



Child care document C-51

**CHILD PROTECTION & SAFEGUARDING
POLICY and PROCEDURES.**

Original document approved by W Relf,
Head of Care & Responsible Individual.

Reviewed and updated by J Simmons, consultant, in April 2019.

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1. General statement of child protection and safeguarding policy.

This document refers to all children and young people who live in children's homes owned by Arnfield Care Limited ('the Company'), as well as to those who attend Arnfield Independent School.

All employees of the Company have a duty and responsibility to ensure that the children and young people in their care can develop in a safe and secure environment. Child Protection and Safeguarding is the responsibility of everyone who works in a professional capacity with children and young people under the age of 18¹.

All staff will receive a copy of this document, as well as a copy of part 1 of '*Keeping Children Safe in Education*'² as part of their induction, and must sign a declaration to confirm that they have read and understood both documents.

Organisational procedures for child protection and safeguarding exist to ensure that appropriate action is taken to protect children and young people from any form of abuse or neglect or harm, and are reviewed and revised regularly. These procedures mirror those of the Derbyshire Safeguarding Children Board.

2. Organisational and individual responsibilities.

All organisations and professionals who work with children and young people have a clear legal responsibility to safeguard and promote the welfare of those under 18, under the *Children Act 2004: sections 10 and 11*.

Organisational responsibilities

The Company will maintain procedures, which are regularly reviewed and updated, for the safe recruitment of staff, and for vetting visitors to children's homes, for the safeguarding and protection of children and young people including the prevention of bullying, and protection from radicalisation and extremism.

Responsibilities of all Directors, Managers and employees

The responsibility for safeguarding and protecting children and young people extends to all Directors, Managers and employees of the Company. It applies not just to the children and young people who are being looked after by, or are receiving services from the Company, but also to any other children or young people, with whom they may come into contact through their work.³ This could include, for example, a member of staff's concerns about a visiting sibling of a child or young person living at one of the children's homes.

All employees have a duty to report, without delay, any concerns they may have (no matter how trivial those concerns may seem), that a child or young person has suffered, is suffering, or is at risk of suffering harm from any form of abuse or neglect, or who may be vulnerable to radicalisation and/or extremism.

Employees should initially report any such concerns without undue delay to their shift leader and to the Registered Manager or, in their absence the Head of Care & Responsible Individual or a named deputy⁴.

¹ Children Act (2004): section 11

Working Together to Safeguard Children: H.M. Government, (2019) pages 55-58.

² Keeping Children Safe in Education (2018).

³ Children Act 2004, section 11

⁴ See paragraph 3.

Responsibilities of Directors and Managers

When notified of a child protection or safeguarding concern, a Manager, the Head of Care & Responsible Individual, or any Director will:

- review the information available; then
- investigate further and/or seek further advice, if necessary, before reaching a decision, based upon their professional judgment, as to whether a child or young person is suffering, or is at risk of suffering, significant harm.

If it appears that there is a child protection issue, then a notification will be made to Derbyshire Children's Services without undue delay.

If it appears that a concern is not a child protection or safeguarding issue, then the matter will be recorded with full details of any action taken.

If a concern relates to the conduct of any employee or former employee of the Company, or any professional person working with children or young people, the matter will be reported to the Local Authority Designated Officer (LADO) within 24 hours of the concern having been initially investigated and found to be substantiated.

Normally the Head of Care and Responsible Individual will contact with the LADO either directly, or through Derbyshire Children's Services. In exceptional circumstances, however, another Director, a Manager or senior member of staff may make this notification. (See appendix E).

3. Designated Person and 'named deputies' with responsibility for dealing with safeguarding or child protection issues.

Within the Company, the 'Designated Person' for the purposes of taking lead responsibility for dealing with child protection issues is the Head of Care & Responsible Individual.

The 'named deputies' who may act in the absence of the Designated Person are:

- the Senior Registered Manager;
- all Registered Managers and Assistant Managers of the Children's Homes;
- the Head Teacher of Arnfield Independent School; and
- the Outdoor Education Manager.

Child abuse can take a variety of forms including neglect, emotional abuse, physical abuse, and sexual abuse. It spans all social classes and cultures and is often not immediately obvious. The four main categories of abuse are described in appendix A

Safeguarding children also includes the protection of children and young people who may be vulnerable to radicalisation and extremism (see paragraph 4 and appendix C).

Frequently, no single person is in the position of being able to see the whole picture in relation to a child or young person, so it is vital that any concerns (which may arise from a statement made by them, any observation, or simply a feeling that something is wrong), are shared with colleagues and management without delay.

Concerns about a child or young person's welfare should never be treated as too trivial to mention, and it is equally important that staff should never assume that 'somebody else' has already taken action over a particular concern.

Children's Services Departments have a legal duty to investigate any safeguarding concerns. Statutory agencies (Children's Services Departments, Local Safeguarding

Children Boards, Police, Health, YOS, CAMHS, Connexions, Probation and other services) work together with others in the independent and voluntary sector (including the NSPCC) to promote children and young people's welfare using the local Safeguarding Children Board procedures.

Copies of the current Derbyshire Safeguarding Children Board *Safeguarding Children Procedures*⁵ are available online. A copy of the current *Working Together to Safeguard Children, and Keeping Children Safe in Education* documents are also available in both children's homes. All staff should be aware of and familiar with these procedures and guidance.

Children and young people from local authorities other than Derbyshire, but who are placed in the Derbyshire area, remain the responsibility of their own local authority, but whilst they are living in Derbyshire, local child protection procedures will apply to them.

4. Dealing with a disclosure or allegation by a child, a young person, or another person.

Children and young people in residential care may feel safe and secure enough to make a disclosure of past abuse or neglect, or an allegation of current abuse or neglect to a member of staff whom they feel they can trust. A disclosure of this kind can arise at any time, and may have been anticipated by staff or equally be totally unexpected. In these situations, residential staff should:

- demonstrate that they are willing to listen to what the child or young person has to say;
- be prepared to listen impartially to the child or young person, giving appropriate support, but without introducing their own opinions or judgement;
- be aware of recording requirements (see paragraph 7 below);
- remember that they are working as part of a team, and must never make an unconditional promise of confidentiality to a child or young person;
- report any concerns without undue delay to their shift leader and to their Manager or on-call Manager, and/or the Head of Care & Responsible Individual in the first instance (see paragraph 2).
- be aware that what the child or young person has to say may be uncomfortable or distressing to them, and that they may seek support, help or advice for themselves if required (see paragraph 9 below).

If a disclosure or allegation is made by any other person (parent, family member, another professional, etc.) with regard to a safeguarding or child protection issue, the same principles regarding recording and evidence (paragraph 7 below) will apply. Adults should be offered the opportunity to make a written statement, which should be signed and dated by them, and by any witness(es) to the statement.

The Head of Care & Responsible Individual, and the Residential Manager and/or the Head Teacher, must be notified immediately of any allegation or disclosure that calls into question the competence or suitability of another professional person (whether or not they are an employee of Arnfield Care Limited) to work with a child. Such information must be treated as being strictly confidential. Oral notifications of this kind that are made to the Head of Care & Responsible Individual, or to other senior staff, must be followed up formally in writing, and delivered electronically or by hand.

⁵ <http://derbyshirescbs.proceduresonline.com>

5. Acting on a current child protection issue.

If after discussion with a Manager or Director, there is still cause for concern about a child or young person, then the Safeguarding Children procedures will be followed. The Designated Person or a named deputy or another person acting on his or her behalf will take the lead role in any safeguarding or child protection issue⁶.

In the first instance, the child or young person's placing authority and Derbyshire Children's Services should be informed without undue delay. The duty officer for Derbyshire Children's Services is the contact point for any referral and is the person responsible for keeping the children's home informed of the process and outcome. If this has not been done already, a decision will be reached as to whether any immediate action is necessary to secure the child or young person's safety and welfare, and on any subsequent investigation or action to be taken.

If a child protection concern, allegation or incident relates to an allegation or evidence of a member of staff or a professional person working with children or young people, then the Local Authority Designated Officer (LADO) must be notified within 24 hours once the allegation is substantiated⁷. (See paragraph 2 and Appendix D).

Discussions with the child or young person's parents, or any other person who has been, or may be implicated in the safeguarding concern must not take place without the agreement of their placing authority or Derbyshire Children's Services.

Where a child or young person has made a specific statement, it may be necessary to clarify what they have said, and it is vitally important to record this information accurately together with the circumstances in which the statement was given. All observations, concerns, discussions and actions should be meticulously recorded by the relevant person in the home. These records could provide crucial information that may be needed at a Child Protection Conference or in any subsequent legal proceedings.

6. Engaging with children and young people

When engaging with children and young people who already have, or may be about to make a disclosure of abuse, staff should always bear in mind that the child or young person will probably need to make a formal statement to a social worker in the near future. It may be best for the child or young person if they can wait until the child protection team can arrange this, to avoid them having to make their disclosure to different people at different times. However, the reality is often that they will choose to disclose initially to a member of staff they feel that they can trust, and who will listen to them sympathetically. The following points should be borne in mind:

- Any discussion should be carried out in a way that minimises distress to the child or young person concerned, and maximises the likelihood that the information they provide is accurate and complete. Consideration should be given to where the discussion takes place – so that they feel safe, they are assured of privacy, and they are not distracted or interrupted.
- Asking '*leading questions*', or '*putting words into the child or young person's mouth*' must be avoided. Similarly, staff must not pass any opinions, or express their own feelings about what the child or young person is telling them. It is acceptable for staff to reassure them that it is safe for them to tell staff, but it must be made clear that anything they say will have to be passed

⁶ See appendix E to this document.

⁷ See paragraph 2, and appendix E to this document

on to a Manager, their social worker, and probably to a child protection social worker too.

- Be aware that the child or young person may need more time and more than one opportunity to speak before they feel safe to fully voice all of their concerns.
- The child or young person may wish to retract a statement they have made earlier, or contradict a statement they have already made, or even refuse to speak at all. In these circumstances it is not appropriate for residential staff to put any pressure on them, but their reactions and comments should be accurately recorded.
- It is important that in addition to a factual written statement of the disclosure, any member of staff who has been involved, or who was present at the time should make a written record of the circumstances in which the disclosure came about. (See appendix F).

Staff should be aware that numerous causes may contribute to and influence the range of behaviours that indicate that a child or young person has been exposed to radicalisation. However, it is important to remember that the majority of children and young people would never become actively involved in extremist behaviour.

It is important that all staff are aware of their own ability to deal with any safeguarding situation or issue. If a member of staff finds themselves in a situation where a child or young person feels sufficiently comfortable to disclose information of a sensitive nature, the member of staff must consider very carefully how confident they feel about continuing to engage the child or young person in this discussion.

If the member of staff feels that they really are '*out of their depth*', they should carefully explain to the child or young person that they need to speak to someone else. A more senior member of staff may be able to help, or alternatively the child or young person may wish to speak to their social worker.

However, if nobody else is available, and the child or young person insists on talking, then the member of staff should continue to listen carefully, so that they do not feel that they are being rejected or ignored. As soon as possible, any disclosure made or information given by the child or young person must be carefully recorded, using the child or young person's own words wherever possible.

7. Recording and evidence.

It is absolutely essential that any concern about a child protection issue and any discussions with children, young people or others are accurately recorded as soon as possible, and are clearly signed and dated. Any such records may be required as part of a subsequent investigation, and they could be used as evidence in Court if there is a criminal prosecution. Consequently, it is vital that all written records are accurate and factual. Any allegations or statements made by a child or by any other person should be recorded verbatim- recording the exact words used - wherever possible. The person who made the allegation or statement, and any witness who was present should countersign the written record.

As soon as a child protection issue or concern has been raised, a timely and accurate must be made of all events, reports and notifications made, and reports circulated. A standard form for this purpose is provided (see appendix F)

On some occasions it may be deemed necessary to obtain photographic evidence of suspected injuries to a child or young person. This evidence will be obtained by the police or medical professionals or child protection services. Residential staff may record details in writing of any visible injuries, or illustrate the position and extent of the injuries on a 'bodymap' type of diagram, but must not take any photographs of a child or young person in these types of circumstances.

In addition, any member of staff who is present whilst a child or young person is making a disclosure should record what they felt the child or young person was expressing, and the reasons that they felt this. The perspective of a member of staff to whom they felt able to make a disclosure could provide useful provided it was made clear that this was the staff's own perspective from a professional point of view.

8. Historical protection issues.

Where a disclosure is made, or information comes to light that a child or young person may have suffered significant harm in the past, before coming into the care of the Company, this information must still be passed on to the Registered Manager and the Head of Care & Responsible Individual (as in paragraph 2). In this instance the referral process, either to Derbyshire Children's Services or to the Local Authority Designated Officer, may be delayed until the situation has been clarified through an initial investigation and/or seeking and obtaining further advice and information.

In any instance, the welfare and well-being of the child or young person will be considered paramount⁸, and all necessary measures to keep them safe will be taken.

9. Sharing information and data protection

Throughout any investigation of a child welfare concern, the appropriate information sharing guidance must be followed. When working with confidential personal information of a very sensitive nature, staff should be aware at all times of the current guidance on information sharing, and data protection⁹.

10. Training, information and support for staff.

All staff will receive training in recognising and dealing with child protection issues and safeguarding children procedures¹⁰. It is important that new staff and others are not allowed unsupervised or one-to-one contact with children or young people in the children's homes or school until they have completed their basic safeguarding training. Managers and selected senior staff will receive further training appropriate to their roles and responsibilities.

Further information on child protection and safeguarding is available for all staff at the children's homes and at Arnfield Independent School.

Support for individual staff who are dealing with a safeguarding or child protection issue is available through the supervision system¹¹, as well as from senior colleagues, and managers. Support for teams will be provided through team meetings, training and information sharing sessions.

⁸ Children Act 1989, section 1

⁹ Data protection Act 2018 and the General Data Protection Regulations 2018
Working Together to Safeguard Children: (2018)
S-23: Confidentiality and information sharing

Refer to organisational data protection procedures documents.

¹⁰ S-44 Staff training policy, and S-45 Staff training plan

¹¹ S-41 Staff supervision, and S-42 Stress management

11. Resolving differences of opinion in respect of a child protection concern.

Where there is a difference of opinion between staff in respect of a child protection concern, the matter should be referred to a Manager, or the Head of Care and Responsible Individual for them to make a decision. Once a decision has been reached, any directions given must be followed.

In the event that a member of staff is unhappy about a decision made by a more senior colleague, they should use the appropriate channels within the organisation, and raise their concern with their Manager, the Senior Residential Manager or the Head of Care & Responsible Individual (as appropriate), so that the matter can be resolved without undue delay.

As a final step, if there are still concerns that a child or young person is suffering, or is at risk of suffering significant harm, after all normal organisational channels to report the concern have been used, then it may be appropriate to make a disclosure under the Public Interest Disclosure Act 1998 by 'whistleblowing'. Anyone considering this step is advised to first read the guidance given in the Employee Handbook¹².

12. Resolving concerns about organisational child protection and safeguarding policies and procedures.

Any concerns about the content or application of these policies and procedures should be addressed to management or to the Head of Care & Responsible Individual.

J Wager (Head Teacher)
P Knowles (Head of Education & Outdoor Education)
W Relf (Head of Care & Responsible Individual)
J Simmons (consultant)
Arnfield Care Limited

¹² Arnfield Care Limited Employee Handbook, Schedule 7: Whistleblowing Policy.

Appendix A: The four main categories of neglect and abuse of children

'Working Together to Safeguard Children' defines the four main categories of child abuse as follows¹³:

NEGLECT

The persistent failure to meet a child's basic physical and/or physiological needs, likely to result in serious impairment of the child's health or development.

Neglect can 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 or shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (this may include the use of inappropriate care-givers); or
- ensure the child's access to appropriate medical care or treatment.

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

PHYSICAL ABUSE

Forms of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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.

SEXUAL ABUSE

Involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening.

The activities may include 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. Sexual abuse may, but does not always include an element of physical violence towards a child or young person.

Sexual abuse may also involve non-contact activities, such as involving children in looking at, or in the production of sexual images; or watching sexual activities; or encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including online grooming).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of abuse as can other children.

EMOTIONAL ABUSE

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

¹³ "Working Together to Safeguard Children": H.M. Government (2013) Appendix A, pages 92-93.

This 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 a child. This could include interactions that are beyond a child's developmental capability; or conversely overprotection and limitation of a child's exploration and learning, or preventing a child participating in normal social interaction.

It may include seeing or hearing the ill-treatment of another person (adult or child).

It may involve bullying (including bullying online or via a mobile phone); causing a child to frequently feel frightened or in danger; or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Appendix B: Recognising a safeguarding or child protection issue.

A child or young person may appear with minor injuries for which a logical explanation can be readily given by them or their parent or carer. The majority of injuries to children and young people do occur accidentally, but should always be discussed with their parent or carer and recorded.

There may be occasions when there are further causes for concern, for example:

- the child or young person and/or their parent or carer is unwilling to talk about the injury; or
- there are a series of unexplained injuries.

Residential staff should be aware that it may be inappropriate to discuss a child or young person's injuries with the parent or carer in the first instance. If there is any suspicion that a parent, carer or family member might be responsible for an injury, the social worker should be notified, and advice sought before any information is passed on to the parent(s).

Similarly, a child or young person's mood, attitude towards other people or behaviour can sometimes change suddenly and unexpectedly. In most cases there will be a clear reason for this, but any concerns should always be discussed with a senior colleague or Manager and recorded.¹⁴ Further concern may arise if, for example:

- the child or young person's mood changes for no obvious reason, and they become more withdrawn and upset; and/or
- a child or young person shows fear of another person, or of particular situations, which cannot be readily explained; and/or
- a child or young person's behaviour suddenly and unexpectedly changes – often becoming more challenging.

It is important to remember that when bullying occurs this is a safeguarding children issue too¹⁵.

There may be other signs that indicate that there may be a safeguarding issue in relation to a particular child or young person. These signs may include any kind of self-harm; bullying; cruelty to, or abuse of animals, fire setting, etc.

¹⁴ S-30: Policy and guidance on recording, reporting and communication.

¹⁵ C-65: Countering bullying

Appendix C: Indicators of vulnerability to radicalisation

Radicalisation is defined by H.M. Government as:

“The process by which a person comes to support terrorism and extreme ideologies associated with terrorist groups”¹⁹

Extremism is defined by H.M. Government as:

“Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and also calls for the death of members of the armed forces”¹⁶

Since the Government first published its ‘Prevent Strategy’⁶ there has been a growing awareness of the specific need to safeguard children, young people and their families from violent extremism. There have been occasions on which extremist groups have radicalised vulnerable children and young people to hold extreme views which lead them to justify political, religious, sexist or racist violence, or steer them into a narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

The Company is absolutely clear that any type of exploitation or radicalisation of children and young people must be viewed as a safeguarding concern. The Company seeks to protect children and young people from the messages of all violent extremism, including (but not restricted to) those linked with Islamic ideology or to far right political / Neo-Nazi / white supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

Freedom of speech and the expression of beliefs and ideology are fundamental rights that underpin our society’s values, and within the Company’s children’s homes and at Arnfield Independent School, children and young people have the right to speak freely and voice their opinions. However, free speech that is designed to manipulate the vulnerable, or which leads to violence or harm to others goes against the same moral principles that place a high value on free speech. Free speech is, therefore, not an unqualified privilege: it is subject to the laws and policies that govern equality, human rights, community safety and cohesion.

Threats from terrorism within the UK include the exploitation of vulnerable people to involve them in terrorism or activity that supports terrorism. The normalisation of extreme views can leave children and young people vulnerable to future manipulation and exploitation.

Children and young people may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that staff in the children’s homes and at Arnfield Independent School are able to recognise those vulnerabilities alongside other safeguarding issues.

Indicators of vulnerability can include:

- Identity crisis – the child or young person is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal crisis – the child or young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have

¹⁶ Revised Prevent Strategy: H.M. Government 2017, paragraph 7

dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;

- Personal circumstances – migration; local community tensions; and events in the wider context affecting the child or young person's country of origin or their religion may contribute to a sense of grievance that is triggered by their own, or their families' personal experience of racism or discrimination or aspects of Government policy;
- Unmet aspirations – the child or young person may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of criminality – which may include involvement by the child, young person. or their family with criminal groups or gangs, imprisonment, and poor resettlement / reintegration; and
- Special educational need – a child or young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

This list is not intended to be exhaustive - nor does it mean that a child or young person experiencing any of the above is necessarily at risk of radicalisation for the purposes of violent extremism. However, all staff need to be aware of, and alert to this possibility.

Appendix D: Statutory Notifications

Under the current regulations¹⁷, the following notifications to certain official bodies must be made, without delay, following a serious event.

<i>Serious event:</i>	<i>Notification to be made to:</i>
The death of a child or young person accommodated in a children's home	<ul style="list-style-type: none"> • Ofsted; • The child or young person's placing authority • The Secretary of State; The local authority in whose area the children's home is situated; • The clinical commissioning group in whose area the children's home is situated; and • Any other relevant person
A referral of an individual working in the home under section 35 of the Safeguarding Vulnerable Groups Act 2006*	<ul style="list-style-type: none"> • Ofsted; • The child or young person's placing authority; and • Any other relevant person
An incident requiring police involvement that occurs in relation to a child or young person, which the Registered Manager considers to be serious	<ul style="list-style-type: none"> • Ofsted; • The child or young person's placing authority; and • Any other relevant person
An allegation of abuse against the home, or any person working there*	<ul style="list-style-type: none"> • Ofsted; • The child or young person's placing authority; and • Any other relevant person
A child protection enquiry involving a child or young person is instigated or concluded**	<ul style="list-style-type: none"> • Ofsted; • The child or young person's placing authority; and • Any other relevant person
Any other serious event that affects the welfare of a child or young person	<ul style="list-style-type: none"> • The child or young person's placing authority; • The child or young person's parent [<i>unless to do so is not reasonably practicable, or would place the child or young person's welfare at risk</i>]; and • Any other relevant person

*Additionally, the Local Authority Designated Officer (LADO) must be notified of any allegation made against a member of staff or any other professional working with children and young people within 24 hours. Normally this notification will be made by the Head of Care & Responsible Individual. (See paragraph 3)

** When a child protection enquiry is concluded, Ofsted must also be notified of the outcome of the enquiry. Any notification that is made orally in the first instance must be confirmed in writing as soon as possible.

¹⁷ Children's Homes (England) Regulations 2015, regulation 42.

Appendix E: Organizational Notifications

In any of the following serious events as listed in the current Regulations¹⁸, and set out in the table below, notification must be made at the earliest possible opportunity to the Manager concerned, and to the Head of Care, without delay.

- The death of a child or young person accommodated in a children's home
- A referral of an individual working in the home under section 35 of the Safeguarding Vulnerable Groups Act 2006
- An incident requiring police involvement that occurs in relation to a child or young person, which the Registered Manager considers to be serious
- An allegation of abuse against the home, or any person working there
- A child protection enquiry involving a child or young person is instigated or concluded
- Any other serious event that affects the welfare of a child or young person

If any employee of Arnfield Care, any student on placement, any volunteer, or any person visiting any premises in a professional capacity is involved, or is suspected of being involved, or against whom an allegation has been made in respect of any of these incidents, then notifications must be made, without delay, to the following individuals as follows:

<i>Role or position of the individual within the organization who is involved, or suspected of being involved, or against whom an allegation has been made.</i>	<i>Notifications must be made without delay to:</i>					
	<i>Outdoor Education Manager</i>	<i>Head Teacher</i>	<i>Children's Home Manager</i>	<i>Head of Care & R.I.</i>	<i>All Directors</i>	<i>LADO</i>
Any domestic or ancillary staff			√	√	√	√
Students on placement, volunteers and other visiting professional people			√	√	√	√
Residential Care Workers			√	√	√	√
Outdoor Education Instructor	√	√	√	√	√	√
Classroom Assistant		√	√	√	√	√
Teacher		√	√	√	√	√
Children's Home Assistant Manager			√	√	√	√
Outdoor Education Manager		√	√	√	√	√
Head Teacher				√	√	√
Children's Home Registered Manager				√	√	√
Head of Care & Responsible Individual					√	√

Appendix F: Standard report form for a Child Protection incident or issue of concern.

Copies of this standard report form, with the name and address of the children's home or school are available at all premises.

An example of the form is given on the following pages 15 to 19 of this document.

¹⁸ The Children's Homes (England) Regulations 2015, regulation 42.



arnfield care

Name of the Children’s Home or School

Address of the Children’s Home or School

CHILD PROTECTION – REPORT OF AN INCIDENT OR ISSUE OF CONCERN

*This form must be completed without delay in the event of any incident or issue - or any complaint, allegation or disclosure - which gives rise to a child protection concern.
The person completing each section of this form must sign and date their recording.
Additional numbered sheets may be added if required.*

Part 1: Initial reporting of the child protection concern.

1.1 How was the child protection concern first raised?

A complaint or concern has been made or raised by (name and position – if appropriate)
and was received by (name)
(position)on (date & time)

1.2 Details of the child(ren) and/or young person(s) involved.

Full name:..... Date of birth:.....
Date of admission to the children’s home/school:
Placing Authority:
Name of Social Worker:

1.3 Details of any adult(s) involved.

Adult’s Name:.....
Role or position, if the adult is an employee or someone in a professional role*, otherwise state the relationship or connection between adult and child(ren) or young person(s) involved

** If a child protection issue or concern involves an employee, or a person working with children and young people in a professional capacity, a report to the Local Authority Designated Officer (LADO) must be made within 24 hours.
In normal circumstances, this report will be made by the Head of Care.*

1.4. Brief outline of the incident or issue causing concern.

.....

Details provided by (name and position – if different to the person completing this section of the report)

1.5 Chronology of the incident or issue or concern.

Include all relevant details including antecedents, location, witnesses, details of any assault or physical injury, details of the child or young person's emotional state, etc., with dates and times.

.....

Details provided by (name and position – if different to the person completing this section of the report)

1.6 Details of the person completing Part 1 of this report.

Part 1 of this report was completed by (name and role or position):
.....
on (date)..... at (time)

2. Subsequent reporting of the child protection concern – within Arnfield Care Limited.

This child protection concern has been reported to the following people within Arnfield Care Limited. Complete all sections that are appropriate. If a notification is made orally in the first instance, it must be followed up by a written notification as soon as possible.

Manager/Assistant Manager or Head Teacher (name and position)
.....
Reported orally face-to-face or by telephone by
(name and position)
on (date) at (time)
Reported in writing or electronically by
(name and position)
on (date) at (time)

Arnfield Care Head of Care & R.I. or Director (name and position)
.....
Reported orally face-to-face or by telephone by
(name and position)
on (date) at (time)
Reported in writing or electronically by
(name and position)
on (date) at (time)

Part 2 of this report was completed by (name and role or position)
.....
on (date)..... at (time)

Part 3. Subsequent reporting, and statutory notification of the child protection concern – to other individuals and organizations.

3.1 This child protection issue or concern has been notified to the following individuals or organizations under Regulation 42 of the Children’s Homes (England) Regulations 2015.

These notifications will normally be made by the Head of Care, a Manager or the Head Teacher. See the organizational Safeguarding Policy & Procedures for further details and guidance. (document C-51).

If a notification is made orally in the first instance, it must be followed up by a written notification as soon as possible.

The child or young person’s Placing Authority (*name of the Local Authority with responsibility for the child/young person*).....
(*name and position of the individual to whom the report was made*)

Reported orally face-to-face or by telephone by
(*name and position*)
on (*date*) at (*time*)

Reported in writing or electronically by
(*name and position*)
on (*date*) at (*time*)

A Police Officer (*station, rank and number*)

Reported orally face-to-face or by telephone by
(*name and position*)
on (*date*) at (*time*)

Reported in writing or electronically by
(*name and position*)
on (*date*) at (*time*)

Safeguarding Children Social Worker for (*district*)

Name of Social Worker

Reported orally face-to-face or by telephone by
(*name and position*)
on (*date*) at (*time*)

Reported in writing or electronically by
(*name and position*)
on (*date*) at (*time*)

Ofsted Inspector (*name*)

Reported orally face-to-face or by telephone by
(*name and position*)
on (*date*) at (*time*)

Reported in writing or electronically by
(*name and position*)
on (*date*) at (*time*)

Local Authority Designated Officer (LADO)(*name*)

Reported orally face-to-face or by telephone by
(*name and position*)
on (*date*) at (*time*)

Reported in writing or electronically by
(name and position)
on (date) at (time)

3.2 Informing the child or young person's parent or carer.

It is important to note that it is not always appropriate for residential or school staff to inform the child or young person's parent or carer about a safeguarding concern. Advice should always be sought before conveying this information to a parent or carer.

On the advice of (name and position of child's Social Worker or other responsible person)
the child or young person's parent or carer (name)
was informed about this safeguarding concern by
(name and position)
on (date) at (time)

Part 3.2 of this report was completed by (name and role or position):
.....
on (date) at (time)

Part 4. Circulation of this report.

Written copies of this report have been (or are about to be) circulated to the following agencies and/or individuals, including employees or Directors of Arnfield Care Limited.

(Name of recipient).....
(Position) (Agency)
A copy of this report has been provided by (name and position)
.....
on (date) at (time).....

Part 4 of this report was completed by (name and role or position):
.....
on (date) at (time)