

Hayeswood Children's Home Safeguarding Procedure



The Harbour

Safeguarding Children and Young People Procedure

February 2022

***'Remember that there is more under the surface than what you
may realise'***

Quote from a child in the care of Dorset Council

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Introduction

This document sets out the Hayeswood children's home approach to safeguarding, which includes:

- The Home's commitment to safeguarding
- Key safeguarding principles
- Safeguarding governance and accountabilities
- Specific safeguarding circumstances.

If you are unsure the [Pan Dorset Safeguarding Children Board Procedures Manual](#) will guide you.

Definitions

Child	Anyone who has not yet reached their 18th birthday
Child abuse	Children might be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives, including staff. Abuse can take a variety of different forms, including: <ul style="list-style-type: none"> ▪ sexual, physical, emotional abuse, and neglect ▪ exploitation by criminal gangs and organised crime groups ▪ trafficking and modern slavery ▪ online abuse ▪ sexual exploitation ▪ influences of extremism leading to radicalisation ▪ domestic abuse ▪ financial abuse ▪ discriminatory abuse ▪ organisational abuse
Employees	Anyone employed by the home, including agency employees and those on secondment or placement (including internships both paid and voluntary and students)
Coercive Behaviour	Is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Controlling Behaviour	Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
Discriminatory abuse	Including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
Domestic abuse	Including psychological, physical, sexual, financial, emotional abuse; ‘Honour’ based violence.) 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: <ul style="list-style-type: none"> ▪ Psychological ▪ Physical ▪ Sexual ▪ Financial ▪ Emotional
Exploitation by radicalisation	The Home Office leads on the anti-terrorism PREVENT strategy, of which CHANNEL is part (refer to www.gov.uk for information). This aims to stop people becoming terrorists or supporting extremism. All local organisations have a role to play in safeguarding people who meet the criteria. Contact should be made with the local Police regarding any individuals identified who present concern regarding violent extremism.
Financial or material abuse	Including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Forced Marriage	Although forcing someone into a marriage and/or luring someone overseas for the purpose of marriage is a criminal offence, civil routes for preventing this, including the use of ‘Forced Marriage Protection Orders’ are also available. These can be used as an alternative to the criminal justice system. It may be that perpetrators will automatically be

	prosecuted where it is overwhelmingly in the public interest to do so, however victims should be able to choose how they want to be assisted.
Human Trafficking	The definition of human trafficking is the illegal movement of people through force, fraud or deception with the intention of exploiting them, typically for the purposes of forced labour or sexual exploitation.
Internet/cyberbullying	Can be defined as the use of technology, and particularly mobile phones and the internet, to deliberately hurt, upset, harass or embarrass someone else. It can be an extension of face-to-face bullying, with the technology offering the bully another route for harassing their victim or can be simply without motive. Cyberbullying can occur using practically any form of connected media, from nasty text and image messages using mobile phones, to unkind blog and social networking posts, or emails and instant messages, to malicious websites created solely for the purpose of intimidating an individual or virtual abuse during an online multiplayer game.
Modern Slavery	Includes human trafficking, forced labour and debt bondage, sexual exploitation, criminal exploitation, domestic servitude, descent-based slavery, child labour, slavery in supply chains, and forced and early marriage.
Neglect and acts of omission	Includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, equipment, the withholding of the necessities of life, such as medication, adequate nutrition and heating
Organisational abuse	This includes both neglect and poor care practice within an institution or specific care setting such as a hospital or care home, and in relation to care provided in a person's own home. Abuse may be a one-off incident or on-going ill-treatment. It can refer to neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Physical abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Self-neglect	This includes a broad spectrum of behaviour. The Statutory Guidance defines self-neglect as: ‘a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings.’
Sexual Abuse	Refers to rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting or does not have the mental capacity to consent.
Sexual exploitation	The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. It may be very important in specific cases to be clear about the context in which concerns about sexual exploitation arise.

1. Hayeswood Children’s Home: Commitment to Safeguarding

- 1.1 Hayeswood children’s home is committed to fulfilling its duty to safeguard and promote the welfare of the children, young people, and adults at risk who use its services or with whom it comes into contact.
- 1.2 Hayeswood children’s home aims to ensure that employees and volunteers comply with all legal, contractual, and professional standards and responsibilities in their work with children and adults, whether in a group work setting or on an individual basis.
- 1.3 High-quality recording, record keeping, and record management are essential in this context, and procedures for these are contained within this procedure.
- 1.4 Hayeswood children’s home is committed to building and embedding a culture that places transparency and sound safeguarding practice at the centre of all its activities, and to working in partnership with stakeholders.
- 1.5 Hayeswood children’s home continually strives to strengthen its ways of working to ensure all employees feel safe to raise any safeguarding concerns and are fully supported in doing so.
- 1.6 Article 19 of the UN Convention on the Rights of the Child states that, ‘every child

should be protected from abuse'. Everyone at Hayeswood children's home has a responsibility to make sure that children are safeguarded and protected from abuse and neglect.

- 1.7 Young people are at the heart of our work – employees must aim to speak up for them and protect them from harm. Children and Young people must always be listened to, and an environment of trust established so they feel safe to speak up.

2. Key Safeguarding Principles

- 2.1 The well-being of children, young people, and adults at risk is paramount to the work of Hayeswood children's home.
- 2.2 All employees and volunteers have a responsibility to safeguard and promote the well-being of children, young people, and adults at risk. They must read and understand this policy and procedure, be aware of their responsibilities, and undertake their duties with care for quality, efficiency and effectiveness.
- 2.3 Hayeswood children's home works in partnership on safeguarding matters. While everyone who works with children and adults at risk has a responsibility for keeping them safe, no one person or organisation alone can have a full picture of an individual's needs and circumstances. All partners have a role to play in identifying concerns, sharing information, and taking prompt action.
- 2.4 Hayeswood's management makes sure that employees are provided with training and support to equip them to safeguard children and adults at risk within their day to day professional practice.
- 2.5 This document reflects the legal framework set out in The Children Act 1989 (More information about safeguarding legislation and related guidance can be found on the Pan Dorset Safeguarding Website <https://pdscp.co.uk/>)
- 2.6 The care and support of children and young people is the responsibility of everyone at Hayeswood.
- 2.7 The Registered Manager is accountable for overseeing all aspects of safeguarding in the home. This includes ensuring that there is a strong culture of safeguarding across the work of the home and that there are clear reporting processes, structures, and line management accountability to safeguard children and young people.
- 2.8 The Registered Manager discharges their responsibilities by:
 - a. ensuring that Safer Recruitment practices are adhered to including checks and vetting of all staff
 - b. staff are suitably trained and receive regular safeguarding updates

- c. safeguarding is a standing agenda item at all meetings and supervision
- d. staff are given ample opportunity to discuss concerns and have recourse to raise matters without fear of consequence for them personally
- e. ensuring that robust reporting and escalation processes are in place including notifications to Ofsted in accordance with the Children's Homes Regulations and the involvement of the LADO (Local Area Designated Officer) as appropriate
- f. records are kept, are clear, concise and available to the regulatory authority as requested
- g. safeguarding matters are escalated appropriately

3. Responsibility of Employees

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

4. Safeguarding Procedure for Employees

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

- 4.1 Always treat the child's welfare and interests as the paramount considerations.
- 4.2 Make safeguarding personal using a person-led and outcomes-focused approach. Employees should wherever possible talk with the child about how best to respond to their safeguarding situation in a way that enhances their involvement, control, and choice throughout the safeguarding process.
- 4.3 Listen carefully and actively to the child – at this stage, there is no necessity to ask questions. Let the child guide the pace and remember their ability to recount an allegation will depend on age, culture, language and communication skills, and disability.
- 4.4 Do not show shock at what is being said, this may discourage them 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.
- 4.5 Do not investigate. If anything needs to be clarified in order to understand the safeguarding risk, ask clear, open questions:
- 4.6 Use the TED rule: ask the child to tell, explain and describe.
- 4.7 Ask 'what, when, who, how, where' questions.

- 4.8 Ask 'do you want to tell me anything else?'
 - 4.9 Do not ask 'why' questions as these can suggest guilt or responsibility.
 - 4.10 Remain calm and reassure the person that they have done the right thing by talking to a responsible adult.
 - 4.11 Never promise to keep a secret or confidentiality. Hayeswood children's home 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. 'Employees of 45 Dorchester Road children's home have a statutory duty to report suspected abuse, and to work with our safeguarding partners to ensure the safety of children, young people and adults who are at risk.'
 - 4.12 Ensure the child or adult at risk understands what will happen next with their information.
 - 4.13 If a child requests confidentiality, employees cannot agree to this and must explain the home's requirements, for example, 'I'm really concerned about what you have told me, and I have a responsibility to ensure that you are safe'.
 - 4.14 Any employee who is concerned for the safety of a child should talk to their manager (or, if they are not available, another relevant manager or the Responsible Individual for the home) and agree next steps.
 - 4.15 Where there are concerns or allegations about an adult employee or volunteer who is working with children or adults at risk (often called someone in a "position of trust") within Hayeswood children's home, employees must report the concern. The following guidance helps explain the process:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf Further information is available at the Pan Dorset Safeguarding Children's website:
<https://pdscp.co.uk/>
- 5. Responding to a safeguarding concern – IMMEDIATE RISK OF HARM**
- 5.1 If an employee believes a resident to be at immediate risk of harm or abuse, and/or a criminal offence is taking place, they must take immediate steps to protect that person by **calling 999**.
 - 5.2 Employees must then contact their line manager to let them know what has happened and to take advice on next steps.
 - 5.3 If an emergency arises outside of a service's usual working hours employees must contact the manager, the Responsible Individual or the **Children's Advice and Duty Team (CHAD) on 01305228558** if this is not possible. Employees

must seek advice on any further steps require

5.4 If you are worried about a child who could be in danger, please contact:

- **Children's Social Care by phone on 01305228558**
- **Or the Police 101 or 999 if there is immediate risk**

6. Responding to a safeguarding concern – *No immediate risk of harm*

6.1 Employees must consult with a line manager as soon as possible on the same working day of the safeguarding concern.

6.2 The line manager must then consult with the safeguarding team who will provide advice, guidance, or instruction.

6.3 If there are concerns that a child is, or has been, at risk of abuse, the staff/Manager must make a referral on the same working day to the LADO. Employees must take guidance from their manager as needed.

6.4 Employees must (subject to issues of confidentiality or other sensitivities) be informed as to the outcome of the referral.

6.5 A safeguarding chronology of events and subsequent actions taken must be kept on the same working day of any safeguarding referral being raised or when a new piece of information is known.

7. Concerns from the general public

7.1 Employees may receive safeguarding concerns from the general public via email or telephone

7.2 Where the concern is received via telephone, employees must:

- a. Listen to the concern
- b. As soon as possible during the call, advise the caller that their concern will be passed on to the Hayeswood children's home manager
- c. Take the caller's contact details and pass them to the Manager / Responsible Individual
- d. Make a record of the conversation
- e. Always confirm with the manager that they have received the information

8. Recording safeguarding concerns

8.1 As soon as possible, employees must factually record what the child or adult has told them (in the child's own words) or what the employee has observed.

8.2 Employees must include the date, time, place and observations of behaviour.

8.3 If practical barriers prevent employees making timely entries in Mosaic, they must discuss this with their manager on the same day as the safeguarding

concern.

- 8.4 If employees fail to record accurately, or if they write down their interpretation of the child or adult's account (as opposed to a factual account), this may lead to inadmissible or unusable evidence should the information be required for court processes.
- 8.5 Employees must not contact any individual about whom an allegation or concern is being raised.
- 8.6 If a manager decides that a referral to the LADO is not warranted, this decision must be recorded by the manager with evidence to support decision making.

9. Making a referral

- 9.1 For all referrals to Children's social care, the child should be regarded as potentially a child in need, and the referral should be evaluated on the same day that it was received. A decision must be made by a qualified social worker supported by their line manager within **one working day** about the response that is required.
- 9.2 New referrals and referrals on closed cases should be made to a consultant social worker within the Children's Advice and Duty Team (ChAD). Referrals on open cases should be made to the allocated social worker for the case (or in their absence their manager or the duty social worker).
- 9.3 The referrer should provide information about their concerns and any information they might have gathered in an assessment that might have taken place prior to making the referral. The referrer should be prepared to give the following information:
- Full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household
 - Family address and, where relevant, school / nursery attended
 - Identity of those with parental responsibility and any other significant adults who might be involved in caring for the child, such as grandparents
 - Names and dates of birth of all household members, if available
 - Where available, the child's NHS number and education UPN number
 - Ethnicity, first language and religion of children and parents
 - Any special needs of children or parents
 - Any significant / important recent or historical events / incidents in child's or family's life
 - Any cause for concern, including details of any allegations, their sources,

timing, and location

- Child's current location and emotional and physical condition
- Whether the child needs immediate protection
- Details of alleged perpetrator, if relevant
- Referrer's relationship to and knowledge of child and parents
- Known involvement of other agencies / professionals, e.g., GP
- Information regarding parental knowledge of, and agreement to, the referral
- The child's views and wishes, if known

9.4 Other information might be relevant, and some information might not be available at the time of making the referral. However, there should not be a delay in submitting the referral to collect the information if that delay might place the child at risk of significant harm

9.5 Guidance from the allocated worker should inform if the parents' permission should be sought before discussing with other agencies a referral about them unless permission-seeking might itself place a child at risk of significant harm. Where a professional decides not to seek parental permission before making a referral to Children's Social Care via the Children's Advice and Duty (ChAD) Team, they should record their decision in the child's file with reasons, dated and signed and confirmed in the referral to Children's Social Care.

9.6 All referrals from professionals should be confirmed in writing, by the referrer, within 48 hours. If the referrer has not received an acknowledgement within three working days, they should contact ChAD again.

10. What to expect when making a referral

10.1 The social worker will discuss the concerns with the referrer and will have considered any previous records in their agency in relation to the child and family. The social worker will establish:

10.2 The nature of the concerns:

- How and why they have arisen
- The child's views, if known
- What the child's and the family's needs appear to be
- Whether the family are aware of the referral and whether they agree with it or not
- Whether the concern involves abuse or neglect
- Whether there is any need for any urgent action to protect the child or any

other children in the household or community

- 10.3 A decision to discuss the referral with other agencies without parental knowledge or permission should be authorised by a Children's Social Care manager, and the reasons recorded
- 10.4 This checking and information gathering stage must involve an immediate assessment of any concerns about either the child's health and development, or actual and/or potential harm, which justify further enquiries, assessments and / or interventions
- 10.5 Interviews with the child, if appropriate, should take place in a safe environment. All interviews with the child and family members should be in their preferred language and, where appropriate, for some people by using non-verbal communication methods
- 10.6 Where there is reasonable cause to consider Section 47 Enquiries the social worker will consult with their manager who will authorise the decision to initiate action. If the child and/or family are known to professional agencies or the facts clearly indicate that a Section 47 Enquiry is required, Children's social care should initiate a strategy meeting/discussion immediately, and together with other agencies determine how to proceed.
- 10.7 The police must be informed at the earliest opportunity if a crime may have been committed. The police should assist other agencies to fulfill their responsibilities, where there are concerns about the child's welfare, whether a crime has been committed.
- 10.8 There is a requirement to provide referrers with a response within 24 hours of receiving a referral and acknowledge receipt to the referrer. Responses may include:
- referral progressing to a social work assessment
 - no further action
 - signposting to another service
 - a strategy meeting that could lead to a S.47 investigation
- 10.9 If no response has been received within 72 hours, the employee or the Manager must contact the Social Worker again and, if necessary, ask to speak to a line manager to establish progress.
- 10.10 If the response is inadequate, or doesn't sufficiently address the risk of abuse, employees must discuss this with their manager on the same day. The Manager must then review the details on the same day and decide whether to escalate the matter.

11. Children who have a Child Protection Plan

- 11.1 Where employees have safeguarding concerns about a child who already has a child

protection plan, children's social care will often not accept a formal safeguarding referral, despite current concerns. An employee may have a view that it is unlikely to take specific action on the new information or change in circumstances, they must still share the information with ChAD and with their manager.

11.2 This is essential in order to ensure the Social Worker has relevant and up to date information and therefore, that Hayeswood children's home is undertaking effective partnership work.

11.3 Employees must take the following steps:

- i) New safeguarding concerns must be shared with the local authority and confirmed in writing to the allocated social worker (or in their absence, their manager or the duty social worker) as soon as possible on the same day.
- ii) A chronology of events and actions taken must be started on the same day.
- iii) If the safeguarding concern is not fully addressed within the existing child's plan, this must be reported to the social worker in line with the plan and confirmed in writing in the same timescales as above.

11.4 Employees must start a safeguarding chronology of events and actions taken on the same day that concerns are reported.

12. Escalating concerns

12.1 In cases where an employee does not receive a satisfactory response from the child's social worker or social work team manager, or they believe it will not adequately address the risk of abuse or neglect, employees must raise concerns with their service manager on the same day of such conclusions.

12.2 The manager will review the details of the case on the same day before deciding whether to escalate the matter.

13. Contributing to a S47 Enquiry: Initial strategy discussion

13.1 When a local authority has identified that a child has suffered, or is likely to suffer significant harm, they will convene an initial strategy discussion. This strategy discussion should be used to:

- Share available information
- Agree the conduct and timing of any criminal investigation
- Decide whether enquiries under section 47 of the Children Act 1989 must be undertaken

13.2 A strategy discussion might take the form of a multi-agency meeting or phone calls, and more than one discussion may be necessary. If an employee is invited to participate or is asked to report into such a discussion, they must inform their manager the same day that the request has been made.

- 13.3 The manager must then review the Mosaic file and ensure the discussion is attended by a suitable employee.
- 13.4 The employee attending must take a full record of decisions made during the discussion. These minutes and other documents discussion must be read and saved to the relevant Mosaic file when they are received. The local authority should send out any formal minutes from the discussion within 5 working days.

14. Multi-Agency checks as part of a S47 enquiry

- 14.1 If a strategy discussion decides that multi-agency checks are required, the relevant services will be contacted to contribute to these enquiries.
- 14.2 In such cases, employees must notify their manager on the same day they are contacted by investigating parties
- 14.3 Managers must then ensure that employees understand the purpose of the checks and what is required.
- 14.4 Case records must be read, and any employees who have had recent contact with the child or family must be invited to share their views.
- 14.5 Any new concerns, changes in circumstance, unusual activity from family or friends, or changes in behaviour in the child must be shared.
- 14.6 Agency checks that are made by telephone – including the information shared – must be confirmed in writing to the investigating party on the same day as the call.

15. Section 47 Enquiry outcomes

There are a number of possible outcomes to a S47 Enquiry:

- i) The decision is made to take no further action. If employees disagree with this outcome, they must raise concerns with their manager on the same day
- ii) The decision is made to provide other support services
- iii) Concerns are substantiated and the child is assessed to be at risk of significant harm. There must then be a Child Protection Conference within 15 working days of the strategy discussion

16. On-going support for employees

- 16.1 At every supervision between an employee and their manager, they must discuss all cases where there is a child with a Child Protection Plan or any child where there have been new safeguarding concerns. This must include progress, compliance with the plan, new concerns or any other issues.
- 16.2 Between supervision sessions, it is the responsibility of employees to alert the manager of any increase in risk, new concerns or change of circumstances for

the child. They must also ensure the child's file is regularly updated with risk assessments and alerts.

16.3 Supervision discussions and key decisions must be recorded by the supervisor on the employee or volunteer's supervision file. Decision-making outside scheduled supervision must be recorded as ad hoc supervision.

17. Responsibilities in escalation and managing safeguarding risk

17.1 Safeguarding is a multi-agency activity. Children, young people, and adults at risk can only be kept safe when agencies working together effectively and efficiently. Hayeswood children's home employees at all levels must be clear on their responsibilities in the management of safeguarding risk for children young people and adults at risk.

17.2 Employees must play an active role in managing safeguarding risk by:

- Identifying safeguarding concerns (new or changed) quickly
- Discussing these with managers as soon as possible
- Sharing concerns quickly with local authority and police as relevant
- Quickly escalating concerns where the response is insufficient or slow
- Participating in multi-agency planning activity
- Supporting children and young people at risk to consider how they can take action to help protect themselves
- Recording their conversations, decisions and actions

17.3 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 child 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

17.4 Area managers are expected to play an active role in managing safeguarding risk by:

- Prioritizing 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 regularly to Hayeswood children's home's senior leaders
- Discussing these with managers as soon as possible
- Informing and working with family, friends and/or other support networks as appropriate

18. Care planning when escalating concerns

- 18.1 If you feel your concerns have not been acted upon you must escalate concerns by contacting CHAD yourself 01305 228558. You can also contact the LADO directly on 01305 228327. If you need to go outside the organization you must contact OFSTED 0300 123 1231 or The NSPCC following this link <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/>
- 18.2 When escalating concerns, there may be a delay between informing the local authority of new or changed concerns and receiving a suitable response.
- 18.3 Employees may therefore have information about a child or adult at risk that the local authority has not yet heard and acted upon.
- 18.4 After escalating a concern in a local authority and waiting for an appropriate response, employees and managers will usually share a sense of needing to manage or "hold" risk in the intervening period until the local authority responds suitably.
- 18.5 Risk management is best done through Care planning with the child, family, or adult at risk to help them remove, mitigate, and better manage risks present.
- 18.6 Care planning should be done in partnership with the child, family or adult involved, and should feature:
- Identifying the risks present to the individual
 - Considering potential changes that can 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

- 18.7 The Manager and Responsible Individual must ensure that employees who are, or who have been, directly involved with the child are appropriately supported.
- 18.8 Records must be appropriate securely and stored and access only given to approved parties.

19. Contextual safeguarding

- 19.1 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.
- 19.2 Because young people are vulnerable to abuse in a range of contexts, responding to contextual safeguarding concerns means working with relevant partners, to collectively assess the risks for young people and plan suitable interventions.
- 19.3 Quality contextual safeguarding action plans will assess and plan interventions in all the spaces in which a child (or group of young people) are deemed vulnerable to abuse.
- 19.4 Where employees are concerned about contextual safeguarding factors for a child (or group of children or young people) they must speak with the allocated social worker and provide information about what they know.
- 19.5 Multi-agency panels bring together information about the relevant threats. Home will work with partners to understand the threats individually and in relation to each other.
- 19.6 While contextual safeguarding work occurs, all relevant safeguarding processes for individual children must operate in parallel.

20. Intelligence sharing

- 20.1 Soft intelligence is especially 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.
- 20.2 If employees become aware that a child may be at risk of immediate harm, they must call 999 immediately and make a referral in accordance with this policy.
- 20.3 If an employee receives information about criminal activity either through direct practice with young people and adults or via members of the public – they must report this by calling the police 101 line.
- 20.4 Employees should firstly consult with their manager before sharing the

information with the police to consider the risks to the child. Conversations with the police must be recorded on Mosaic.

- 20.5 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.
- 20.6 If employees know the investigating officer on a specific case, they must inform them of all known information, to ensure it is managed effectively.
- 20.7 Where employees have concerns about a child, child, 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.
- 20.8 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.
- 20.9 Employees may also present information at multi agency child exploitation (MACE) meetings or the local area equivalent. These are exploitation-centred meetings facilitated by local authorities. Intelligence will be recorded in the meeting minutes and information shared effectively with statutory bodies.
- 20.10 Employees must discuss any information with their line manager ahead of sharing it in the MACE forum and record the discussion in case notes on Mosaic and in a safeguarding workflow.

21. Criminal gangs and networks

- 21.1 Young people involved with criminal gangs or networks are extremely vulnerable to violence and attempts on their life. They are victims of child criminal exploitation. A child who is affected by organised criminal groups, gang activity or serious youth violence may have suffered, or may be likely to suffer, significant harm through physical, sexual and emotional abuse or neglect
- 21.2 An organised criminal group is a group of individuals who are normally led by adults whom involvement in crime is for personal gain (financial or otherwise). This involves serious and organised criminality by a core of violent gang members who exploit vulnerable young people and adults. This may involve the movement and selling of drugs and money across the country, known as ‘county lines’ because it extends across county boundaries.
- 21.3 Children and adults are exploited by organised criminal groups to move and store

drugs, money and weapons. Organised criminal groups will use coercion, intimidation, and violence (including sexual violence) to exploit children and adults into this activity. Those exploited can become indebted to a gang or group and exploited further to pay off debts, often referred to as 'debt bondage'.

- 21.4 Potentially a child or adult at risk involved with gangs or organised criminal groups could be both a victim and a perpetrator. This requires professionals to assess and support his/her welfare and well-being needs at the same time as assessing and responding in a criminal justice capacity.
- 21.5 There is a distinction between organised crime groups and street gangs based on the level of criminality, organisation, planning and control, however there are significant links between different levels of gangs. Activity can include street gang's involvement in drug dealing on behalf of organised criminal groups and the sexual abuse of girls and boys by organised criminal groups. The definition can therefore be fluid, but in all cases in which it is suspected that a child or adult has been or is being exploited by a gang or organised criminal group the Dorset Local Safeguarding Children's Board and Hayeswood children's home safeguarding procedure must be followed.
- 21.6 Partnership working is extremely important when supporting young people involved with criminal gangs or networks. Young people may be moved out of borough or area in order to protect them.
- 21.7 Thorough risk assessments and safety planning (for the child and their wider family and friends as relevant) are critically important.
- 21.8 As detailed by section 52 of the Modern Slavery Act, frontline staff employed by the police, local authorities, National Crime Agency and the Gangmasters Licensing Authority have a duty to notify the Home Office if they encounter a potential victim of modern slavery in England and Wales. Frontline staff employed by UK Visas and Immigration, Border Force and Immigration Enforcement must also comply in accordance with Home Office policy. The Modern Slavery Act outlines all victims of exploitation and trafficking fall within this category. Hayeswood children's home employees should work alongside these agencies to ensure relevant National Referral Mechanism (NRM) referrals are made.

22. Digital safeguarding

- 22.1 Online based forms of child or adult at risk, physical, sexual or emotional abuse can include bullying via mobile telephones or online (internet) with verbal and visual images.
- 22.2 Information communication technology (ICT) can be used to facilitate a wide range of abuse and exploitation, including online based physical abuse (such as children constrained to fight each other or filmed being assaulted), radicalisation, sexual exploitation, or exploitation for criminal purpose.

- 22.3 If an employee suspects that a child or adult at risk is being, or has been, subjected to physical, sexual and emotional abuse through the use of information and communication technology (ICT) they must make a referral.
- 22.4 Intelligence must also be shared with the local police force by calling 101, or 999 if there is a risk of immediate harm. Dorset police force have a dedicated unit overseeing online investigations.
- 22.5 If the concern is in regard to the sexual abuse or grooming of a child online, a referral may also be made to the Child Exploitation and Online Protection Command (CEOP), which is part of the UK's National Crime Agency (NCA). Where an employee is unable to establish a local police force area in relation to the abuse, a referral to CEOP must be undertaken. CEOP will make the necessary arrangements to liaise with appropriate police force areas.
- 22.6 CEOP is tasked to work both nationally and internationally to bring online child sex offenders, including those involved in the production, distribution, and viewing of child abuse material to the UK courts. Referrals can be made at www.ceop.police.uk/ceop-reporting
- 22.7 The police will often be interested in securing any evidence of online abuse.
- 22.8 Employees must take advice from the police and/or CEOP regarding deleting content and taking steps to preserve or record evidence of online harm (e.g., screenshots).
- 23. Managing safeguarding allegations or concerns regarding employees or volunteers**
- 23.1 If safeguarding allegations or concerns relate to a Hayeswood children's home employee or volunteer, they must refer to the separate Managing Allegations policy document.
- 23.2 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 (this may be about their behaviour, both within, and outside work).
- 23.3 Employees must not alert the individual in question of their concerns before taking advice from a member of the safeguarding team, as subsequent enquiries may potentially be compromised.
- 23.4 Employees must alert the Manager as soon as possible.
- 23.5 The Manager will follow the Management of Allegations procedure.
- 23.6 Ofsted must be notified of the allegation.
- 23.7 If an employee receives a complaint that features a concern or allegation of potential risk or abuse they must be sent home pending investigation.

23.8 Investigations will include consideration of referral to the DBS service.

24. PREVENT (preventing radicalisation)

24.1 Current legislation requires all agencies working with children, young people, and adults at risk to play a role in preventing and deterring their possible radicalisation – whether on grounds of religion, culture, or for other ends. Extremism can take many different forms, including far-right extremism. Employees are strongly encouraged to closely examine available evidence, assess indicators, and discuss these with a manager experienced in work with such issues, or the safeguarding team, before taking a view on the potential of radicalisation risk.

24.2 While the nature of the risk to the child or adult at risk may raise security issues, the process for responding to likelihood of significant harm or vulnerability is the same as for any other safeguarding concern.

24.3 If an employee becomes aware of a situation or information that a violent act is imminent, or where weapons or other materials may be in the possession of a child, adult at risk, or member of their family, they must **Call 999 as soon as it is safe to do so.**

24.4 If the threat is not imminent or certain, contact a line manager immediately for guidance and support, and consider together whether further information-sharing is required. Consideration must be given to the possibility that sharing information about the concerns with the child's parents may increase the risk to the child, and it may therefore not be appropriate to inform the parents at the referral stage.

24.5 Make a referral to the local police prevent team Dorset Police on 01202 229337 or call 101 or email PreventReferrals@Dorset.pnn.police.uk and discuss any concerns in relation to assessing risk in relation to safeguarding individuals from suspected extremist or terrorist behaviour and what further actions to take. As a result of this you may be required to attend a Channel Panel to see if the criteria are met for intervention to the person through the Channel Panel process. Each local authority is required to establish a Channel Panel under provisions in the Counter- Terrorism and Security Act 2015.

25. Safeguarding children who might have been trafficked

25.1 All children at risk of exploitation are entitled to safeguarding and protection under the law irrespective of their immigration status.

25.2 For adults it is necessary to identify an element of coercion in the context of trafficking, children are recognised as being unable to consent to their own exploitation. **Therefore**, for a child to be recognised as trafficked, employees only need to identify that a child has been recruited, moved, or held by individuals for the purpose of exploitation.

25.3 If an employee comes into contact with a child who may have been exploited or trafficked, they must immediately notify social care and the police.

25.4 Where exploitation (or the intent to exploit) has already taken place, employees must request that they complete a referral to the National Referral Mechanism (NRM).

25.5 Referrals to the NRM must take place for all potential victims of trafficking and modern slavery. The individual can be of any nationality including British national children, such as those trafficked for child sexual exploitation (CSE) or child criminal exploitation (CCE).

25.6 A referral into the NRM does not replace or supersede established child protection processes, which must continue in tandem.

26. Mental Capacity Act and Liberty Protection Safeguards

26.1 It may be necessary to restrict a person's liberty in order to keep them safe. The two key questions to ask are:

- Is the person subject to continuous supervision and control? (Including use of electronic surveillance)
- Is the person free to leave?

26.2 If the resident is under 16yrs they must have a deprivation of liberty assessment and an order in place to restrict their liberty

26.3 Any use of surveillance must be risk assessed and included in the Care Plan.

26.4 Mental Capacity legislation complex, for advice and guidance contact the Dorset Mental Capacity Act Team on 01305 225650 or email: mcateam@dorsetcc.gov.uk

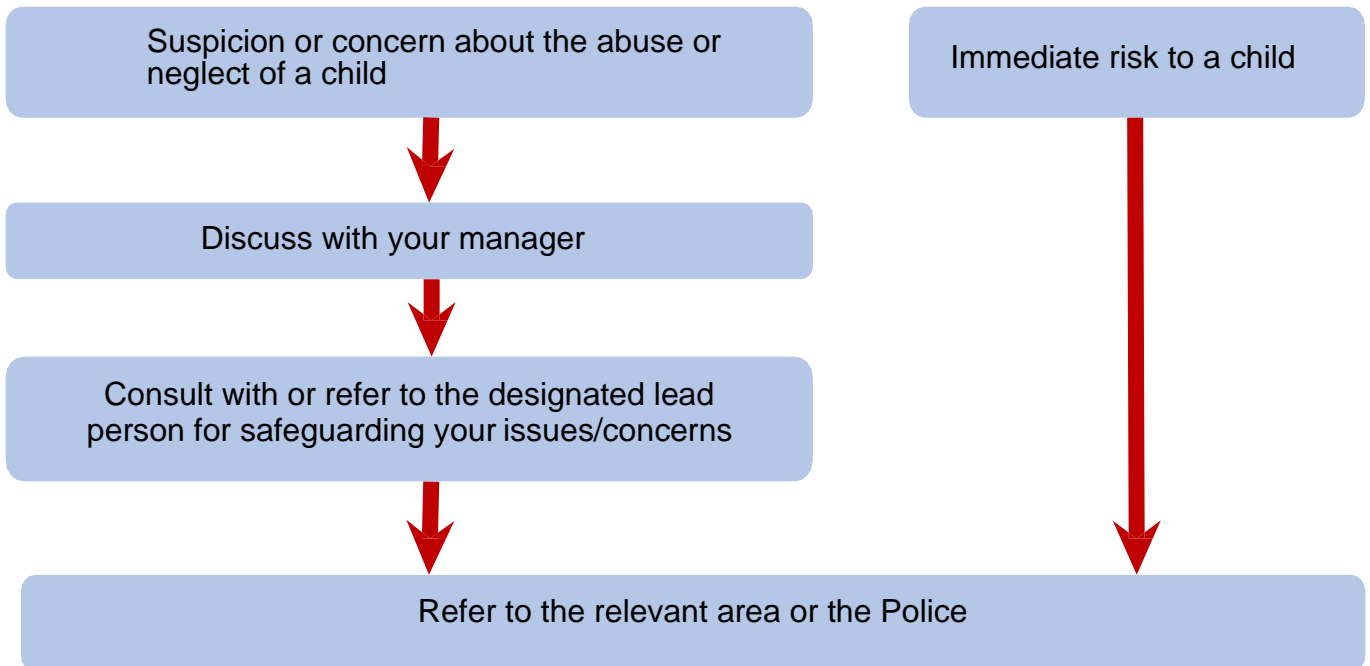
SAFEGUARDING IS EVERYONE'S BUSINESS-IF IN DOUBT, SHOUT OUT!

Pan-Dorset Safeguarding Children Partnership



Reporting a concern about a child

USEFUL CONTACTS	
Police	101 or 999 in an emergency
Police-Prevent	01202 229337
LADO (Local Area Designated Officer)	01305 228327
NSPCC	0800 8005000
CHAD (Children's Help and Advisory Duty Service)	01305 228558
OFSTED	0300 123 1231
Mental Capacity Act Team	01305 225650
Child Exploitation, Online Protection (CEOPS)	https://www.ceop.police.uk/Safety-Centre/Should-I-make-a-report-to-CEOP-YP/
Childline	0800 1111



Remember: If you have a suspicion or concern about child abuse you should always consult, seek advice and then act

If the child lives in Dorset contact the Children's Advice and Duty Service (ChAD):

Professionals' Telephone Number and On-Call Out of Hours Service 24/7:

01305 228558 Families and Members of the Public Number: 01305 228866

If the child lives in Bournemouth, Christchurch or Poole contact the

Children's Services First Response Hub:

Telephone: 01202 735046

Email: childrensfirstresponse@bcpcouncil.gov.uk

Out of Hours Teams on 01202 738256 or childrensOOHS@bcpcouncil.gov.uk

Police Non-Emergency: Call 101 Police Emergency: Call 999