anonymous:** anyone can contact the NSPCC helpline, 24 hours a day, on **0808 800 5000**.

What to do if a child or young person discloses abuse

Children and young people often don't disclose abuse, and when they do it's rarely directly to professionals. Partly this is due to lack of awareness of services, and partly to do with trust and a fear

of losing control of a situation. Therefore it is very important that if a child or young person discloses abuse to a staff member they should:

- Listen carefully
- Respond sensitively and take the matter seriously
- Make the child fully aware that the staff member cannot 'keep a secret' and must disclose any evidence of abuse to the appropriate agency
- Make a note of everything that was discussed as soon as possible after the disclosure, record the words/phrases that were used (see 'how to record your concerns' below).

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

How to record your concerns

If you are made aware of any instance of abuse, or have any concerns about it, it is important to note down the details in writing as soon as possible. As well as aiding you in taking the appropriate action as described above, it will also enable you to complete a **safeguarding referral form (see appendix A)**, which is available on the intranet or from your line manager. This ensures the Council can maintain a full corporate record of all safeguarding issues encountered by staff, which will allow us to take action to reduce them in future.

Records will be kept for an appropriate amount of time to comply with legislation. They should also be kept in a secure location and not shared with other staff, other than the designated safeguarding leads. If you need more information on the safe storage of data/information then contact Mark Beveridge.

4) Communications and Media

Photography and Video Footage

In order to protect children and young people who may be photographed or videoed whilst they are on a Council owned site, permission of their parents or guardians must be obtained. Therefore the Council will before permission is granted, expect photographers working commercially, to confirm to The Principal Communications Officer that they understand and accept this requirement:

Theresa Sanderson - The Principal Communications Officer:

01200 414483

theresa.sanderson@ribblevalley.gov.uk

Members of the public filming in public spaces are not subject to this condition, although if parents or guardians were uncomfortable with another member of the public photographing or filming their children in a Council owned open space or park they may ask a Council employee to intervene to ask the person to stop. If in doubt contact your supervisor or if appropriate the Police.

e-Safeguarding

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

- **e-Security:** Procedures are in place to protect the physical network infrastructure to ensure all confidential information and electronic data that the Council holds relating to children and young people is securely maintained. These procedures form part of our overall approach to electronic data sharing, which restricts the use of removable media (such as USB drives) and also governs secure external data transfer by secure GCSX (Government Connect Secure Extranet) e-mails.
- **e-Safety:** Every new employee with PC access is given copies of the Council's 'Internet/Email Acceptable Use Policy, Information Technology Security Policy and Data Protection Policy and are required to sign a declaration which states they have read and understood these policies that govern their use of the network.
- **For further information regarding any of the above contact the ICT Manager on ext. 4458**

For more information please see:

- Internet/Email Acceptable Use Policy
http://intranet.rvbc.gov.uk/downloads/INTERNET_email_acceptable_use_policy.pdf
- Information Technology Security Policy
http://intranet.rvbc.gov.uk/downloads/Information_Technology_Security_Policy.pdf
- Data Protection Policy
http://intranet.rvbc.gov.uk/downloads/Data_Protection_Policy.pdf

5) Recruitment, Selection and Supervision

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

The following points express the actions we will take during the recruitment and selection process to ensure this. They take into account the latest (September 2012) changes to the national vetting and barring scheme as per the Protection of Freedoms Act 2012:
<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

- All posts will be assessed by Human Resources (HR) team and service representative(s) as appropriate to identify which posts will undertake regulated activity. Managers/Service Heads will be notified as appropriate.
- All advertising of regulated posts will be explicit in the need for Disclosure and Barring Service (DBS) clearance

- Successful candidates will produce confirmation of identity by producing two items from the following – passport, birth certificate, driving licence (photographic identity, confirming date of birth, proving current address)
- Two written references will be taken up. Where possible at least one should be associated with former work with children/young people.
- Induction will include explanation of this policy and relevant service-specific procedures.
- The new employee/volunteer will sign that they understand and will comply with the policy
- Training needs will be identified and places booked on the appropriate level of child protection, Common Assessment Framework (CAF) and other training sessions as relevant
- DBS checks will be refreshed as appropriate

Supervision

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

Work Experience for Young People

Individual services may offer work experience positions to young people as part of their ongoing education. The Staff Code of Conduct, The Procedure for Requesting Work Placements and The Recruitment and Selection Procedures outlined above will apply. HR are available to offer tailored advice, including advising whether any member of staff supervising young people needs to undertake a DBS check.

For more information please see:

- Ribble Valley Borough Council Recruitment and Selection Code of Practice http://intranet.rvbc.gov.uk/downloads/Recruitment_and_Selection_Policy.pdf
- The Disclosure and Barring Service (<http://www.homeoffice.gov.uk/dbs>)
- LSCB Safer Working Practices Guidance <http://www.lancshiresafeguarding.org.uk/resources/key-guidance-policy-documents.aspx>

6) Training

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

New Starters

All new starters will be given an introduction to the safeguarding policy and procedures through their induction process. Induction is more than reading a document and ticking a box, the trainer has to check out that employees have an understanding of the policy and processes. New starters who have had child protection/safeguarding training through a previous employer will still have to do the Council's training – this training includes how to work within the Council's safeguarding policy and procedures. In

this way we make sure that those staff members that have contact with children have a workable understanding of Council policy and have the knowledge and skill to make sure that children are safe.

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

All staff

All staff will undertake a Safeguarding Awareness briefing, which gives a basic awareness of issues related to the safeguarding of children, young people and vulnerable adults.

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

Elected Members

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

Specialist Training

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

For more information please see:

- Common Assessment Framework (CAF) training online at the Lancashire County Council website <http://www.lancashirechildrenstrust.org.uk/news/index.asp?articles=74190>
- Specific training for sports coaches – information and guidance from the relevant National Regulatory Body http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html
- LSCB Training Unit:
<http://www.lancshiresafeguarding.org.uk/learning-development.aspx>

7) Code of Conduct for staff, volunteers and Councillors

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

As per Section 6 above, full training will be provided to any staff member having regular contact with children and young people. Managers must also develop local policies and systems to maximise staff safety including the need to carry out risk assessments as appropriate – if you feel that you have a training need or want to know more please speak to your line manager. However, the following are

common sense points for anyone to take into account which will help to create a positive culture and also safeguard staff against false allegations:

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

For more information please see:

- Ribble Valley Borough Council's Code of Conduct
http://intranet.rvbc.gov.uk/downloads/Code_of_Conduct_for_Staff.pdf
- NSPCC Advice and Guidance for organisations, schools, clubs and the community
<https://www.nspcc.org.uk/what-you-can-do/get-advice-and-support/>

8) Allegations against Staff, Councillors or Volunteers

Staff who work with children can be vulnerable to malicious or misplaced allegations against them. Unfortunately there are also occasions where some adults/professionals have been found to be perpetrators of child abuse or displaying unsuitable behaviours which would harm the children they work with.

Allegations of harm or inappropriate behaviour made against staff, either paid or unpaid, are serious and must be dealt with by the **Local Authority Designated Officer (LADO)**, a professional independent of Ribble Valley Borough Council who has been appointed by the Lancashire Safeguarding Children Board.

The LADO includes:

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

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

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

- Do NOT investigate yourself but speak to your line manager
- Your line manager will contact the DSO and the Head of HR
- The DSO or Head of HR will contact the LADO directly at the earliest available opportunity

If you have concerns about your line manager, the DSO, or anyone else that may make the above process inappropriate, please refer to the Council's 'Whistleblowing' policy (see link below).

The Welfare of Staff

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

For more information please see:

- Ribble Valley Borough Council Whistleblowing Policy
http://intranet.rvbc.gov.uk/downloads/Whistleblowing_Policy.pdf
- LADO Webpage on LSCB Website:
<http://panlancashirescb.proceduresonline.com/pdfs/lado.pdf>
- NSPCC Factsheet on allegations against staff
<https://www.nspcc.org.uk/globalassets/documents/information-service/factsheet-managing-allegations-abuse.pdf>

9) Working with Partners

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

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

A range of themed sub-groups and Local Safeguarding Groups assist the LSCB in carrying out its work programme and scrutinising the work of agencies across Lancashire. Local Safeguarding Groups also identify any local issues and develop their own work plans to ensure local differences are addressed alongside countywide priorities.

<http://www.lancashirechildrenstrust.org.uk/boards/>
<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00305-2010>

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

<http://panlancashirescb.proceduresonline.com/>

Children and Young People's Trusts in Lancashire, at both district and county level, formalise the need for organisations to work together:

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

The Common Assessment Framework. We have signed the 'declaration of acceptance' agreement to use the Common Assessment Framework (CAF). This is a process of evaluation to identify and record the needs of vulnerable children and young people, and work alongside families and other professionals to meet those needs before things reach crisis situation. Staff from any organisation in Lancashire can use the CAF process to decide whether action needs to be taken to support a child. Contact the CAF Support Officer for further information at caf@lancashire.gov.uk.

For more information please see:

- The Procedures Manual for the Pan-Lancashire Safeguarding Consortium
<http://panlancashirescb.proceduresonline.com>
- The CAF website
<http://www.lancashirechildrenstrust.org.uk/resources/?siteid=6274&pageid=45056>
- The 'Safe Network' covers activities and good practice in the VCFS
<http://www.safenetwork.org.uk>

10) Radicalisation

Radicalisation is comparable to other forms of exploitation, such as grooming. The aim of radicalisation is to attract people to violent extremist's reasoning, inspire new recruits and embed their extreme views and persuade of the legitimacy of their case. This may be direct through a relationship, or through social media.

There are a number of factors that may make the Child or Young Person susceptible to exploitation by violent extremists. None of these factors should be considered in isolation but in conjunction with the particular circumstances of the individual.

Prevent

Prevent is part of the Government's National Counter-Terrorism Strategy CONTEST and aims to provide support and re-direction to a child or young person in danger of being groomed into terrorist activity before any crimes are committed.

The Prevent Strategy is one of the four elements of CONTEST; it covers all forms of extremism and has three strategic objectives:

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

Appropriate staff will be required to attend Prevent Training as a statutory requirement, via a home office approved, training package called "Workshop to Raise Awareness around Prevent" (WRAP).

Reporting a Concern

If you have a concern you should follow the Council's safeguarding procedure and contact your line manager or the **Designated Safeguarding Officer (DSO) – Mark Beveridge or the Police if there is an immediate risk** to refer into the 'Channel' process.

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

The purpose of 'Channel' is to assess the nature and extent of the risk and develop the appropriate support plan for the child or young person concerned.

Participation in 'Channel' is voluntary. It is up to the parents for young people aged 17 and under, to decide whether to take up the support it offers. 'Channel' does not lead to a criminal record.

If staff or councillors wish to raise an issue in respect of someone email:
concern@lancashire.pnn.police.uk

Where issues raised will be dealt with sensitively and where possible anonymity will be preserved.

11) Duty to Refer

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

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

The first condition is that permission has been withdrawn to engage in a regulated activity either by dismissal, redeployment, retirement/redundancy or resignation.

The second condition is that the local authority thinks that the person has either: harmed or poses a risk of harm to a child or vulnerable adult; satisfied the harm test; or received a caution or conviction for a relevant offence.

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

For more information, please see: [Disclosure and Barring Service \(DBS\)](#)

Data Protection Act 1998

The Council ensures that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with the requirements of the Data Protection Act 1998.

12) Contacts and Communications

Internal

Designated Safeguarding Officer:

- Mark Beveridge
mark.beveridge@ribblevalley.gov.uk
01200 414479

Other Safeguarding Leads:

- Rachael Stott
rachael.stott@ribblevalley.gov.uk
ext.: 4567
- Colin Winterbottom

colin.winterbottom@ribblevalley.gov.uk
ext.: 4588

- Liz Rawson
liz.rawson@ribblevalley.gov.uk
ext.: 4409

External

Lancashire County Council Social Care Services

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

- 8am – 8pm Monday to Friday: Call Care Connect on **0300 123 6720** (8am - 8pm)
- 8pm – 8am Monday to Friday and anytime weekends and bank holidays: out of hours **0300 123 6722**

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

- Tim Booth (tim.booth@lancashire.gov.uk, 01772 536694)
- If there are immediate safeguarding concerns to the child contact Children's Customer Care on **0300 123 6720 (8am - 8pm)** or out of hours **0300 123 6722 (8pm - 8am)**.
- If there are no immediate safeguarding concerns to the child inform senior management at the organisation where this person works.

Lancashire Safeguarding Children Board: for info on the countywide approach & resources available

- Tracy Pickens (tracy.pickens@lancashire.gov.uk)

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

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

**Appendix A
CHILD AND YOUNG PERSON'S INCIDENT/REFERRAL FORM
(Once completed pass to Designated Safeguarding Officer)**

Name of Officer completing form

Position

Date/Time

Child/Young Person's Details

Name

Date of Birth

Address

Post Code

Telephone

Parents/guardians/carers (if different from above)

Address

Telephone

Date and Time of Incident

Location

Reasons for Concerns

(Give a clear and concise account of concerns, stating times and dates – attach additional sheets of paper if needed)

Has consideration been given to notifying parents/guardians/carers YES/NO?

Justification for above response

Print Parents/guardians/carers Name

Parents/guardians/carers Signature

Date

Print Your Name

Your Signature

Date

Action/Outcome of Initial Concern/Incident

Referral Made to

Support Offered

Signature of Responsible Officer (or Service Head) and date

Your Signature

Print your name

Date

Appendix B

Taking Action

If an incident occurs or you have concerns please follow the flowchart below to understand what to do:

