



Clovelly House

Policy & Procedure Child Protection

(Quality Standard 7)
Regulation 12)

June 2021



Clovelly House Policy

Approved by:	Jennifer Collighan	Date: 7 th June 2021
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Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Amy Hollingsworth	07793089292
Deputy DSL	Lewis Johnson	01455-828003
Local authority designated officer (LADO)	Kim Taylor Lovona Brown	0116 3055641 0116 3058161
Home Manager	Sarah Smith	01455 828003/07804666398
Channel helpline		020 7340 7264



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Clovelly House Safeguarding Children Policy

1. Rationale

Clovelly House is committed to keeping children and young people safe and we recognise our responsibilities in doing so. This policy spells out that commitment and must be read and understood by all involved in Clovelly House.

“Children are amongst the most vulnerable members of society: they are liable to abuse, exploration and deprivation. The previous life experiences of many children in care have exposed them to increased risks of victimisation. They have the right to expect and receive protection from within the childcare system,” (Social Services Inspectorate Quality Standards).

Safeguarding children living in children’s homes is particularly challenging and requires staff to be aware of the need to provide robust protection and to know what action to take if abuse is alleged or suspected.

All adults who work with and on behalf of children are accountable for the way in which they exercise authority, manage risk, use resources, and safeguard children. These adults have a duty to keep children safe and to protect them from sexual, physical, emotional abuse and neglect.

Most people who work with children are only concerned about doing the best for them. There are however, some adults and other children who abuse them.

Effective child protection practice safeguards children and protects the individual staff members that have responsibility for them. Adherence to procedures will protect staff because it informs what action should be taken if abuse occurs or is suspected.

This policy should be read in conjunction with:

Quality Standards for Residential children’s homes, (April 2015)

The Human Rights Act 1998

2. Aims

The home aims to ensure that:

The home has robust policies and procedures to ensure that children are safeguarded

Appropriate action is taken in a timely manner to safeguard and promote children’s welfare

All staff are aware of their statutory responsibilities with respect to safeguarding

Staff are properly training in recognizing and reporting safeguarding issues

3. Legislation and statutory guidance

This policy is based on the Department for Education’s statutory guidance [Keeping Children Safe in Education \(2021\)](#), [Working Together to Safeguard Children \(2018\)](#), and the [Guidance for Safer Working Practice for Adults who work with Children and Young people \(2020\)](#). We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

This policy is also based on the following legislation:

Part 3 of the schedule to the [Education \(Independent Home Standards\) Regulations 2014](#), which places a duty on academies and independent homes to safeguard and promote the welfare of children at the home

[The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children

Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on adults to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18

[Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM



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[The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children

Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

[Statutory guidance on the Prevent duty](#), which explains homes' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalization and extremism

Leicestershire Safeguarding Board Policies and Procedures

4. Definitions

Safeguarding and promoting the welfare of children means:

Protecting children from maltreatment

Preventing impairment of children's mental and physical health or development

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

4.1. Definitions of Child Abuse

Definition of a child

For the purposes of this policy, a child is a person under 18 years.

Definition of abuse

Child abuse occurs when a child is neglected, harmed, or not provided with proper care. Children may be abused in many settings, in families, in an institution or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. Also abuse may take place on a single occasion, or it may take place repeatedly over time.

Types of abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating confinement to a room or cot, or inappropriately given drugs to control behaviour.

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that he is worthless or unloved, inadequate, or valued only so far as he meets the needs of another person. It may involve causing a child frequently to feel frightened or in danger or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child although it may occur alone. Domestic violence, adult mental health and parental substance abuse may expose a child to emotional abuse.

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

In recent years many who have sexually abused children have used electronic technology such as the internet or mobile telephone, (See E-safety Policy).

Neglect is the persistent failure to meet a child's physical, emotional and physiological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).



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Institutional abuse

Institutional abuse is either abuse by adults working in a position of trust, either employed or voluntary capacity or an organisation or association that has responsibility for or provides activities for children. The organisation or association acts as the organisational base bringing adults and children together which provides the opportunity for exploitation by abusers. Institutional abuse often involves many children over a long period in time.

Child protection in specific circumstances

Children living away from home in schools, children's home's, juvenile justice centres, or other institutions may be vulnerable to abuse by their peers. It may involve sexual, physical and/or emotional abuse, and any form of bullying. It is the responsibility of the agencies caring for the children to safeguard them from abuse, and, if it does occur, to take whatever action may be needed to protect them from further harm. (See 'Positive Behaviour Management Policy').

Abuse within institutions may precipitate children running away from them. (See 'Missing from Care Policy').

Children whose behaviours place them at risk of significant harm

A child whose own behaviours, such as alcohol consumption, or consumption of illegal drugs/substances, whilst placing the child at risk of significant harm, may not necessarily constitute abuse as defined for the purpose of these procedures. If the child has achieved sufficient understanding and intelligence to be capable of making up his own mind then the decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually in accordance with the guidance established by Leicestershire Safeguarding Authority. The police are responsible for dealing with any associated criminal acts or behaviours which are of a criminal nature.

5. Principles underpinning the Child Protection Policy

Staff should reference the principles of working in partnerships with families to safeguard children. Alongside these principles staff will ensure that:

- The child's welfare is the paramount consideration
- The child's identity in terms of religion, ethnicity, disability, culture and sexual orientation is valued
- Children have a right to be heard to be listened to and to be taken seriously, they should be consulted and involved in all matters and decision that affect their lives in a manner which is sensitive to their age and level of comprehension
- A child's privacy will be respected in a way which is consistent with child protection practices
- The rights, responsibility and role of parents and extended family members will be respected and promoted, providing that this does not compromise the welfare or safety of the child
- Staff working in the home will be aware of the signs and symptoms of child abuse, must attend relevant training opportunities and be familiar with the Leicestershire Child Protection and Safeguarding procedures
- Staff will endeavour at all times to work in partnership with parents and all members of the multi-disciplinary team
- Staff will be involved in regular risk assessment and the implementation of actions required to manage risks associated with protecting children
- Staff will communicate with their line manager in an unambiguous way when child abuse occurs, is alleged or suspected
- Incidents or suspicions of child abuse will be promptly and accurately recorded.

6. Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognizing or disclosing it. We are committed to anti-discriminatory practice and recognize children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:



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- Have special educational needs (SEN) or disabilities
- Have been young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to have been living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalization
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after

7. Confidentiality

The home's approach to confidentiality and data protection with respect to safeguarding can be seen in the 'Confidentiality' and 'GDPR' Policies. In all cases concerned with confidentiality and data protection, the home will cover your process and principles for sharing information with the 3 safeguarding partners and other agencies as required.

All stakeholders should note that:

- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
- The Data Protection Act (DPA) 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk
- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy)
- Confidentiality is also addressed in this policy with respect to record-keeping in section 14, and allegations of abuse against staff in appendix 3

8. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and Senior Leaders in the home and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended home and off-site activities.

8.1 All staff and volunteers



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All staff will read and understand the staff 'Code of Conduct', key safeguarding legislation (See section 3 above), undertake annual 'Child Protection Training', and review this guidance at least annually.

All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the staff Code of Conduct, the role and identity of the designated safeguarding lead (DSL) and deputies, the behaviour policy, and the safeguarding response to children who go missing from education
- The early help process, (sometimes known as the common assessment framework), and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), indicators of being at risk from or involved with serious violent crime, FGM and radicalization

8.2 The designated safeguarding lead (DSL)

The DSL is a member of the senior leadership team. Our DSL is Amy Hollingsworth. The DSL takes lead responsibility for child protection and wider safeguarding.

The DSL will be available during home hours for staff to discuss any safeguarding concerns.

The DSL can also be contacted out of home hours if necessary by leaving a message, for follow up, on: 01455-828003. If you feel that a child is immediately at risk and you can't contact the DSL you can go directly to social services duty officer and/or the police.

When the DSL is absent, the deputy DSL, – Lewis Johnson – will act as cover.

If the DSL and deputy are not available, Jennifer Collighan, Registered Individual, will act as cover (for example, during out-of-hours/out-of-term activities), on 07853852519.

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly

The DSL will also keep the Home Manager and Registered Individual informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

The full responsibilities of the DSL and deputies are set out in their job description.

8.3 The Home Manager

The home manager is responsible for overseeing the implementation of the policy and procedures in the home and for keeping children and young people safe. The Home Manager is responsible for ensuring that:

- All staff undergo Induction Training, and annual safeguarding training
- All staff take on their responsibilities in implementing the Safeguarding Policies and Procedures in the home



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- All incidents of safeguarding in the home are reported to OFSTED using the Online Schedule 5 form
- Work with the home 'safeguarding team' to monitor safeguarding across the home

8.4 The Senior Leadership Team (SLT)

The SLT will approve this policy at each review, ensure it complies with the law and hold the Registered Individual to account for its implementation.

The SLT will appoint a senior leader, the home manager, to monitor the effectiveness of this policy in conjunction with the full Senior Leadership Team. This is always a different person from the DSL.

The SLT member for Safeguarding will act as the 'case manager' in the event that an allegation of abuse is made against the Registered Individual, where appropriate (see appendix 3).

All Senior Leaders will read the staff 'Code of Conduct', 'Keeping Children Safe in Education, 2021', 'Working Together to Safeguard Children' 2018 and 'Guidance for Safer Working Practices for Adults who work with Children and Young People, 2020'.

The SLT will ensure that a 'safeguarding' team is appointed in the home involving the RI, the Home Manager, the DSL and the Deputy DSL and that this team will meet at least three weekly to monitor safeguarding across the home.

8.5 The Registered Individual

The Registered Individual is responsible for the drawing up and implementation of this policy, including:

- Ensuring that staff, (including temporary staff), and volunteers are informed of our systems which support safeguarding, including this policy, as part of their induction
- Communicating this policy to parents when their child joins the home and via the home website
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.

9. Other safeguarding concerns

Other safeguarding concerns may include the Conduct of an adult working with our children, Missing from Care, Sexual exploitation of children, Female Genital Mutilation, Forced Child Marriages, Radicalisation and Extremism, Peer-on-peer abuse, County Lines, Translators, Mental Health, Substance abuse. All staff members are required to be vigilant in the protection of young people and to report any concerns about safeguarding through the relevant channels.

Concerns about a staff member, supply adult or volunteer

If you have concerns about a member of staff, (including a supply adult or volunteer), or an allegation is made about a member of staff, (including a supply adult or volunteer), posing a risk of harm to children, online safety and sexting, etc. speak to the Registered Individual, Jennifer Collighan.

The Registered Individual and Home manager will then follow the procedures set out in appendix 3, if appropriate.

If the concerns/allegations are about the Registered Individual, speak to the designated officer at the local authority, the LADO, (See page 2).

Concerns about a Child Missing from Care



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At all times children missing from care must be reported to the Home manager and/or the DSL. Children who are missing may be a considerable risk of harm. Staff members should try to build positive relationships with the children at all times and to involve them in a rich diet of activities to enhance the experience of living at the home. If a child is missing, staff must follow the child's own care plan and risk assessment regarding them going missing.

See the 'Missing from Care Policy'.

Concerns about Sexual Exploitation of Children

If you have concerns about the sexual exploitation of a child or children, you must take all necessary steps to protect the child. This will include notifying the child's social worker and possibly the police if necessary.

Signs that a child may be being exploited include:

- * change in demeanour, emotional state and behaviour
- * missing from home
- * missing school
- * coming home with unexplained gifts
- * misuse of drugs or alcohol
- * coming home with bruises/injuries
- * becoming secretive about actions/independence time

What to do about the concerns:

- * keep the child safe at all times
- * report concerns immediately to the home manager/DSL
- * involve the safeguarding authorities
- * Record and report all relevant information

See 'Child Exploitation Policy'

Concerns about Female Genital Mutilation, FGM

At Clovelly House will believe that all our children should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our home has few children from these backgrounds and consider girls in our home safe from FGM, we will continue to monitor for signs and to review our policy annually.

If staff members become concerned about the possible incidence of FGM amongst children, all staff members will comply with the statutory guidance and refer to the local safeguarding board.

All staff members are required to report any concerns about FGM immediately to the authorities.

For further information on types of abuse go to the NSPCC website, www.nspcc.org.uk

Concerns about 'Forced Child Marriages'

If you have a concern about 'honour-based abuse', this must be referred to the child's social worker and the police. Forced child marriages are against the law in England and must be brought to the attention of the authorities. All staff have a duty to protect children from honour-based abuse, and to report it to the home manager and social worker as well as to the police and NSPCC.

Concerns about radicalization and extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' above).



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Inform the DSL or deputy as soon as practically possible after the referral. Also staff must follow the 'Prevent Duty' to refer to the police.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which home staff and Senior Leaders can call to raise concerns about extremism with respect to a child. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group. See or hear something that may be terrorist-related

Mental health concerns

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one. All concerns must be shared with the child's social worker and parents, where appropriate.

If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in Appendix A.

If you have a mental health concern that is **not** also a safeguarding concern, speak to the DSL to agree a course of action.

Allegations of abuse made against other children

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up". This includes peer bullying.

We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of children hurting other children will be dealt with under our home's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

Bullying, at any level,

Is serious, and potentially a criminal offence

Could put children in the home at risk

Is violent

Involves children being forced to use drugs or alcohol

Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, up-skirting or sexually inappropriate pictures or videos (including sexting)

If a child makes an allegation of abuse against another child:

You must record the allegation and tell the home manager, the social workers of the children involved and the DSL, but do NOT investigate it

You the home manager, or the DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence

The Home manager or DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed



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The Home manager or DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images

Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female children, and initiation or hazing type violence with respect to boys

Ensuring our approach helps to educate children about appropriate behaviour and consent

Ensuring children know they can talk to staff confidentially by speaking to their therapist, key worker or another staff member

Ensuring staff are trained to understand that a child harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.

See 'Anti-bullying Policy'

Concerns about online safety and sexting related to a child

The organisation is responsible for ensuring that internet use by children is monitored to ensure safeguarding. The home will ensure that internet has programs to safeguard children from access to inappropriate materials. All such access must be recorded and reported to the home manager and/or DSL immediately and the digital media equipment removed from the child where possible. Following an incident of access to inappropriate online material, sensitive, direct work must be done with the child to educate them to keep themselves safe online.

Your responsibilities when responding to an incident:

If you are made aware of an incident involving sexting (also known as 'youth produced sexual imagery'), you must report it to the home manager and/or DSL immediately.

You must not:

View, download or share the imagery yourself, or ask a child to share or download it. If you have already viewed the imagery by accident, you must report this to the home manager and/or DSL

Delete the imagery or ask the child to delete it

Ask the child (s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)

Share information about the incident with other members of staff, the child (s) it involves or their, or other, parents and/or carers

Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident, and reassure the child (s) that they will receive support and help from the home manager and DSL.

See 'eSafety Policy'

Concerns about a child with special educational needs and disabilities

We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group, including:

➤ Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration



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- Children being more prone to peer group isolation than other children
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

Communication barriers and difficulties in overcoming these barriers.

At all times staff members must be vigilant and monitor the support offered to children with SEN. Any concerns about abuse, must be tackled as a 'whole child' problem and involve support and direct work for those abusing the victim as well.

Concerns about a child becoming involved in County Lines exploitation

At times gangs and criminal organisations exploit children to carry money and drugs across county lines. Looked after children are particularly vulnerable to this type of abuse. Staff members must be vigilant about children who go missing and who have a history of contact with criminal groups. Children involved in county lines are vulnerable to abuse, and to experience violence and the home staff have a duty to protect children as far as possible.

If staff suspect that a child is involved in county lines, they must report it immediately to the home manager and social worker and this must be reported 'Channel' reporting. (See page 3)

Translators, volunteers and visitors

Volunteers and other adults offering a service to a child, may not lone work with the child without the express permission of the home manger and social worker.

In the event that a child needs access to a translator, a staff member must remain with the child. At no time can staff leave a child alone with a translator or any other person volunteering or offering a service to that child. All visitors to the home must sign in the sign in book and must be accompanied by a staff member at all times. If the conduct of the visitor causes concern, they must be asked to leave the site. Staff members must act to keep children safe at all times and must report all concerns to the home manager and/or DSL.

10. Action to be taken by staff if abuse has occurred, is alleged or suspected

- Assess if the child is at immediate risk and take action whatever action is necessary to ensure their safety. These decisions will be made in consultation with the Clovelly DSL, Home Manager and Social Worker
- Without revealing unnecessary detail, report and advise colleagues on shift of any incidents. Make a written record by completing the required child reporting procedure as follows:
- These incidents will be categorised as high risk and must be dealt with accordingly. In the absence of the Social Worker, the EDT, (After Hours), team should be advised. This communication must be done as soon as possible and within 24 hours.
- It is the Social Worker's responsibility to initiate a child protection Investigation and put in place a Child Protection Conference, arrange a medical and advise parents. When a decision has been made to initiate a Child Protection Conference a Discussion must take within 24 hours from referral. This need not necessarily involve a meeting and can be conducted by telephone.
- During this Strategy Discussion, (which comes from the Child protection Conference), will be agreed and specified whether a single or joint investigation is necessary and who will have responsibility for co-ordinating procedures.
- A case conference will be convened when the criteria set out in Leicestershire Safeguarding Board's Policy and Procedures and has been met or according to the guidelines of the referring authority.
- Initial Child Protection Conferences should take place within 15 working days of the referral to the Social Worker or from the Strategy Discussion.



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- If an incident occurs on an evening, weekend or bank holiday, the Emergency Duty team, (EDT), must be advised and it will take responsibility for initial assessment and Initiating Child Protection Procedures as necessary.
- Staff will ensure that information about the care and safety of the child is passed on to each staff member in both written and verbal form via incident reports, daily logs and handover discussions.
- If a child makes an allegation of abuse by a professional, carer or volunteer you must report it to the Registered Individual, (RI), but if the allegation concerns the RI, refer directly to the LADO. Staff must use the 'Whistle Blowing Policy' and Leicestershire Safeguarding Board Policy and Procedures.
- All suspected, alleged or actual incidents of abuse including those where the child in the home is the alleged abuser, are dealt with in accordance with the Leicestershire Safeguarding Policy and in consultation with local authorities of the relevant children.
- Any child that has been involved in abuse, including sexual exploitation, is provided with information, support and counselling.
- Following any child protection concerns a report must be written and sent to OFSTED without delay, using the online Schedule 5 procedures.

11. Dealing with Disclosure

- Many children admitted into residential care will have suffered abuse prior to admission. Placement in a children's home may provide the child with the opportunity to disclose past abuse. Staff in children's homes should aim to create a safe environment where past abuse and current abuse or fears of abuse can be disclosed
- Staff should be aware of the possibility of disclosure about abuse and feel comfortable dealing with such a discussion
- Care staff members have a supportive role and not an investigative role. The duty to investigate is the responsibility of the Social Worker and the Police
- When a child starts to make a disclosure to a member of staff, the member of staff should find a quiet private location in which the conversation can take place without interruption. Consideration could be given to having the conversation in a venue outside the home. Whenever possible, the Social Worker should also be present to try and alleviate the child having to repeat their disclosure on a number of occasions. Staff need to ensure that no action is taken that could compromise an investigation of a criminal matter
- The child should be made aware that the staff member cannot keep a disclosure about abuse 'secret' or confidential to themselves. Staff should also explain their role and that a joint protocol investigation will require more detailed information and needs to be undertaken by a specially trained Social Worker and Police at a later date. The discussion should be recorded promptly, accurately and ask questions only on points of clarification
- When recording the conversation, the member of staff should state exactly what was said to avoid ambiguity. For instance, 'inappropriate sexual touch' is unlikely to be a sufficiently accurate description of what a child has said. Record exactly what the child says in his/her own words.
- The member of staff concerned should not challenge the child's story or pass judgement. The member of staff should emphasise what action will be taken to keep him/her safe from future abuse
- The child should also be reassured that they did the right thing when deciding to make the disclosure

12. Promoting a safe and protective environment at Clovelly House

The home has a 'Statement of Purpose' which will accurately describe what the home to do for the children in our care. Within the home's Statement of Purpose there is information on the number of children accommodated, the age range and gender of the children and how the home will safeguard the children. Central to creating a safe environment is effective and constant supervision of the children by staff. When required staff should monitor children outside the home by keeping in contact with them by phone or carrying out face-to-face daily checks on them. The home is monitored monthly by the Regulation 44 Officers.



Clovelly House Policy

Staff working at Clovelly will receive robust training on child protection and have undertaken crisis intervention training. This model provides staff with a framework to prevent crisis situations and manage challenging behaviour.

On admission of a child/young person to the home, staff will follow the admission procedures for the home:

- Request information about the child to commence the assessment of their needs, behaviours and any associated risks,
- Provide a high level of supervision for the child during the first week. This is to allow time for the child to become familiarised with the day-to-day routine in the home and get to know the staff and other residents. This promotes the child's safety and protection and enables staff to gain a more informed assessment of the child,
- Complete a thorough introduction to the home. This will include providing the child with a children's booklet, which includes information on child protection, fire safety and complaints procedure etc. All children must also be advised of the need to work with staff and other residents to create a safe and pleasant living environment.

13. Good practice which will promote high standards of safeguarding in Clovelly House

- Clovelly House managers will adhere to high standards of recruitment of staff. All staff will be vetted before taking up employment, including checks by the DBS, robust referencing procedures and oversee checks. All new staff will undertake a probationary period to monitor their suitability to work with children.
- Each child will have an identified key worker. It is the responsibility of these workers to ensure that they spend time with the child, affording him/her the opportunity to share any worries or concerns s/he may have. These discussions will be recorded in key work sessions and copies of these sessions will be held in each child's file. It is also their responsibility to provide the child with information and guidance on how to keep them safe both in the home and in the community
- Key work staff will also ensure that children have access to adults to whom the child can trust outside of the home i.e. the Social Worker, Mentor, Independent Visitor and Advocate. Added to this staff will ensure that children know how to contact outside services such as 'Voice of Young People in Care,' (VYPC), Child Line, and Children's Law Service Freephone helpline
- Children will be encouraged to attend regular young people 's meetings with other residents and will be encouraged to discuss issues about care and protection and keeping themselves safe. The children will be encouraged to take a minute of these meetings, but if not, staff should ensure that a minute is taken and kept on file
- Children should be encouraged to attend and participate in discussions and decision- making processes regarding their care and protection
- Children will be encouraged to wear appropriate clothing at all times when living in communal areas. This is for the safety and comfort of both children and staff
- Children will not be allowed to have peers in their bedroom unless there is appropriate supervision by staff members
- Team meetings will be established on a regular basis in order to raise any issues of concern about the children and develop clear management strategies when required
- The staff team will be aware that good team-work and effective communication, both verbal and written, between team members and other professionals, mainly the child's Social Worker is critical to effectively safeguard children. Central to this is the need for open transparent practice
- Staff will complete ongoing assessments of the children and attend LAC reviews, Case Conferences, Strategy Meetings, Core Group Meetings and Risk Management Meetings in respect of the child. Records of these minutes should be available as promptly as possible and within procedural time-scales
- Staff will work alongside the Social Worker in order to ensure that each child's Care Plan is followed
- Staff will participate in detailed hand-overs on a daily basis. This discussion will include any concerns or incidents to do with the child's safety. Staff will then formulate a plan and record how the shift will be managed in order to minimise risk



Clovelly House Policy

- Staff will be supported and encouraged to report any concerns, no matter how small, to the DSL and Home manager. This may be done through the 'Near Miss' reporting procedures. These are reports which may or may not necessarily be considered a safeguarding concern on their own, but are noted as unacceptable practice or behaviour. This will enable the DSL and the Home manager to obtain an early warning when concerning practice begins to emerge.
- Staff will be aware at all times of the whereabouts of their colleagues and the children. This is necessary to ensure protection and support for each other
- A detailed risk assessment will be completed in respect of each child on admission. This will highlight the vulnerability and risk particularly for each child, A copy will be placed in the child's Individual File and also the home Risk Assessment file. It is the residential staff's responsibility to ensure they have read the assessments and carry through the recommendations. These assessments will be kept continually under review
- A detailed Individual Crisis Management Plan, (ICMP), will be completed in respect of each child on admission. This will highlight how best staff can engage with the child in times of crisis. A copy will be placed in the child's file and in the home's ICMP file. It is the residential staff's responsibility to ensure they have read the assessments and carry through the recommendations. These assessments will be kept continually under review
- Staff will control access to the building by ensuring that they answer the front door and request visitors to sign in and out of the visitor's book
- On any occasion when pornographic magazines or material are found these should be handed over to the Line manager and the incident reporting procedure followed
- Staff will ensure at all times that the environment is free from weapons. All household appliances e.g. irons, knives, screwdrivers or other implements that may be used to inflict harm will be stored securely at all times. However, this must not limit children's access to meals and snacks
- Staff will respect the child's right to privacy. Staff will knock on the child's door before entering his/her bedroom. Staff will only enter the child's bedroom in the presence of another worker or if the door is left open. The only exception to this is in the case of an emergency i.e. self-harm, fire setting or concern that a child is being abused or is ill. In these circumstances the staff member will enter the room and call for immediate assistance
- Staff will at all times be aware of issues regarding safe care, touch/physical contact with children in the home. Staff need to be aware of risk factors and ensure appropriate boundaries are in place, balancing this risk alongside the child's rights and need for appropriate physical attention/affection
- Staff will encourage the children to adhere to routines in the home. This includes bedtimes, mealtimes and keeping appointment, attending school. Taking care of the fabric of the home and looking out for each other. Children will also be asked to contribute to their own safety by keeping staff informed about where they are and what activities they are involved in outside the home
- Staff will consistently monitor, record and report on instances of concern in respect of 'Looked After Children'. This will include instances of sexually harmful behaviour, sexual exploitation, bullying, fire setting, solvent/drug/alcohol abuse, violence and criminal damage
- Staff should not bring any child to their own home or provide any child with their personal information, personal phone numbers or e-mail addresses.
- Staff will be aware of and understand the organisations confidentiality policy. Staff will have access to highly sensitive and private information regarding children and their families. This information must be stored appropriately and kept confidential at all times and is only shared when it is in the interest of the child to do so
- Staff accept that they have a responsibility to report any issues, incidents or concerns regarding Child Protection where a member of staff may be involved and are aware of and understaff the written Policies and Procedures on Whistle Blowing
- Staff will at all times present as positive role models for the children in their care
- Staff are aware of the procedure for dealing with complaints by children and young people
- Staff members must be aware that, if they become aware of a safeguarding concern involving a child outside of Clovelly House, they have a duty to report this to the authorities as well.



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14. School Staff working on site

School staff working on site will be responsible for safeguarding children in the school according to the school safeguarding policies and procedures. School staff will not undertake shifts in the home. School staff will only access the home to discuss education matters as they pertain to the children in the home, or to attend a meetings related to the child which requires education input, e.g. LAC reviews, PEP meetings, etc. At times, school staff may access the home during the school day to support a child with education if they are unwilling or unable to attend school. This will be an interim measure which is regularly monitored and reviewed to work towards encouraging children to go down to school.

15. Monitoring, quality assurance and training

All suspected, alleged or actual incidents of abuse will be recorded in the child's safeguarding section of the safeguarding file. These files will be monitored and quality assured through the supervision and auditing processes

- The incidents of child abuse and bullying will be recorded in each child's monthly report and the overall incident report to the Principal
- The effectiveness of this policy will be reviewed on an ongoing basis
- The Child Protection Policy and Procedures will be part of on-going training for staff and an integral part of induction training
- Clovelly House will provide on-going training to enhance the knowledge and skills of residential care workers to enable them to deal with child protection within the home, this will be managed through induction training, annual safeguarding training, allegations training, specific safeguarding training such as 'Channel' and 'County Lines' supervision and staff appraisal and DSL training
- Staff have a responsibility to gain access to and familiarise themselves with literature on child protection
- Child Protection will be noted on the agenda at every team meeting
- Reflective Practice sessions will continue to develop to enable staff members to speak up about and to explore safeguarding issues so long as this does not break confidentiality and reporting protocols
- Staff and children will learn together about how to create a safe and protective environment in Clovelly House.

16. Additional Reading

Keeping Children Safe is everybody's business – How you can help if you think a child is being harmed'. Local Safeguarding Children Board (Leicestershire & Rutland) (2021)

Leicestershire Safeguarding Board Policies and Procedures

'The Children's Homes Regulations' (2015)

'Working Together to Safeguard Children', (HM Government, July 2018)

'Keeping Children Safe in Education', (DfE September 2020)

Guidance for Safer Working Practice for Adults who work with Children and Young people in Education Settings, (DfE 2008, rev Safer Recruitment Consortium Oct 2015)

Children's Home Legislation, 2015

Clovelly House 'E-safety policy'

Clovelly House 'Children Missing From Care Policy'

Clovelly House 'Behaviour Management Policy'

Clovelly House 'Sexual Exploitation Policy'

Clovelly House 'Self-Harm Policy'

Clovelly House 'Preventing Extremism and Radicalisation Policy'

Clovelly House 'Anti-bullying Guidance'

Clovelly House 'Managing Allegations Policy'

Clovelly House 'Safer Recruitment Policy'

Clovelly House 'Whistleblowing Policy'



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Clovelly House 'Positive Behaviour Management Policy'
Clovelly House 'Health and Safety Policies and Procedures'
Clovelly House 'Staff Supervision Policy'
Clovelly House 'Key working Policy'
Clovelly House School Policies and Procedures



Clovelly House Policy

Appendix 1

Signs and Symptoms of abuse:

PHYSICAL	SEXUAL	EMOTIONAL	NEGLECT
Physical Marks (Bruises/fractures)	Physical marks Sexually transmitted diseases	Attachment issues Developmental delay	Medical history Developmental Delay, failure to thrive Inappropriate clothing
Medical history/ development delay Incitement of violence to others Signs of fear/withdrawal	Medical history Promiscuity Non-age appropriate sexual Signs of fear/withdrawal	Over-compliance Manipulation Signs of fear/withdrawal or over familiarity with strangers	Cleanliness (Health, teeth/ Eye Appointment's etc) Signs of fear/withdrawal
Self-harm Sleep disturbance, night- time routine Soiling enuresis/encopresis Sexuality harmful behaviour/offences Difficult accepting boundaries Attention seeking Need for immediate gratification/inability to plan properly and follow through Trust/relationship issues Inappropriate displays of emotion Abuse of body Substance abuse/alcohol abuse/food issues) Abusive Language Depression/Mental health Running away Fire setting Self esteem issues Criminal behaviour Education/underachievin g/statement "Pack mentality" Alliance amongst C.I.C- Stigmatised Allegations/deflection/di verting, transference of Blame Distress Serious incidents of challenging behaviour	Self-harm Sleep disturbance Night time routine Soiling enuresis/encopresis Sexuality harmful behaviour/offences Difficulty accepting boundaries Attention seeking Need for immediate gratification/inability to plan properly and follow through Trust/relationship issues Inappropriate displays of emotion Abuse of body (Substance abuse/alcohol abuse/food issues) Abusive Language Depression/Mental health Running away Fire setting Self esteem issues Criminal behaviour Education/underachieving/state ment "Pack mentality" Alliance amongst C.I.C- Stigmatised Allegations / deflection / diverting Transference of blame Distress Serious incidents of challenging behaviour	Self-harm Sleep disturbance Night time routine Soiling enuresis/encopresis Sexuality harmful behaviour/offences Difficulty accepting boundaries Attention seeking Need for immediate gratification/inability to plan properly and follow through Trust/relationship issues Inappropriate displays of emotion Abuse of body (Substance abuse/alcohol abuse/food issues) Abusive Language Depression/Mental health Running away Fire setting Self esteem issues Criminal behaviour Education/underachievin g/statement "Pack mentality" Alliance amongst C.I.C- Stigmatised Allegations/deflection/di verting transference of Blame Distress Serious incidents of challenging behaviour	Self-harm Sleep disturbance Night time routine Soiling enuresis/encopresis Lack of respect for Themselves/others Difficulty accepting Boundaries Attention seeking Need for immediate Gratification/inability to Plan properly and Follow through Trust/relationship issues Inappropriate displays of Emotion Abuse of body (Substance Abuse/alcohol abuse/food Issues) Abusive Language Depression/Mental health Running away Fire setting Self esteem issues Criminal behaviour Education/underachieving /statement "Pack mentality" Alliance Amongst C.I.C- Stigmatised Allegations/deflection/ Diverting Transference of Blame Distress Serious incidents of Challenging behaviour



Clovelly House Policy

Appendix 2

Flowchart of referral process regarding a child

Staff member has a concern about a child.

Report as a 'near miss'

Report to the Home manager and/or DSL

Safeguarding team monitor 'near miss reports' to ensure that patterns are not emerging. If so report to Home manager - DSL ->

Report to social worker and OFSTED Regulation 5 if required. Follow up to ensure action is taken. Home manager to engage in Case management

Take to SLT for safeguarding and follow up with actions to improve safeguarding across the home



Clovelly House Policy

Appendix 3

Flowchart of referral process regarding an adult in a position of trust

Staff member has a concern about an adult.

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**Report to the Registered Individual –
Follow up to ensure action is taken**

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Report directly to the LADO

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**The Registered Individual takes
advice from the Local Authority
Designated Officer (LADO)
The RI informs OFSTED**

|

**The LADO will determine what
further actions to take**

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**The RI, LADO and OFSTED will
decide whether or not the case will be
taken further and referred to the
Disclosure and Barring Service**

In any case regarding concerns about the conduct of the Registered Individual, and/or the Home Manager you MUST report directly to the LADO (See page 3).