



Rocksteady Training Ltd

LIFTING THE PRESSURES
OF LEARNING

‘Keeping children safe at Rocksteady Training, Bristol’

A policy, information, advice, guidance and reference for management and all staff - For reference, information and training awareness purposes.

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The RST safeguarding lead is Peter Townsend (01179290337)

In the unlikely event that the safeguarding lead is unavailable, you may consider making a referral to the early help team yourself – To support you with this please access the SWCPP at <http://www.proceduresonline.com/swcpp/>

1. Overall policy, mission and commitment to the safeguarding and welfare of young people – children and vulnerable adults.

Keeping Children Safe is major consideration for all young people attending Rocksteady Training. This includes strict compliance to all statutory guidance. This involves all staff in order to comply and protect young people in Rocksteady Training's care as a critical part of training delivery. All staff must have regard and maintain vigilance at all times to safeguard and promote the welfare of children.

This policy covers all aspects of the programmes delivered by Rocksteady Training and young people are central to every aspect – both directly and indirectly, where the latter involves information or allegations in respect of any maltreatment or neglect of a young person brought to the attention of any member of staff. This covers any situation even outside of training programmes.

Rocksteady is aware of its responsibilities in the safeguarding framework and includes staff awareness and training. This is also incorporated in Rocksteady's appointment and monitoring of all staff including all status levels i.e. full time, part time, temporary, sub contract and volunteer staff. This also extends to any future work placements of young people with employers or other alternative training providers.

Children under Rocksteady Training's framework covers any young person under the age of 18. This will include any information received which is identified as a concern about other young children even though they may not be with Rocksteady Training, and this includes siblings.

Rocksteady Training's management has adopted a vigilant and due diligent approach to the protection, welfare and safeguarding of children. This includes working and sharing information with authorized support / welfare agencies, schools, academies, colleges and local authorities (including Social Services), the Police and employers. Rocksteady will continue to work with multi agencies and in partnership as required. This includes

organizations providing safeguarding, welfare and support such as Engage Therapy Services and access to the South West child Protection Services.

The above commitment also extends to vulnerable adults.

The Policy framework incorporates all aspects and reference to 'Working Together 2015, 'Safeguarding Children and Safer Recruitment in Education' and the 'South West Child Protection Procedures' as major component parts of 'Keeping Learners Safe'. This contributes to staff recruitment, awareness and training

The safeguarding leads and responsible staff as at Sept 2017, where all concerns or allegations are referred for investigation and or further referral to the appropriate bodies are as follows

- **Peter Townsend** Head Tutor and Co – Director
- **Chloe Chilcott** Administration Manager and Thrive Practitioner

2. Staff at Rocksteady Training – what they must know and do

1. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
2. Children includes everyone under the age of 18.
3. Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

Rocksteady Training's role and contribution within the safeguarding framework

4. Rocksteady Training and its staff are trained and committed to identify concerns, provide help and support to young people. The objective is to be aware of issues and prevent these to escalate. The management and staff will work as part of the wider safeguarding framework as part of the statutory guidance: **Working Together**

to Safeguard Children 2015. Rocksteady Training will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

5. The designated safeguarding leads will provide support to staff members to carry out their safeguarding duties and will also liaise closely with other services such as children's social care.

Rocksteady Training's principles and critical objectives

6. All staff have a responsibility to provide a safe environment in which children can learn. This is continuously monitored and staff supported in their role through training, information, advice and guidance.
7. All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action which will be to immediately inform the safeguarding leads and working with other services as needed.
8. In addition to working with the designated safeguarding leads staff members are made aware that they may be asked to contribute and support social workers to take decisions about individual children. This will primarily be through the safeguarding leads.

Staff need to know

9. All staff members will be aware of systems within Rocksteady Training which support safeguarding and these should be explained to them as part of staff induction. This includes: the Child Protection Policy; Staff's Behaviour / Code of Conduct Policy and the role and the responsibilities of the designated safeguarding leads. This will include reporting lines.
10. All staff members will also receive appropriate Child Protection Training which is regularly updated and is part of Continuous Professional Development (CPD).

What staff should look for

11. Staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

12. Staff members working with children will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the interests of the child.
13. There are various expert sources of advice on the signs of abuse and neglect. Each area's Local Safeguarding Children Board (LSCB) should be able to advise on useful material, including training options. One good source of advice is provided on the **NSPCC website**. Types of abuse and neglect, and examples of specific safeguarding issues, are described in paragraphs 24-29 of this document guideline.
14. Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the designated safeguarding leads. In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care.
15. Staff should also be aware of the issues surrounding the Prevent issue, and more information can be found on Rocksteady Training's Prevent Policy.

What staff must do if they have concerns about a child?

16. If staff members have concerns about a child, they must raise these with the designated safeguarding lead. The safeguarding leads will decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly.
17. Where a child and family would benefit from coordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment. Rocksteady Training will contribute as necessary and required in such circumstances. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.
18. **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff**

member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point. The client referral stakeholders (responsible for the children will also be made immediately aware of the situation

19. Staff should be aware of new reporting requirements with regards to known cases of female genital mutilation (FGM). Further details can be found in our FGM Statement.

20. It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action.

21. Poor practice includes

- failing to act on and refer the early signs of abuse and neglect,
- poor record keeping,
- failing to listen to the views of the child,
- failing to re-assess concerns when situations do not improve,
- sharing information too slowly or not at all and
- A lack of challenge to those who appear not to be taking action.

22. The Department for Education has produced advice **What to do if you are worried a child is being abused 2015 - Advice for practitioners** to help practitioners identify child abuse and neglect and take appropriate action in response.

What staff must do if they have concerns about another staff member

23. If staff members have concerns about another staff member then this should be referred to the Head Tutor and other safeguarding lead. Where there are concerns about the Head Tutor or safeguarding lead or senior management this must be referred to the other Co – Director (Mr. Gareth Chilcott) as appropriate.

What staff must do if they have concerns about safeguarding practices within Rocksteady Training

24. Any member of staff including volunteers are made aware that they can raise concerns about poor or unsafe practice and potential failures in Rocksteady Training's safeguarding framework. Appropriate whistleblowing procedures, which

are suitably reflected in staff training and staff behaviour policies are in place for such concerns to be raised with the executive management team i.e. Co - Directors. 25. Where a staff member feels unable to raise the issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them – this will include

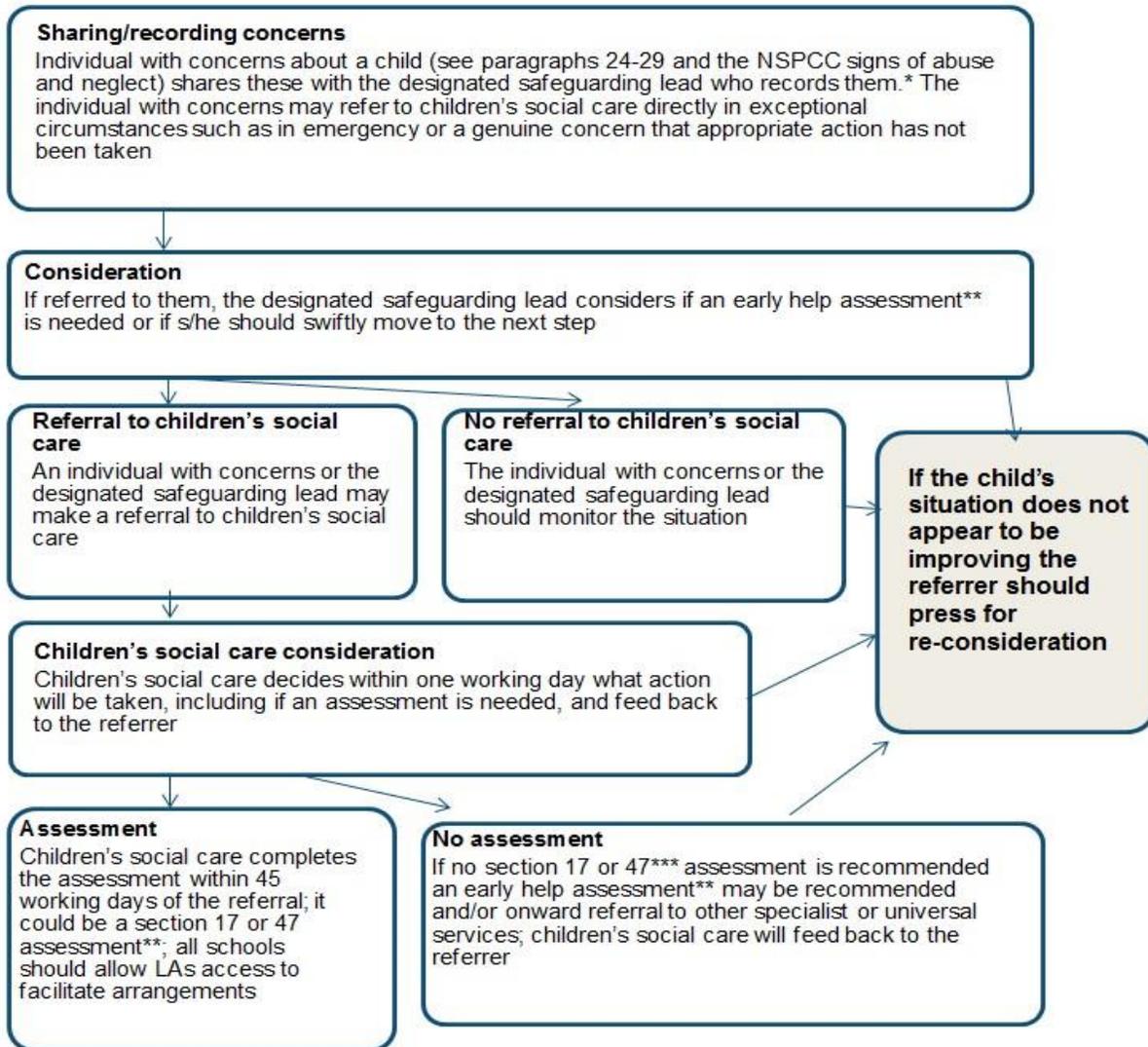
- The local authority's Children's / Child Protection Team / Services
- The Whistleblower's Hotline – 0300 123 3155
- The NSPCC Whistle blowing Advice Line – 0800 028 0285 / email: help@nspcc.org.uk

Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it where there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. **Anybody can make a referral.** Ref; *The following table is a guide from the DoE to help support training and understanding.*

Please turn to next page.

*In cases which also involve an allegation of abuse against the staff member, see part four of this guidance which explains action that will be taken in respect of the staff member.



** Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

** Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989, see Chapter 1 of **Working Together to Safeguard Children 2015** for more information.

3.Types of abuse and neglect

26. Abuse:

- A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

27. Physical abuse:

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

28. Emotional abuse:

- The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.
- It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children.
- These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing 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, although it may occur alone.

29. Sexual abuse:

- This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

30. Neglect:

- The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), and subjecting them to poverty, nor protect a child from physical and emotional harm or danger and not ensuring adequate supervision (including the use of inadequate care-givers) or not ensuring access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The above may include isolated incidents or a combination of factors / indicators or clues. These guidelines are also relevant to any young person at Rocksteady

who is aware of another child's situation and needs to have the confidence to be able to approach the safeguarding leads or any member of staff to discuss this.

In such circumstances the young person providing information will be assured that they are also protected in doing so and that this information will be shared with the appropriate bodies. Confidentiality of the whistleblower is paramount to enable children to come forward and that their concerns will be taken seriously. Any information that is shared around clients is done so with their consent and in line with the sharing information protocol.

4 Specific Safeguarding Issues

The following are specific safeguarding issues:

- **Child missing from education**

Rocksteady has a robust reporting procedure where children do not attend sessions or leave part way through sessions.

The awareness is that non- attendance is a potential indicator of abuse or neglect, sexual exploitation or other concerns e.g. of children in abusive situations including forced marriages or travelling to war zones or travelling abroad for FGM.

Immediate contact is made with the referral school, academy or alternative provider and this is followed up to ascertain the reason for non- attendance and for the necessary actions by the referral client.

Registers (paper and on pc) are in place to record both attendance and part attendance and unauthorized absences. The registers also create an audit trail as evidence.

Authorised absences are only accepted where these are from the schools, academies, alternative referral providers or parents and reasons are provided.

Reasons are obtained as part of Rocksteady Training's record keeping and monitoring where a child is taken out of the provision. These may be for a number of reasons including a child being moved away from the area, a child being taken into care or custodial sentences or permanently excluded or off ill.

The key factor is that the management and staff are formally made aware and maintain a record.

Rocksteady Training also works with local authority officers who deal and liaise with 'traveller families' and again the above procedures are the same.

There are also occasions where a child returns to the programme.

- **Child missing from home or care**

This is covered by the recording of registers for unauthorised absences

- **Child sexual exploitation (CSE)**

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- **Bullying including cyberbullying**

Rocksteady Training continuously monitors this situation within the training environment and also outside of this.

Any incidents and concerns are reported to the referral client and recorded with follow up for explanations or closure on the matter.

Rocksteady Training operates a 'no tolerance bullying policy' and young people are made aware of this

- **Domestic violence**

Staff monitor all learners and can identify potential domestic violence indicators such as self-harm, personal neglect including hygiene issues, aggressive behavior, not conforming, very poor body language, 'a wall of silence', hunger, obvious injury that cannot be seen etc.

All concerns are discussed with the child and recorded with referral to the client and for follow up. Staff are aware that they must listen to a child and not put the child in a situation of more concern and worry. There are specific strategies which staff will adopt which totally centre around the young person by listening and understanding and not being judgmental etc.

- **Drugs (including alcohol, misuse of prescribed drugs)**

Staff are aware of indicators such as behavior, the odour of drug use etc. All cases are recorded and referral to the client organisations i.e. schools

- **Fabricated or induced illness**

Again staff awareness, information gathering and sharing and follow up

- **Faith abuse**

Staff awareness, information gathering and sharing and follow up – this will include ensuring referral to specialist support. Investigating internal incidents and complaints

- **Female genital mutilation (FGM)**

Staff awareness, information gathering and sharing and follow up – this will include ensuring referral to specialist support

What is FGM?

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs.

The Law and legal requirements

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.

Referral – support and guidance

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Indicators

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the **Multi-Agency Practice Guidelines**, and Chapter 9 of those Guidelines (pp42-44) focuses on the role of schools and colleges and alternative providers such as Rocksteady Training.

What actions safeguarding leads must take

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Mandatory reporting commenced in October 2015 these procedures will remain when dealing with concerns regarding the potential for FGM to take place.

Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

Mandatory Reporting Duty (also refer to section above – The Law)

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon staff, along with social workers and healthcare professionals, to report to the police where they

discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.

Rocksteady Training will report concerns to the safeguarding leads, who will also liaise with the referral client, i.e. schools etc. and follow up with regard to outcome including referral to the Child Protection Team etc. or multi – agency specialists such as in child trafficking links to the Serious and Organised Crime Agency

- **Forced marriage**

Staff awareness and reporting of concerns and information

- **Gangs and youth violence**

Staff awareness of situations, information etc. and reporting of concerns. This will include identifying persons outside of the centre suspiciously waiting for young people. This also covers evidence on cyber filming / sharing

- **Gender-based violence/violence against women and girls (VAWG)**

Staff awareness of injuries, body language, behavior and reporting procedures

- **Mental health**

Previously unknown or new mental health issues noted by staff and reported

- **Private fostering**

Staff awareness and reporting of concerns / issues

- **‘Prevent’ – Preventing Radicalization**

Staff must provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.

Rocksteady Training's awareness of situations and protecting children from abuse includes the risk of radicalization and is part of the safeguarding framework. It is seen as protecting children from other forms of harm and abuse. During the process of radicalization it is possible to intervene to prevent vulnerable people being radicalized.

Staff awareness is crucial as in all cases of actual and potential abuse of children. The following information are guidelines:

What is radicalization?

- Radicalization refers to the process by which a person comes to support terrorism and forms of extremism.
- There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.
- The internet and the use of social media in particular has become a major factor in the radicalization of young people.
 - As with managing other safeguarding risks, staff should be alert to changes in children's behavior which could indicate that they may be in need of help or protection.
 - Staff should use their professional judgment in identifying children who might be at risk of radicalization and act proportionately which may include making a referral to the Channel programme.

Prevention

- From 1 July 2015 specified authorities, including all schools as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard¹ to the need to prevent people from being drawn into terrorism
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- This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies. Bodies to which the duty applies **must have regard to statutory guidance issued under section 29 of the CTSA 2015** (“the Prevent guidance”). Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools (but also cover childcare). It is anticipated that the duty will come into force for sixth form colleges and FE colleges early in the autumn.
- The statutory Prevent guidance summarizes the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.
- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalization and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalization.
- These procedures may be set out in existing safeguarding policies. It is not necessary for schools and colleges to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalization.
- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. It is also important that schools teach pupils about online safety more generally.

Sexting

- Staff awareness over use of mobile phones and social networking which is strictly controlled

Teenage relationship abuse

- Staff awareness of any injuries, abnormal behavior including aggression or being totally subdued

Trafficking (Child trafficking)

- Staff awareness of any discussions, literature, comments or whistle blowing and referral via the multi – agency for Serious and Organized Crime Agency
- The Department for Education has also **published advice for schools on the Prevent duty**. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

These are guidelines for staff to follow and liaise with the safeguarding leads

The Channel programme – meaning and context

- School staff should understand when it is appropriate to make a referral to the Channel programme.
- Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalization.
- An individual's engagement with the programme is entirely voluntary at all stages.
- Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place.
- The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals.

- Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the CTSA 2015 as partners required to cooperate with local Channel panels

5. Staff awareness and support framework (information, advice and guidance)

Crucial to effective safeguarding and identifying concerns and issues in all aspects is staff awareness. This covers all the indicators and types of abuse and the processes to identify what is happening or could happen and referral to the appropriate persons.

Two safeguarding leads are the first point of referral and investigation to ascertain the allegation, concerns or issues and scale and scope. A decision then taken on how to progress the matter.

Staff training is crucial in providing the practical, appropriate and reasonable support.

Access to Bristol Safeguarding Children Board (BSCB) which is a requirement for agencies (including alternative provision such as Rocksteady Training) to access in respect of notification of concerns / issues and access to Multi – Agency Risk Assessment Conference (MARAC)

Access to South West Safeguarding and Child Protection Group (SWSCPG) of which BSCB is a member – and should be contacted in the first instance

It is a framework of working together to safeguard children and young people

The training and familiarization includes a framework covering:

- Safeguarding training and accreditation,
- awareness of all policies and procedures, BSBC / MARAC guidance and support and how to access to these - of all external contacts and respective responsibilities and roles and multi – agency partnership working,
- involvement in dealing with the children under the guidance of these safeguarding leads – one of whom will always be at the training centre and easily contactable,
- recording of evidence, use and filing,
- progress chasing (audit trail) both internally and externally,
- how to progress concern where not satisfied with the progress or outcome including whistle blowing (purpose of access to external contacts),
- discussion of further training as part of safeguarding – Rocksteady Training development of staff as part of their continuous professional development (CPD) and progression to safeguarding leads.

The following is an outline of the information, advice and guidance framework with reference to links: -

Multi – agency working outline protocol

Rocksteady Training is working within safeguarding to meet the South West Child Protection Procedures and to meet statutory and local agreements between organizations.

These procedures cover information sharing and protocols to follow and key to this is knowledge of whom to link with and refer concerns, issues and information as necessary. This is dependent on the type of abuse, allegation and or complexity.

Compliance

BSCB (Bristol Safeguarding Children Board) is a member of the South west Safeguarding and Child Protection Group and are the first point of contact

There are procedures that must be followed for making a referral to children's social care with a BSCB Multi Agency Referral Form – see Appendix A for RST's Concern Record and BSCB MA Referral Form

Procedures and links can be accessed through BSCB policies, protocols, practice guidance, procedures and practices for multi-agency action particularly the Emergency Duty Team.

Training courses and awareness are also offered to agencies with safeguarding responsibilities.

Multi – agency working provides wider scope and coverage of a whole situation compared to single agency working, and is structured for ease of navigation to access the appropriate support.

The structure is as follows with specific examples and access links detailed in BSBC's protocols for multi – agency action and other links for strategies, policies and procedures. Initial access is via Bristol City Council's Bristol.gov.uk link to obtain access to specialist organizations.

About the Child:

Child trafficking – children who are at risk or have been trafficked and or exploited for sexual exploitation, servitude and or financial exploitation. Generally, the children have been coerced into these situations by the arranger of their relocation and exploited by the person into whose control they are delivered. This can include a parent and adversely impacting on a child in their care

Referral is made through a national referral mechanism (NRM) link to the Serious and Organized Agency website for notifying of potential / actual victims of trafficking (PVoT)

Child left alone – procedures to be followed where this has been identified

Children who abuse – other children including bullying and sexually

Death in childhood

Child Death Overview Panel – annual report 2013 – 2014

Expected baby – addressing concerns relating to an unborn baby

Multi – agency Guidance for injuries in Non Mobile babies – guidance 2015

Missing child:

Children Missing Education – multi- agency strategy of addressing the needs of children and young people who go missing from home or care

Under 16 sexual activity- guidance

Child sexual exploitation – multi – agency guidance

Domestic Violence and Abuse:

Domestic violence and abuse – can harm children of all ages everyone working women and children and alertness needed to the frequent inter – relationship between domestic abuse and neglect of children.

MARAC (Multi – Agency Risk Assessment Conference) meetings are held to share information between specialists. Cases can involve the police, health advisors, child protection, housing officers, education officers, school / alternative provider, other specialists and advisors as required (drug and alcohol abuse, home visits) – this is normally chaired by child protection i.e. social services.

MARAC's objective is to create an agreed plan to safeguard the adult victim and ultimately the child involved. The plan and information can be shared with other agencies who may be dealing with the perpetrator

MARAC's role is to provide the support for usually serious cases where no one single agency can see the complete picture of a victim's life. There are occasions when the adult victim can attend or is requested to attend a meeting.

The plan is agreed and submitted and actions taken and progress fed back as required and for the next meeting.

There are a number of MARAC links for guidance leaflets, risk assessment checklists, leaflets for professionals.

The referrals to MARAC which require secure email –
dvmaracbristol@avonand somerset.pnn.police.uk

There is also email access to queries@safelives.org.uk for advice and guidance

First Response:

This is an access link online or telephone (0117 9036444) which can be accessed by parents and public where there is concern about a child

Where a child is at immediate risk the police must be contacted on 999 and when offices are closed for the local authority then the Emergency Duty Team can be contacted on 01454 615 165

About the family:

Areas covered to safeguard children in the family where abusive situations exist including links, advice leaflets (including for professionals), clinic leaflets and protocol for joint working

Substance abuse – keeping a child safe where parent or carer is a user

Mental health – where parents or carers receive support from the adult mental health service

Female Genital Mutilation

Forced Marriage – applies to children under 18 year olds

Professionals Meetings:

Guidance for all agencies on when it is appropriate and how to use multi – agency professionals’ meetings to discuss concerns and issues regarding a child or a family

Information Sharing, referrals and record keeping:

Links to protocols

Partnership agreements:

Links to protocol templates

BSBC escalation policy:

Includes protocol to follow where there are case management disagreements

Allegations against people who work with children:

Guidance for professionals on how to manage allegations against a person, any person, who works with children irrespective of where this is – See Appendix C for procedure and Allegations Notification Form and contact details.

Bristol Safeguarding Children Board (BCBS) outline framework:

- For parents
- For professionals (including Rocksteady Training)
- Practice Guidance
- Serious case reviews
- Training courses
- Emergency Duty Team (out of hours)
- Safeguarding children
- Safeguarding for children
- Single – agency CP processes
- A member of SWCPP / MARAC

6. Staff recruitment and support within safeguarding

Staff recruitment is an essential part of the process and this also involves a safe recruitment process. There are a number of key components to this applies to all staff and levels including volunteers and contract staff, paid / unpaid, temporary, full time and part time -

1	Appointment of staff is based on Rocksteady Training's request for an enhanced Disclosure and Barring Service (DBS). Transferrable DBS even if recent are not permissible but must be raised by Rocksteady Training, and reviewed within 2 years or earlier if required. Normally this process is post interview stage.
2	At interview stage a traceable employment history which is also relevant to working with young people, appropriate qualifications and or willing to work toward this and other qualifications; experience and responsibilities regarding safeguarding and potential for this role
3	Appropriate and satisfactory references from recent employers
4	A commitment to supporting young people within safeguarding and to demonstrate adhere and compliance to legislation, policy and procedures. To undertake this part of the role with due diligence and focus and able to input effectively into improving safeguarding at Rocksteady Training.
5	Induction to all policies especially ones such as Diversity and Equality, Complaints Procedure and Data Protection, access and reference and ongoing support including support from the safeguarding leads
6	Team meetings and ongoing staff appraisals including continuous review of the roles, responsibilities and training needs including safeguarding
7	A three - month probation period and review and cessation of position if unsatisfactory and at immediate notice and can be applied by both parties
8	The main purpose in all aspects is to keep children safe in education and also to comply with legislation and good practice through support and training. This will include access to external contacts and awareness of appropriateness dependent on the safeguarding issue – awareness and access to the wider framework

All the above are also part of Rocksteady Training's Quality Assurance and Quality Control framework toward continuous improvement with the learner central to this. Staff members will be key in progressing and developing and ensuring the desired outcomes.

7. Relevant legislation and guidance including contact networks

1	Working Together to Safeguard Children 2015	Statutory guidance
2	NSPCC (National Society for the Prevention of Cruelty to Children)	Website and guidance The NSPCC Whistleblowing Advice Line 0800 028 0285 - help@nspcc.org.uk
3	Department of Education – What to do if you are worried a child is being abused 2015	Advice for practitioners
4	TES (Formerly the Times Educational Supplement)	Website and weekly publication
5	Multi – Agency guidelines on FGM Section 5C of the Female Genital Mutilation Act 2003 (Reference to Sections 74 and 75 of the Serious Crime Act 2015)	Statutory
6	Sections 29b and 36 of the CTSA 2015 (Reference FGM)	Statutory guidance
7	Department of Education – Prevent duty (Reference FGM)	Advice for schools
8	Data Protection Act - 1998	Statutory
9	Equality Act - 2010	Statutory
10	Government - Whistle blowing	Website guidance Whistleblower's Hotline - 0300 123 3155
11	SWCPP - advice	http://www.proceduresonline.com/swcpp/

8. Summary – key factors

What is Safeguarding?

- **Protecting children** from abuse and maltreatment,
- **preventing harm** to children’s health or development,
- **ensuring** children grow up with the provision of safe and effective care,
- **taking action** to enable all children and young people to have the best outcomes

Scale and scope

- Safeguarding children and child protection **guidance and legislation** applies to all children up to the age of 18
- **Everyone has a responsibility** to keep children and young people safe
- **A referral can be made at any time**

Compliance

- **Establishing and following** good safeguarding policies, procedures and practices **including safe recruitment**
- **Ensuring** that all staff irrespective of position and status follow Rocksteady Training's safeguarding policies and procedures – this includes access to BCBS, SWCPP and MARAC
- **Ensuring that all staff irrespective of status including volunteers receive child protection training**
- **Rocksteady Training QA and QC framework** ensures compliance and continuous improvement

Key summary:

BSCB	Bristol Safeguarding Child Group
SWSCPG	South West Safeguarding and Child Protection Group (BSCB is a member of this group)
SWCPP	South West Child Protection Procedures
MARAC	Multi – Agency Risk Assessment Conference

See Appendices A1, A2, B & C.

Appendix A1

Rocksteady Training

Risk Rating Scale:

L- Possible occurrence, but rarely reported
M- Occasional occurrence, not unknown to be reported
H – Frequent occurrence, frequently reported

Safeguarding Concern / Incident Report

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Appendix A1

Name of reporting staff member		Position / role
Date of report and case number	Date of incident / awareness	Risk assessment H, M or L and reason for this rating
Name of young people involved and ages	Other person(s) – including non - Rocksteady learners and adults	Type of concern / issue/ incident and whether a one off or reoccurring / escalating
How was the issue / concern or incident identified/ reported / raised? By whom? How? And When?		
Reason for the concern		

Signature of reporting staff member	Date and time

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Safeguarding Concern / Incident Report

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Case number	Risk assessment H, M or L	
Young person (s)' support contact details –name, status and details (parent, school, alternative provider)		
Referral made to the young person(s)' contacts – when and what outcomes		
Supporting Information and record relating to the concern / issue / incident – witnesses, material, injuries, statements (attached), whistleblowing etc. Continue on additional sheet number 6 if required.		
Name of safeguarding lead (SL)informed	Date informed	Informant

Name of other agencies informed and contact name	Date informed	Informant
Signature of reporting staff member		Date and time

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Case number	Risk assessment H, M or L
Outcome of referral made (attach / record any feedback / reports) with dates	
Agreed Actions to be taken, by whom and when – outcomes expected	
Agreed Actions taken, by whom and when – outcomes from the Actions taken	

Signature of reporting staff member	Date and time

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Safeguarding Concern / Incident Report

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Case number	Risk assessment H, M or L
Details, feedback from supporting organisations – BSCB, SWCPP, Police, MARAC etc. – including dates	
Any other internal Actions taken or to be taken – systems, procedures etc. as part of continuous improvement	

Agreed Actions taken, by whom and when – outcomes from the Actions taken	
Signature of reporting staff member	Date and time

Rocksteady Training

Safeguarding Concern / Incident Report

Case number	Risk assessment H, M or L
Reporting officer Date	Additional notes / comments
Safeguarding lead Date	Additional notes / comments

Support agency / referral client feedback – name and status, date	
Young person (s) feedback and date	
Signatures of reporting staff member and Safeguarding Lead	Date and time
Filing of report / circulation details Attachments Y / N	Status of report – closed, pending or in progress

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Safeguarding Concern / Incident Report

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Case number	Risk assessment H, M or L
Reporting officer Date page 6 blank	Additional notes from Page 2 of 6 If additional sheets required copy change to Page 7 and sign off and

attach

**Signatures of reporting staff member and
Safeguarding Lead**

Date and time

**Signatures of reporting staff member and
Safeguarding Lead**

Date and time

Appendix A2

Allegations of abuse made against a person who works with children



This form is to be completed on all occasions when an allegation is made against a member of staff, volunteer or carer

PLEASE EMAIL TO:

1. childprotection@bristol.gov.uk (INTERNAL)
OR
2. child.protection@cyps.cjsm.net (EXTERNAL AGENCIES WITH A COMPATIBLE SECURE EMAIL)

Alternatively, password protect the form and email to: childprotection@bristol.gov.uk

Details of member of alleged perpetrator involved in incident			
Full Name:		D.O.B:	
Post Held:			
Home Address:			
Details of pupil(s) / Child(ren) involved in incident			
Full Name:		D.O.B	
Home Address:			
Name of Parent:			
Lead Professional contact details:			
Details of alleged incident			
Date and Time of Incident:		Location of Incident:	
Brief circumstances of incident including potential witnesses, any precipitating factors,			

injuries sustained (if applicable) and details of any previous incidents							
Signed		Name		Contact		Date	
DSM signature						Date	
(DSM must send to LADO within 1 working day of receiving allegation)							
Discussion(s), decisions reached and action taken (within 3 working days from initial discussion, within 10 working days for further investigation or within 15 for disciplinary hearing)							
Strategy Meeting held:	Yes / No			Police BSCU informed:	Yes / No		
Date(s) child's parent informed of the a) allegation, b) outcome:					a)	b)	
Date(s) staff/volunteer/carers or informed of the a) allegation, b) outcome:					a)	b)	
Date OFSTED informed:		Signed Service Manager S&QA:		Date:			

Copies to: Service Manager Safeguarding and Quality Assurance, Designated Senior Manager (DSM), Copy retained in referrers records, key professionals (please identify), OFSTED

Appendix B

Rocksteady Training

Emergency Contact Details – Important Staff Notice

Safeguarding – Keeping children safe at Rocksteady Training

If you have any safeguarding concerns, issues, incidents or someone has reported something to you or you have witnessed or heard something regarding a young person, child or vulnerable adult based at Rocksteady Training or outside please **immediately report** this to either of the Safeguarding Leads or both. In the event you wish to discuss this at another level please see contact below.

There are also authorised external organisations and names for Local Authority Designated Officers. Also refer to accompanying notice, policy and procedures held in the office as required but always refer to the Safeguarding Leads in the first instance - if this is not possible then refer to the other Co - Director

Organisation	Name	Position	Contact details
Rocksteady Training	Chloe Chilcott	Safeguarding Lead and Thrive Practitioner	T: 01179290337
Rocksteady Training	Peter Townsend	Safeguarding Lead and Head Tutor / Co - Director	T: 01179290337 M: 07854937743
Rocksteady Training	Gareth Chilcott	Co - Director	T: 01179290337
Bristol City Council	Nicola Laird	Local Authority Designated Officer (LADO) Lead	T: 0117 9037795 M: 07795091020 F: 0117 9037153
Schools		Safeguarding Lead at RST will report to the school's designated officer.	

Organisation	Details	Contact details
First Response	Access link for Parents/Public etc... where there is a concern about a child	Tel: 01179036444
MARAC	Concerns regarding child	Email: dvmaracbristol@avonandsomerset.pnn.police.uk Tel: 999 (Police/Emergency)

		queries@safelives.org.uk (advice and guidance)
Bristol City Council	Emergency duty team, out of hours	Tel: 01454615165

In the unlikely event that none of the safeguarding leads are available, you may consider making a referral to the early help team yourself – To support you with this please access the SWCPP at <http://www.proceduresonline.com/swcpp/>

Please note LADO is for concerns about staff members. Please contact safeguarding lead, or if unavailable the please seek advice from LADO. Nicola Laird: 0117 903 7795

Whatever you do please report any concerns immediately as it may be crucial and needs to be referred on and investigated.

Thank you for your support – Safeguarding Leads

Appendix C

Rocksteady Training Information Sheet

Appendix C

Allegations against people who work with children - Guide

This information is for all staff at Rocksteady Training who have concerns about the conduct of someone who works with children. This includes teachers, foster carers, parents, staff and volunteers either at Rocksteady Training or elsewhere who works with children in any capacity may have behaved inappropriately or you have received information that may constitute an allegation you should follow these procedures immediately:

- **report it to Rocksteady Training' Safeguarding Leads as soon as possible (unless that is the person about whom there is an allegation if this is the case report concerns to an alternative senior manager);**
- **make a signed and dated written record of your concerns, observations or the information you have received to pass on to the *Designated Senior Manager (See Rocksteady Training's Concern Sheet records attached at Appendix D;**

- **maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols;**
- **do not attempt to deal with the situation yourself;**
- **do not make assumptions, offer alternative explanations or diminish the seriousness of the behavior or alleged incident/s;**
- **do not keep the information to yourself or promise confidentiality;**
- **do not take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers**

Safeguarding Leads / Senior Managers responsibility:

- **All allegations should be reported to the Local Authority Designated Officer (LADO). This is the case even if the allegation is not requiring Police response or referral to Children's Social Care.**
- Allegations must be reported via the *Designated Senior Manager using the 'BSCB: Allegations Notification Form (ANF)' – see attached and a copy attached to Rocksteady Training's Concern Form. (Please note this is an example document, Use current form – as subject to change)
- The ANF form should be faxed to the LADO. The Safeguarding Leads / Senior Managers must inform the LADO of the allegation using the attached form within one working day of the allegation being received.
- Local Authority Designated Officer (LADO) The LADO (Acting) for Bristol is:

Nicola Laird

Tel: 0117 903 7795
Mob: 07795 091020
Fax: 0117 9037153

Also refer to the South West Child Protection Procedures – **Allegations against Staff**

Appendix D**Rocksteady Training**
Safeguarding - Key Action Plan**EXAMPLE**

Ref	Key Areas	Key actions to be taken	Approx Timescale for implementation
1			
2			
3			
4			
5			
6			

ROCKSTEADY TRAINING LTD**LIFTING THE PRESSURE OF LEARNING**