



WOMEN AND GIRLS CENTRE

Policy and Procedure

for

Child Protection

and

Safeguarding Children

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Introduction

The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation.

.Policy Statement

The Ajani Women and Girls Centre is committed to ensuring that its staff and volunteers are aware of their roles when faced with issues of child protection in order that they:-

- Do not neglect their statutory duty
- Do not act in ways that could jeopardise the work of those with statutory responsibilities for such issues
- Do not respond to disclosures/allegations that could cause further harm to the child or young person
- Comply with guidelines laid down by the Local Safeguarding Children Board.

All cases/suspected cases of child abuse will be dealt with according to the procedures of the Local Safeguarding Children Board

Child Protection and Safeguarding Children Policy Statement

Ajani is committed to safeguarding the welfare of children and young people when they come into contact with the services that we provide. Child protection is part of safeguarding children and promoting welfare. Leicester City Council has a Multi Agency Children's Safeguarding Board which the Ajani supports. This policy is designed to function within that context and accordingly amendments may be made based on recommendations arising from the Leicester's Safeguarding Children's Board.

Ajani Women and Girls Centre offers a range of services to children and young people and recognises that these may have a very powerful and positive influence on them. It is our aim to aid the development of self-esteem and social awareness of children and young people and to provide opportunities for enjoyment with personal achievement in accordance with the Every Child Matters outcomes.

In addition to direct service delivery for children, the wide ranging nature of Ajani's work gives many staff substantial one-to-one access to children and young people. **This policy applies to all staff that may come into contact with children and young people in the course of their work, whether in someone's home, on Ajani's premises, or in the community.**

As many staff are in regular contact with children and young people, they are in a position to observe outward signs of abuse and can and should alert others

when such signs are observed. All Ajani's staff has a responsibility to be proactive, and to refer suspected cases of abuse to Leicester City Council Children and Young Persons Department or to the Police.

Ajani Protection and Safeguarding Children Policy and accompanying procedure guidance is designed to promote children's welfare, to protect children from potential abuse and to protect staff and volunteers from potential false allegations of abuse.

Scope

The Child Protection and Safeguarding Children Policy and Procedures apply to all staff (full time, temporary, casual or part time), volunteers and those working on behalf of Ajani whose work involves contact with children and young people under the age of 18 and statemented ("vulnerable") young people under the age of 25. Hereafter collectively referred to as 'staff'. The Board of Directors also have a duty to support and promote the policy. Maureen Dover is Ajani's lead for Child Protection and Safeguarding Children.

Tutors and/or those providing a service on behalf of Ajani i.e. the Steel Pan Tutor, unless bound to comply with their own Child Protection and Safeguarding Children Policy and Procedures (which shall be no less onerous than the Ajani's), shall comply with the terms of this policy and procedure and shall ensure that employees and sub-contractors do likewise throughout the duration of the contract.

It is accepted that the Board of Directors are not employees, but they do share a responsibility with staff when representing Ajani Women and Girls Centre, or carrying out the functions of their elected office. Therefore all aspects of this policy apply equally to all Board members.

Accountability

Final accountability for ensuring that Ajani fulfils its child protection and safeguarding children responsibilities falls to the Board of Directors. However, responsibility is delegated to the Project Director. The designated Child Protection Officer is also responsible for promoting well-being. The designated officer will be suitably trained in child protection and will be responsible for ensuring that:

- The actions set out within the Child Protection and Safeguarding Children Policy and Procedures are carried out.
- A record is maintained of all child protection related documents and reports.
- Child protection concerns are received and recorded.
- Information is promptly and carefully assessed, clarifying or obtaining more information about the matter as appropriate.

- Relevant statutory agencies are consulted regarding any child protection concerns raised.
- Referrals to relevant statutory agencies regarding any child protection concerns are carried out formally.

All staff is responsible for ensuring that the activities that they are involved in during the course of their work are carried out in accordance with this policy and procedures relating to it.

Aim

The aim of the Child Protection and Safeguarding Children Policy and Procedures are to safeguard and promote the welfare of children by:

- Prevention
Employees, volunteers and Board of Directors of Ajani will endeavour to ensure that all children and young people using its services do so safely and appropriately, and are treated with respect and understanding. Ajani will organise its services and activities for children with a preventative, safeguarding purpose in mind.
- Protection
Ajani will take all reasonable steps to safeguard and protect the rights, health and well-being of children who take part in activities organised by the the Company and within its facilities, as well as those of children who staff may come into contact with in the course of their work.
- Support
Safe Guarding Children's training will be made available to all members of staff who work with or come into regular contact with children in the course of their job. Ajani recognises that child protection issues can be emotive and will offer suitable, impartial support to any member of staff affected by this policy, whether directly or indirectly.

Recruitment

Ajani staff will be appointed in line with the recruitment and selection policies and procedures to ensure that all necessary checks are carried out on individuals expected to work with children and young people.

Pre selection checks must include the following:

- Completion of an application form including a self-disclosure about criminal records.
- Consent to obtain information from the Criminal Records Bureau to check for convictions for criminal offences against children in accordance with current legislation.
- Receipt of two references in accordance with Ajani WGC recruitment and selection procedures.
- Substantiation of qualifications.

- Substantiation of identity.

An enhanced CRB check will be carried out for all Board Members, staff and volunteers persons being recruited to work directly with children. No appointment will be confirmed until a satisfactory enhanced CRB check is confirmed by the Project Director. Regular screening by the Criminal Records Bureau will be undertaken on all staff that works with children and vulnerable adults as part of their normal duties.

Training

In addition to the pre-selection checks, the child protection and safeguarding process includes training after recruitment. Ajani is committed to ensuring that all employees and Board members that work directly or indirectly with children and young people have a clear understanding of their roles and responsibilities and the requirement for reporting suspected poor practice or concerns of possible child abuse. All staff with substantial access to children and young people shall be provided with recognised and up to date training in:

- Child protection awareness
- Equality and Diversity awareness
- Pediatric First Aid (where appropriate)

Training needs and opportunities relating to child protection and safeguarding issues will be identified and addressed through the Ajani's Induction and Appraisal procedures and in response to any changes in legislation. Training may include internal courses/workshops, externally accredited courses/seminars or workshops organised by child protection agencies.

Information Sharing and Partnerships

Ajani WGC is committed to working with partners in matters relating to Child Protection and safeguarding and to delivering Leicester's Children and Young People's Plan. Ajani supports the principle of information sharing

Legislation, Guidance and Reference

This Safeguarding Children and Child Protection Policy and the accompanying Child Protection Procedures have been developed in line with the principles of The Children Act 1989 and The Children Act 2004, and with reference to the following:

- Working Together To Safeguard Children (2006)
- What to Do If You're Worried a Child Is Being Abused (2006)
- Every Child Matters (2004)

The Policy and Procedures should also be read in conjunction with the following Ajani WGC documents:

- Recruitment and Selection Policy and Procedures
- Equality Policy
- Code of Conduct for Staff
- Disciplinary and Grievance Procedures.
- Complaints Procedure
- Whistleblowing Code

Child Protection and safeguarding Children Procedures

The guidance in these procedures is designed to assist staff who work with, or have contact with children and young people in implementing the Ajani's Child Protection and Safeguarding Children Policy.

All staff must be aware of, and have been provided with, or have access to a copy of Ajani's Child Protection and Safeguarding Children Policy and Procedures.

Principles

The application of the Ajani Women and Girls Centre's Child Protection and Safeguarding Children Policy and Procedures is based on the following key principles:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Whilst it is not the responsibility of Ajani to determine whether or not abuse has taken place (this is undertaken in liaison with external child protection professionals), it is everyone's responsibility to report any concerns to the Project Director / line manager / Chairperson
- All incidents of suspected poor practice and any allegations made will be taken seriously and responded to swiftly and appropriately.

- Confidentiality should be upheld in line with the Data Protection Act 1998, the Human Rights Act 2000. and the Freedom of Information Act 2000, as well However, the safety of the child or young person is the primary consideration and will override all other considerations. No promises of confidentiality must be made, as confidentiality will be governed by the need to protect the child or young person. Confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child or young person. The identity of the person subject to the referral will not be revealed by any staff of Ajani WGC.

Promoting Good Practice with Children

Staff working for the Ajani Women and Girls Centre may have regular contact with children and are an important link in identifying where a young person may need protection. Equally, staff, children and young people should be clear on what is expected and what is viewed as unacceptable behaviour. Adhering to these guidelines will help staff to protect themselves from false allegations and help create a positive culture and climate:

- Always work in an open environment (avoiding private or unobserved situations).
- Treat all young people equally and with respect and dignity.
- Always put the welfare of each child first, before winning or achieving other goals.
- Maintain a safe and appropriate emotional and physical distance with children.
- Make activities enjoyable and promote fair play.
- Ensure that, if any form of manual or physical support is required, it is provided openly and appropriately. Children should always be consulted and their agreement gained.
- Involve parents/carers wherever possible.
- Be an excellent role model.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capability of children – avoid pushing them against their will.
- Ensure that a written record is kept of all incidents involving children along with details of the subsequent action taken/treatment given.

Staff should **never**:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child that they can do themselves.
- Take children to their home unsupervised.
- Administer medication unless specifically trained and authorized to do so.
- Take a child to the toilet unsupervised.
- Transport children unsupervised.
- Take chances when common sense, policy or practice suggests a more prudent approach.

NB The above guidance should not be considered as exhaustive. If staff have any concerns regarding the appropriateness of any practice/action they should contact their line manager.

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents/carers and, where possible, the child for whom the task is being carried out.

Photography

Consent must be gained from parents and guardians of all children under the age of 16 before any photographs are taken of children on Ajani premises or at Ajani organised events. A consent form can be found at appendix B

Recognition of Poor Practice, Abuse and Bullying

Poor practice

Poor practice includes any behaviour that contravenes the guidelines set out in this Child Protection Policy and Safeguarding Procedure or the:

- Rights – of the children and their parents/carers.
- Responsibilities – for the welfare of the child.
- Respect – for other children.

Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur, or has already taken place. Whilst it is accepted that staff are not experts at such recognition, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or a child) towards a child. All staff have a duty to discuss any concerns they may have about the welfare of a child or young person immediately with the Designated Child Protection Officer, their line manager or head of service.

Abuse is form of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. It can take many forms but is usually divided into four categories (*drawn from DfES: 2006 Working Together to Safeguarding Children - A guide to inter-agency working to safeguard and promote the welfare of children and Kent Safeguarding Children's Board Policy and Procedure for Responding to Children in Need*):

1. Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, giving children alcohol and/or inappropriate drugs, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

2. Emotional abuse is the persistent emotional maltreatment of a child that would adversely affect the child's emotional development. It may involve:

- Conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. This may be verbally or via electronic or written communication.
- Imposing age or developmentally inappropriate expectations, for example over protection or limitation of exploration and learning.
- Causing children to feel frightened or in danger for example witnessing domestic abuse, seeing or hearing the ill treatment of another.
- Exploitation or corruption of children.

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

3. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. Penetrative acts include 'rape' (intentional penetration of vagina, anus or mouth with a man's penis) and 'assault by penetration' (intentional sexual penetration of the vagina or anus of a child with a part of her/his body or an object).

Sexual activities may also include non-contact activities, e.g. involving children in looking at, or in production of abusive images, watching sexual activities or encouraging them to behave in sexually inappropriate ways. This may include use of photographs, pictures, cartoons, literature or sound recordings e.g. the internet, books, magazines, audio cassettes, tapes, CD's

Children under 16 years of age cannot provide lawful consent to any sexual activity, though in practice many are involved in sexual contact to which, as individuals, they may have agreed.

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

- Provide adequate food, shelter and clothing (including exclusion from home or abandonment).
- Protect a child from physical harm or danger.
- Meet or respond to a child's basic emotional needs.
- Ensure adequate supervision including use of adequate care-takers.
- Ensure adequate access to appropriate medical care or treatment.
- Ensure that educational needs are met.

Indicators of Abuse

It is important to remember that a child may suffer or be at risk of suffering from one or more types of abuse and that abuse may take place on a single occasion or may occur repeatedly over time. There is no absolute criteria on which to rely on when judging what constitutes significant harm, the following indicators on the signs and symptoms may be consistent with abuse; but children may exhibit them for other reasons. For this reason any concerns about a child must be raised with the designated child protection officer, line managers or head of service at the earliest opportunity.

Examples of the indicators of different types of abuse are identified in Appendix A.

Bullying

It is important to recognise that abuse is not always carried out by an adult on a child; the abuser may be a young person, for example, in the case of bullying.

Bullying may be seen to be deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be a target for bullying, victims are typically shy, sensitive and perhaps anxious and insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Bullying can and does occur anywhere where there is inadequate supervision – on the way to and from school for example.

Bullies come from all walks of life; they bully for a variety of reasons and may have been bullied or abused themselves. Typically, bullies have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others.

Bullying may be:

- Physical, e.g. hitting, kicking, theft.
- Verbal, e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti, gestures.
- Emotional, e.g. tormenting, ridiculing, humiliating, ignoring.
- Sexual, e.g. unwanted physical contact, abusive comments.

The damage inflicted by bullying is often underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a child is being bullied:

- Behavioural changes, such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, erratic mood swings, reluctance to go to school, activities or sports clubs.
- A drop in performance at school or standard of play.
- Physical signs, such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, bruising, damaged clothes, and bingeing, for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possession

Responding to suspicions and allegations of abuse and poor practice

It is important to maintain an open culture where, employees, volunteers, elected members, children or parents or carers feel able to express concern about child protection issues and issues of dealing with children and vulnerable adults.

This procedure and guidance applies whenever it is alleged that a member of 'staff' (as defined on page 2 as within the scope of this policy) has:

- Behaved in a way that has or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way which indicates s/he is unsuitable to work with children

These procedures apply to situations when:

- There are suspicions or allegations of abuse by a person who works with children in either a paid or unpaid capacity – as a permanent, temporary or agency staff member, contract worker, consultant, or volunteer
- It is discovered that an individual known to have been involved previously in child abuse, is or has been working with children

If an allegation relating to a child is made about a person who undertakes paid or unpaid work with vulnerable adults, consideration must be given to the possible need to alert those who manage her/him in that role.

Any employee, child or young person reporting concerns under this Policy is assured that their concerns will be taken seriously and treated sensitively. Every effort will be made to respect the anonymity of the person making the report, although it is not possible to guarantee this, particularly if to do so would adversely affect the welfare of the child or young person, or one or more legal authorities become involved.

The Board of Directors will not tolerate harassment of any employee, child or young person who raises concerns of child abuse. Such harassment will be dealt with under disciplinary procedures, and the organisation will robustly support any ensuing investigation by any recognised authority.

False allegations do occur. However, if a child indicates that they are being abused, or information is obtained which gives concern that a child is being abused; this should never be ignored. Any allegation of abuse must be reported to the line manager or Project Director.

The details of the key contacts in this procedure can be found at Appendix C.

Responding to a young person making a disclosure or allegation

Action to be taken

A member of staff receiving information should:

- react calmly so as not to frighten the child.
- listen carefully.
- reassure the child that they are right to tell.
- not make promises of confidentiality, but let them know that you will have to tell another adult
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child
- keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading and should consist of Who...? What...? When...? Where...?
- tell them what you will do next and with whom the information will be shared

- make a full written record of what has been said (using the child's own words), heard and/or seen as soon as possible using an Incident Report form (Appendix A). Note the date and time, any names mentioned and to whom the information was given. Ensure the record is signed and dated.

Actions to be avoided

The person receiving information should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises to keep secrets
- discuss the issue with anyone other than the Designated Officer, the line manager or Project Director.

Responding to suspicions of abuse

It is essential that employees understand that child abuse is a complex issue, and that diagnosis of the validity of an allegation is the responsibility of relevant, expert agencies. The role of employees is to report and refer any concerns, not to investigate or judge.

Sharing concerns with parents

Ajani is committed to working in partnership with parents or carers where there are concerns about their children. However, there are circumstances in which a child might be placed at even greater risk if concerns are shared (e.g. where a parent or carer is the alleged abuser or is not able to respond to the situation appropriately). Therefore staff should be aware that informing a parent or carer may place the child at risk or may compromise police evidence, immediate advice must be sought from Social Services

Reporting procedure

- Staff responding to a suspicion of abuse or poor practice should complete an Incident Report form (see Appendix A).
- The incident should be reported to the designated Child Protection Officer, line manager or Project Director. The Project Director **must** inform the designated Child Protection Officer.

- The designated Child Protection Officer will contact Leicester City Council Children and Young People Service (Social Services) or the Police as necessary. Should the designated officer not be available, the Project Director will assume this role.
- Ajani will co-operate fully with any resulting investigation carried out by external child protection agencies or the police.

Records and information

Information passed to the external child protection agencies or police must be as helpful as possible, hence the necessity for making a detailed report at the time of the initial disclosure/concern. Information included in this report should include:

- the nature of the allegation
- a description of any visible bruising or other injuries
- the child's account in their own words, if it can be given, of what has happened and how any bruising or other injuries occurred
- witnesses to the incident(s)
- any times, dates or other relevant information
- a clear distinction between what is fact, opinion or hearsay
- date and time of record.

Reporting the matter to the Duty Service (Leicester City Council CYPS) or the Police should not be delayed in an attempt to obtain more information.

A record should also be made of the name and Duty Staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A note of any crime report number should also be taken.

Electronic and hard copies of all reports and incident information must be sent to the designated Child Protection Officer.

Allegations against staff (See Appendix a)

Allegations against staff

Any person working on behalf of the Ajani who suspects that a colleague may be abusing a child or young person must act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct. This action will serve not only to protect children but also colleagues from false accusations:

Employees are often the first to realise that there may be something seriously wrong within their own working environment. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or the organisation and that there is a possibility that their concerns are unfounded. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may be a suspicion of malpractice.

Ajani acknowledges that this is an extremely sensitive issue and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith reports a concern or an allegation that a colleague is, or may be, abusing a child.

Types of investigation

Where there is a complaint of abuse against a member of staff, there may be three types of investigation:

- criminal
- child protection
- disciplinary (to be treated as gross misconduct)

Civil proceedings could also be instigated by the person/family of the person who alleged the abuse. The results of any Police and Social Services investigation may influence a disciplinary investigation by the organisation, but not necessarily.

Action to be taken

Poor practice

If, following consideration by the designated Child Protection Officer and appropriate external Child Protection agencies, the allegation is clearly about poor practice, the relevant manager may wish to invoke an investigation in accordance with Swale Borough Council's Disciplinary Procedure.

Suspected abuse

Where it is suspected that abuse has taken place:

- The designated Child Protection Officer will report the incident to the relevant Officers of the Board and the Chair of the Personnel Sub Group where consideration will be given to the next steps. These steps may include suspension on full pay, whilst the matter is investigated further.

- The designated Child Protection Officer will seek advice from Leicester City Council Children and Young Peoples Service, who may involve the police.
- The designated Child Protection Officer will initiate an investigation in line with Ajani WGC Disciplinary Procedure to oversee the internal investigation, after the investigation by external agencies is concluded. In most instances this team will include the designated Child Protection Officer.
- If the designated Child Protection Officer is the subject of the suspicion/allegation, the report must be made directly to the Chair of the Personnel Committee who will assume their role in the above procedure.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This is required in order to:

- Protect children
- Facilitate enquiries
- Avoid victimisation
- Safeguard the rights of the person about whom the allegation has been made and others who might be affected
- Manage disciplinary/complaints aspects

It is expected that those involved on a need to know basis would include the following:

- Members of the team overseeing any investigation
- The parents of the child alleged to have been abused
- The person making the allegation
- LCC Children and Young People's Service Investigating Officer and the Police
- The alleged abuser (and parents if the alleged abuser is under 18 years of age)

Any information will be stored in a secure place with access limited to the investigation team and in line with data protection.

Internal inquiries and suspension

- Irrespective of the findings of the CYP Duty Service or of police inquiries, the Ajani WGC will assess all individual cases under its own disciplinary procedures to decide whether a member of staff can be reinstated and how this can be sensitively handled.

- Ajani WGC will reach a decision based on the available information and decide on a balance of probability basis whether an allegation is true. The welfare of children will always remain paramount.

Notification to Social Services

A copy of the Incident Report form should be submitted to Leicester City Council Children and Young People Service (Social Care) without delay. This is the responsibility of the Designated Child Protection Officer.

- Any further inquiries from the County Duty Service (Social Care) or any other interested third party should be passed immediately to the disciplinary investigation team to deal with. A written record should be kept of any such conversations.

Support to the Subject of Allegations

Subject to the specific procedures the subject of the allegations should be:

- Advised at the outset to contact her/his Union representation if a member
- Treated fairly and honestly and helped to understand the concerns expressed, processes involved and possible outcomes
- Kept informed of the progress of the case and of the investigation
- Clearly informed of the outcome of any investigation and the implications for disciplinary or related processes.
- Provided with appropriate support (via occupational health).

Action if bullying is suspected

The same procedure should be followed as set out for **Responding to Suspicions of Abuse** above if bullying is suspected.

Action to help the victim and prevent bullying

- All signs of bullying should be taken seriously
- All children should be encouraged to speak and share their concerns
- The victim should be helped to speak out and tell the person in charge or someone in authority.
- An open environment should be created.
- All allegations should be investigated and action taken to ensure the victim is safe. The victim and bully(ies) should be spoken to separately.
- Staff should reassure the victim that they can be trusted and will help them, although they cannot promise not to tell anyone else.
- Records should be kept of what is said.
- Staff should report concerns to their line manager.

Action towards the bully(ies)

- The situation should be explained to the bully(ies).
- An effort should be made to get the bully(ies) to understand the consequences of their behaviour.
- An apology to the victim should be sought.
- The parents of the bully (ies) should be informed.
- Any borrowed items should be returned to the victim.
- Appropriate sanctions should be imposed as necessary.
- Encouragement and support for the bully(ies) to change their behaviour should be offered.
- Meetings should be held with parents to report on progress.
- All appropriate staff should be informed of action taken.
- A written record of action taken should be kept.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above should be used and the matter reported to the police by the Designated Child Protection Officer. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to child abuse is automatically excluded from working with children.

Misuse of the Procedure

Malicious complaints about an employee(s) and /or serious and/or persistent abuse of these child protection procedures will not be tolerated and will be dealt with through the disciplinary process.

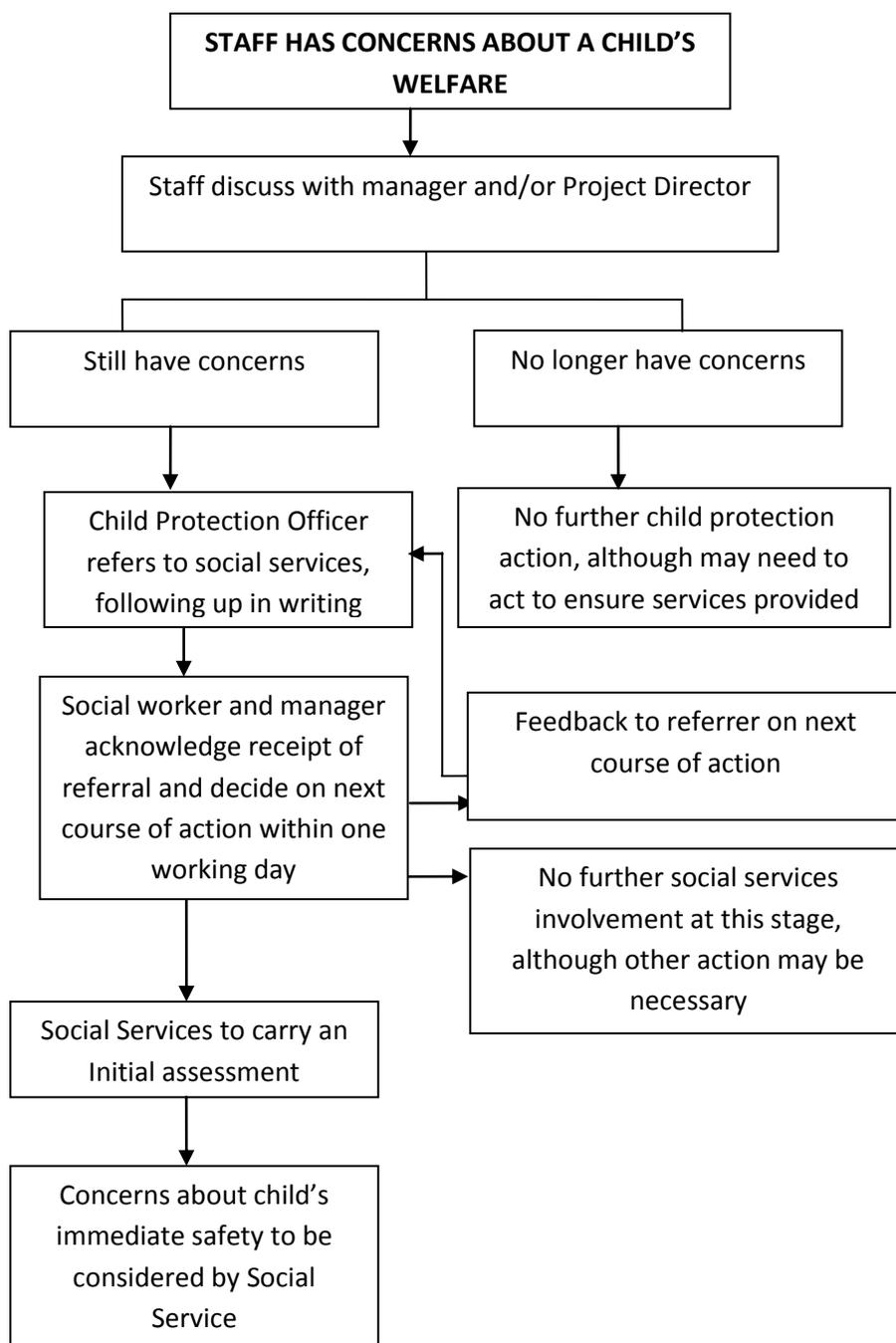
Employees may not discuss any allegation of child abuse, whether substantiated or not, with:

- Anyone within Ajani, other than the manager who they consulted, the Project Director, and the designated Child Protection Officer;
- Any member of any external agency, other than as part of the formal reporting procedure as set out in this policy or as part of the investigative process; and
- Any other interested party, including parents, carers, and relatives of the child or young person.

This does not exclude the employee from the need or right to consult with a solicitor, trade union representative, Human Resources, or other *bona fide* legal adviser.

Any enquiries from the media concerning an allegation of child abuse must be referred to the lead investigating agencies. Any direct question must be answered with the phrase "No comment."

A FLOW CHART FOR REFERRAL



CHAPTER THIRTEEN (Leicester Safeguarding Children Board)

Allegations against a person who works with, or is in contact with, children in a work or care setting, including volunteers

Introduction

This chapter concerns allegations against staff members, foster carers, volunteers and others who are regularly in contact with children, including prospective adopters. Throughout the chapter reference to staff members should be taken as referring to other groups where appropriate.

13.1 Children can be subjected to abuse by those who work with them in any and every setting. All allegations of abuse or maltreatment of children by a professional, staff member, foster carer, volunteer or any other person in contact with children must be taken seriously and treated in accordance with consistent procedures. The “Breach of Trust” offences reflect the seriousness with which such abuse should be taken.

13.2 These procedures are designed to ensure that if allegations of abuse are made, or there is any suspicion, appropriate enquiries are made such that children are protected and public confidence in services maintained. They apply whether the allegation or suspicion arises in connection with:

1. The individual’s own work
2. His or her own children
3. Other children living outside the family

and whether the concern is current or historical.

13.3 All allegations or suspicions of abuse by a professional, staff member, foster carer or volunteer (from LSCB member agencies) should be taken seriously and treated in accordance with these procedures. Other organisations which provide services for children (including day care, independent schools, leisure, churches and voluntary services) should have a procedure for handling allegations which is consistent with these LSCB inter-agency procedures.

13.4 These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child

or

- Otherwise behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

This should include indications that the person has employed behaviour which could constitute grooming.

Principles of Good Practice in Working With Children

13.5 Children who are looked after by the local authority, or who are receiving health, education or recreational services have a right to receive the highest possible standards of care and to be protected from abuse while in the care of adults outside the family.

13.6 Employing agencies and others who provide services to children have an active duty to have in place basic safeguards including:

- Rigorous recruitment and selection procedures which create a high threshold of entry to deter and detect abusers; and include awareness training for decision makers
- Guidelines for staff behaviour which promote safe care and promote the welfare of children
- Clear procedures and support systems for dealing with expressions of concern by staff and carers about other staff and carers
- Clear internal processes for responding to suspicion or allegations of abuse which support these agreed inter-agency procedures
- Clear information on where staff and managers can seek advice

13.7 Additionally, all agencies must have mechanisms to identify patterns of complaints or concerns raised about a staff member which taken together raise suspicion of significant harm and therefore warrant referral. Minor complaints or concerns must be considered with this in mind.

13.8 Assistance to agencies in relation to their duties is provided in the Practice Guidance on Safe Employment and Care Practices.

13.9 Principles of Good Practice in Considering Suspicions of Abuse

- All Staff should be aware that all children can be vulnerable when cared for outside their own home, particularly when they are living away from home. Those factors which increase vulnerability to abuse within their own family such as being very young, disabled or in an isolated, closed family also apply when cared for by others.
- All staff who work with children have a personal responsibility to report suspicions or allegations of abuse. This also applies when the suspicion is raised against a colleague.
- Everyone involved with suspicions or allegations of abuse by staff should maintain an open and enquiring mind.
- All allegations and concerns should be reported to the Local Authority Designated Officer.
- If the suspicion or allegation is about physical contact the strategy discussion should take account of the fact that staff in certain settings have to manage difficult behaviour. In particular Section 550A of the

Education Act 1996 sets out when teachers and other school staff may use reasonable force to manage disruptive behaviour. Residential care staff employed by the children & young people's service are given similar guidance. Wherever possible, staff who operate in such settings should receive suitable training about when physical intervention should be employed, and about the use of appropriate restraint techniques.

- The risk of harm posed by the person under investigation will be carefully evaluated and managed – in respect of the child(ren) involved and any other children in the individual's home, work or community life.
- Any enquiry/investigation may well have three related, but independent strands, all of which need to be thoroughly assessed and a definite conclusion reached. These strands are:
 - Child protection enquiries relating to the safety and welfare of any children who are or may have been involved
 - A police investigation into a possible offence
 - Disciplinary investigations, where it appears that allegations may amount to misconduct or gross misconduct on the part of staff. A similar, if simpler, process should be in place for concerns about volunteers, foster carers etc.

The common facts are to be applied independently to each of the three strands of possible enquiries/investigations.

- The fact that a prosecution is not possible, because there is insufficient evidence to mount a criminal prosecution, does not mean that action in relation to safeguarding children or employee discipline is not necessary or feasible.
- The pressure on those working with or caring for children should be recognised but with a clear focus on the safeguarding of children. Treating staff fairly requires effective and sensitive arrangements to be made by agencies for the support of those about whom allegations are made. This should include keeping the person informed about the progress of the investigation and processes involved, except where advising of the fact of an allegation could impede investigations.
- Investigations should be completed without delay, consistent with their effective conduct. There should be agreed written timescales which avoid delay, at every stage of the process. Consideration should be given to fast tracking cases involving childcare professionals. For normal time scales see 13.57 to 13.62 below.
- Information about allegations against staff should be restricted to those who need to know in order to protect children, investigate the allegation and manage the disciplinary/complaints aspects. Any breach of confidentiality may lead to disciplinary action. Information about criminal investigations will not usually be made public until a person is charged with a criminal offence.
- Parents/carers of involved children (and children where appropriate), should be given information about the concerns and advised about the

processes to be followed, and about the outcomes reached. The aim will be to advise them as soon as possible. In the case of older young people, especially those looked after by the local authority, attention should be paid to their wishes as regards information to be provided to their parents, carers or other family members. The timing and manner of doing so may be discussed with the LADO but must not hinder the investigation and any disciplinary process.

- Where the child has suffered significant harm, or there is a criminal prosecution, children's social care and the police should discuss what support the child and his/her family may need, including therapeutic services.
- Everyone dealing with children should be alert to any sign or pattern which suggests that abuse is more widespread or organised than first appears, or that it may involve fraud, deception or abusive images. It is important also to consider that boundaries may have been blurred or inappropriate behaviour by the staff member may have taken place, but that this may not indicate abuse.
- If abuse is substantiated, there is a duty for managers or commissioners of the service to consider general lessons, including features of the organisation which may have contributed to the abuse occurring or which may have failed to prevent it.

Role of Named Senior Officers (NSOs) and Local Authority Designated Officers (LADOs)

13.10 In line with Working Together (2006) each LSCB agency should have a named senior officer who has overall responsibility for ensuring that the organisation has and follows procedures for responding to allegations. Each local authority should designate officers to carry out specified tasks (see 13.12). Other organisations should have a senior manager whose responsibility it is to ensure that allegations are properly dealt with. For schools this should be the head teacher.

Named Senior Officer

13.11 Each Local Authority with responsibility for social care and education, the police and other LSCB member agencies should have in place a named senior officer who will:

- Take overall responsibility for ensuring that the agency deals with allegations appropriately and complies with guidance
- Resolve inter-agency issues
- Report to and liaise with the LSCB in relation to allegations

Local Authority Designated Officer

13.12 Each local authority will have designated officers who will

- Be involved in the management of individual cases

- Provide advice and guidance to schools and employers in regard to allegations and concerns, including when and whether to share information about the allegation with the staff member concerned. This will involve discussion with social care and police where there are child protection and/or criminal concerns
- Liaise with the police and other agencies
- Monitor the progress of cases to ensure they are progressed as quickly as possible
- Where appropriate challenge schools and employers if their decisions do not appear to ensure the protection of children.

Agency Senior Managers

13.13 All agencies, employers and schools should identify a senior manager within the organisation to whom allegations or concerns should be reported.

This person will:

- Ensure that all staff know who they are and how to bring concerns to their attention
- Ensure there is an alternative manager in case of absence or in case the concern relates to the agency senior manager
- Liaise with the LADO as necessary in relation to individual cases.

In addition, the Named Senior Officers, Agency Senior Managers and LADOs will be responsible for the following:

- Ensure that the individual agency or department has procedures consistent with the LSCB inter-agency procedures for dealing with instances of suspected abuse involving staff members
- Ensure that all relevant staff and managers are aware of the possibility of abuse by a member of staff, that they are aware of both LSCB and internal procedures for handling suspected cases of abuse and that they receive training as required. Local Authorities will need to emphasise the importance of this to Governing Bodies who should ensure that school staff are aware of the issues and trained as necessary
- Ensure that staff and managers seek advice from and report allegations, concerns and suspicions of abuse to the nominated senior officer
- Ensure that internal procedures are updated in line with developing LSCB procedures
- Provide liaison and oversee any enquiries involving a member of staff, co-ordinating any agency action to safeguard the welfare of children
- Ensure that there is appropriate liaison, which includes the LSCB and the media
- Monitor incidents and outcomes of such enquiries
- Maintain a confidential record of concerns about individuals in order to identify patterns over time

Appendix A

Process of Responding to Allegations and Suspicions of Abuse by Professionals, Foster Carers or Volunteers

Referral

13.14 Concerns about a member of staff may arise in many different ways, including:

- A direct allegation from a child or parent/carer
- A concern expressed by a colleague
- A criminal investigation
- Disciplinary procedures
- Complaints procedures
- Information from another authority

13.15 The concern may be contemporary in nature or historical or both. Even when concerns are clearly historical, allegations may have implications for the safety of children now; and should be dealt with within these procedures.

13.16 All allegations or suspicions of significant harm must be referred to children's social care. The procedures set out in Chapter 4: Early Prevention and Referrals of Children In Need of Support and/or Protection must be complied with, in addition to the procedures in this chapter.

13.17 Further guidance on thresholds for referral is contained within the practice guidance on Safe Employment & Care Practices

13.18 If in doubt about the need to refer, the Named Senior Officer/ Agency Senior Manager within the agency should be consulted. Consultation with the LADO is also available to agencies. All allegations and concerns that meet the criteria in paragraph 13.4 even if they appear less serious, should be notified to the LADO, who will advise whether a referral to Social Care and/or the Police is appropriate... The LADO should also be informed of any allegations or concerns that come directly to the police or children's social care.

13.19 On receiving a referral indicating suspicion of abuse by a staff member or volunteer working with any agency, the social worker must inform and consult with their line manager. If a criminal offence may have been committed against a child, the social worker must advise the police immediately.

13.20 If it is decided, on the basis of the referral or subsequent initial discussion/assessment, that child protection enquiries are required; a strategy meeting must be held. The timescales are as for any referral – 24 hours to decide that an initial assessment is required, and up to 7 working days to complete an initial assessment. Once an investigation is under way and it has been agreed that the member of staff should be informed, agencies should

identify clear and named points of contact for regular updates, advice and support to the member of staff and their representatives in individual cases.

13.21 If it is decided that child protection inquiries or a criminal investigation is not necessary, the LADO should discuss the next steps with the employer or school. There may still be a need for the employer to consider the information and take steps to address the concerns raised, including whether the information indicates that the person may be unsuitable to work with children. The options will depend on the circumstances and the nature of the allegation and will range from taking no action, through advice, retraining, revision of internal guidance to disciplinary action.

Information Sharing

13.22 Where an allegation or concern arises that falls within this procedure, police and social care should bear in mind all three strands of the investigation. This includes the fact that information may be needed for disciplinary investigations even if the criminal or child protection inquiries do not proceed. From the beginning of any investigation, any necessary consent should be sought from witnesses to share information provided with the employer so that the employer's investigation can proceed without delay. This arrangement should be confirmed at the initial strategy meeting.

Child Protection Strategy Meetings

13.23 The strategy meeting will be chaired by a member of staff within children's social care with seniority commensurate with the sensitivity and potential complexity of the case.

13.24 Those to be invited to the strategy meeting will normally include:

- Police CAIU
- Social worker
- Named Senior Officer/Senior Manager from the agency
- Senior representative from the school where the allegation is school based.
- Fostering social worker for foster carers and team manager for residential care (where allegation is against a foster carer or residential social worker)

13.25 In certain circumstances it may also include:

- Legal advisers
- Relevant Health professionals
- The Children's Rights Officer if the case involves a child who is looked after.

13.26 Where a medical assessment has been carried out, a written report of the assessment should be made available to the strategy meeting.

13.27 See also the Chapter 5: Child Protection Enquiries, Including Medical Assessments.

13.28 The strategy meeting may include Human Resources (HR) advisers to provide employment information, but will not be the forum for determining disciplinary issues. Discussions about these should occur as soon as it is clear that misconduct may have occurred. It may be appropriate to hold a further meeting about these issues immediately after the strategy meeting. This further meeting should plan any disciplinary investigation and support to the member of staff involved. The Local Authority Designated Officer would advise the employer of the issues involved and act as a link between child protection and disciplinary investigations.

If the allegation is against a foster carer, and there are significant child protection concerns, consideration should be given to whether the child or other children should be moved. Having regard to the child's best interests.

13.29 *Where the suspicion relates to a member of staff within social care services, the enquiries must involve someone independent of the relevant service or from outside the authority.*

13.30 In order to meet this requirement the following will apply:

- Where concerns relate to a member of staff in one of the local authority's residential establishments, or against a foster carer, responsibility for initial consideration of the referral, co-ordinating and chairing the strategy meeting will rest with the Children and Young People's Safeguarding Unit in Leicester City, the Children and Young People's Safeguarding Unit in Leicestershire, and the Head of Service in Rutland.
- Where concerns relate to a member of staff within the fieldwork teams, or within any team providing services, SU (Leicester City), SU (Leicestershire) will co-ordinate and chair the strategy meetings. Consideration will be given to enquiries being made by a senior member of staff or by someone from outside the Authority.

Purpose of the Child Protection Strategy Meeting

13.31 The purpose of the initial strategy meeting is to plan the child protection enquiry and ensure that the three independent strands are managed. The details of these processes will be managed outside the child protection strategy meeting. The following factors are of particular significance where suspicions of abuse involve staff or volunteers:

- Identifying all the children who may be affected by the enquiries so that their protection can be considered

- Considering any medical information and whether a medical assessment is required
- Considering the protection of children known to the person who may pose a risk outside the workplace – his/her own children and children in other settings with whom there is paid or voluntary contact
- Considering whether a child protection conference is required in relation to the person's own children or in relation to other children with whom the person has personal contact
- Recommending to the employing agency any immediate action required to protect the interests of children during the course of enquiries
- Agreeing what statements, interviews and information needs to be collated by whom and in what order (this should include any recorded concerns in an individual's present and previous employment)
- Agreeing what is told to the person under suspicion, when and by whom and ensuring appropriate staff support is available.
- Informing those with parental responsibility, consulting them and providing support
- Agreeing a timescale for actions and for the next meeting if needed

13.32 The aim should be to conclude child protection enquiries within 15 working days. Where this timescale cannot be achieved, this should be explicitly considered at a further strategy meeting.

13.33 In complex situations, or where wider implications become apparent after the initial strategy meeting, there may be need to reconvene the strategy meeting several times to take stock of progress and agree further enquiries.

13.34 In each case there should be regular communication between the LADO, those undertaking the enquiries and the employer/school.

It is recommended that the Named Senior Officer/Agency Senior Manager establish a system to track all cases involving staff, volunteers etc within their own agency. The LADO will establish similar systems in relation to allegations relating to staff from all agencies.

Outcome of the child protection enquiries

13.35 The strategy meeting should normally reconvene at the conclusion of enquiries.

13.36 The purpose of this outcome meeting will be to:

- Record the agreed outcome of the child protection enquiries, with the reasons for reaching the conclusions explicitly stated
- Clarify the position of the other strands of investigation – criminal and disciplinary, including referral to the POCA, List 99 or the Vetting and Barring Scheme
- Provide relevant information to the other two strands of the process

- Make recommendations about any implications for general working practices within the organisation which the employing body should consider
- Make any necessary recommendations about the continuing needs of the child(ren) involved

Follow up of Strategy Meetings

13.37 Where there is a series of strategy meetings each should check on the progress of actions agreed at the previous meeting. Where there is only one meeting, or there is an outcome meeting the chair should follow up the agreed actions to ensure that they are pursued or that there is a good reason why they are not.

Disciplinary Investigations and Employment Issues

Suspensions

13.38 Where a serious allegation has been made employers should consider whether the member of staff should be suspended from duty. This would usually be for one or more of three reasons:

- The allegation is so serious that it would constitute gross misconduct and grounds for dismissal
- The person's continued presence could present risk of significant harm to the child or other children
- The person's continued presence could impede an investigation

Suspension should not be automatic. Advice should be sought from HR advisers who may assist with finding alternative arrangements to suspension.

13.39 Where, on conclusion of a case, it is decided that a person who has been suspended can return to work this process should be carefully managed. The person may need support to return to work. Also, if the child who made the allegation is still receiving services/at school, consideration should be given to the child's needs and how any contact will be managed. If a person works with, or is involved with, children in more than one setting the relevant agencies should confer about the return to work and/or caring.

Investigation

13.40 If there is no police or social care investigation or if a decision is taken not to proceed or a prosecution fails, the employer/school should still consider the allegation and information from police and social care relating to it. This information should inform but not pre-empt the employer's action. The criminal process has to establish guilt beyond reasonable doubt. The employer has to balance duty to the employee with the duty to protect children and reach conclusions based on the balance of probabilities.

13.41 In many cases the disciplinary investigation will be carried out by a senior officer in the organisation/school. This will be based on information gathered by police or social care where they have been involved, but may require interviews of the child, suspected person and any witnesses as well as the gathering of background information, including about previous similar concerns. In complex cases an independent investigation may be required. The LADO should discuss this with the employer/school and agree arrangements. Further assistance should be available from the Human Resources section of the relevant agency.

Decision Making

13.42 It is important that a clear decision is taken at an appropriate level within the agency, whether to carry out an investigation, whether disciplinary proceedings should be instituted and the outcome of any proceedings. Advice on these issues can be sought from the LADO. It is also important that the decision is clearly recorded and communicated to the individual and any relevant Government body.

No further action after initial consideration

13.43 Initial consideration means the discussion about whether the alleged incident constitutes an allegation within the scope of the LSCB procedures following discussion with the LADO, Social Care or the Police following which there may be no need for further action.

Outcome if substantiated

13.44 If the allegation is substantiated consideration should be given to the appropriate outcome. Depending on the nature and seriousness of the issue, this will range from advice or retraining through disciplinary warnings to dismissal. Where a person is dismissed or the agency decides not to renew a contract or use their services further, consideration should always be given to a referral to the Protection of Children Act list/List 99 or the Vetting and Barring scheme. Where an agency determines, following investigation that no further action is required, this decision should be discussed with the chair of the strategy meeting, where held, before any other action is taken.

Outcome if unsubstantiated

13.45 This is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. When an allegation is made every effort should be made to reach a clear conclusion. However, in some cases it is not possible to be certain whether the allegation is true or not. In such cases it is still possible that lessons can be learned and action taken such as good practice discussions to reduce the possibility of similar allegations in the future.

Outcome if unfounded

13.46 This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

Outcome if malicious

13.47 This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

13.48 Where it is clear that an allegation against a particular individual cannot be true, consideration should be given, involving social care, as to whether there may be other reasons for the allegation. **Great care should be taken in considering why the allegation was made. No ready assumptions should be made about allegations being false or malicious. Examples of such cases are extremely rare. It is known that victims of abuse can experience great difficulty in disclosing what has happened and retraction of an allegation once made is not unusual.**

Resignations and Retirement

13.49 In some situations a member of staff may resign or retire before an allegation can be investigated and action taken. It is important not to regard this as a solution to the problem. The investigation should be completed, conclusions reached about the allegation and appropriate action taken. The person should still be given an opportunity to answer the allegations if possible. The allegation and conclusions should be recorded and the notes retained. The person may also be known to be in contact with children in other settings and this should be followed up. Considerations should also be given to referring the person to the Protection of Children Act list or List 99 as appropriate.

‘Compromise Agreements’

13.50 In any case involving allegations or concerns about conduct towards children no ‘compromise’ agreement should be entered into involving resignation, avoidance of disciplinary action or provision of references.

Recording Allegations and Communicating Concerns

13.51 Where allegations or concerns about staff are investigated, a clear and comprehensive summary of:

- The allegation or suspicion
- The enquiries undertaken
- The outcome of those enquiries
- A clear account of decisions taken

- The reason for them

should be placed on the person's confidential personnel file and a copy provided to the person concerned. The record should be retained for a period of 50 years, including 20 years after the usual retirement age.

13.52 Organisations should have systems for ensuring that consideration is given to passing on information about child protection concerns when staff move including in employment references.

13.53 Where relevant, the outcome of enquiries must be communicated to government departments or professional bodies holding registers of those considered unsuitable to work with children. Each agency should identify specific post holders with this responsibility.

Specific Situations

Where allegations concern staff in institutions/ foster carers located outside the jurisdiction of the three Local Authorities

13.54 Suspicions or allegations of significant harm may involve children whose home address is within one of the three local authority areas covered by these procedures but who are residing outside the boundaries of the Home Authority. Responsibility for making child protection enquiries rests with the local authority in whose area the allegations arise. Liaison between authorities will be vital. The commissioning agency/ies should follow up to ensure that child protection enquiries are completed.

13.55 Where there are similar 'cross boundary' issues between the home authorities, the lead authority for managing the allegations process will be the one where the institution/carer is located.

Where allegations relate to senior staff in any agency, particularly those who might normally be expected to take a lead role in managing such situations

13.56 In such situations the investigation should be undertaken by a more senior officer from that agency or from another authority. The chief officer should be advised and may wish to manage the investigation. In cases of Assistant Chief Officer or above organisations should also take steps to notify the relevant government agency.

13.57 For smaller voluntary organisations a strategy meeting will determine how an investigation will be carried out.

Cross Boundary Issues

13.58 Where the child, member(s) or staff and the venue of the allegation are from different local authorities it is important to ensure that all LAs are

involved in discussions about the management of the allegation. Responsibilities for action will lie with the authority or agency normally responsible dependent on where individuals live or the venue is sited. Where a school or institution is involved any strategy meeting will be chaired by social care services from the Local Authority where it is situated.

Timescales

13.59 Every effort should be made to carry out investigations as quickly as possible to avoid disruption to services and unnecessary delay.

Information sharing should happen without delay.

13.60 Where an allegation or concern arises that does not require police or social care investigation, the employer should determine what action is needed within 3 working days.

13.61 If a strategy meeting is required, this should take place without delay and normally within 3 working days.

13.62 At each strategy meeting the police, where involved, should give an estimate of the time required to carry out investigations. This should be kept under review. The officers investigating both child protection and criminal aspects should provide regular updating information to the LADO and the agency senior officer (where different) fortnightly or at monthly intervals, depending on the complexity of the case.

13.63 Where police or social care investigation is needed and concluded, the employer should determine whether a further investigation is needed within 3 working days. Where a further investigation is needed, the investigating officer should aim to complete the investigation within 10 working days. Where this is not possible, the employer should be informed and an estimated time of completion established.

13.64 Where a disciplinary hearing is required, without or on completion of an investigation, this should be held within 15 working days.

Appendix B

Examples of Indicators of abuse.

Type of abuse	Physical Indicator	Behavioural Indicator
Physical	<ul style="list-style-type: none"> • Frequent or unexplained bruising, marks or injury • Bruises which reflect hand marks or shapes of articles e.g. belts • Cigarette burns • Bite marks • Unexplained broken or fractured bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Behavioral extremes – aggressive/angry outbursts or withdrawn • Fear of going home • Flinching when approached or touched • Depression • Keeping arms/legs covered • Reluctance to change clothes • Panics in response to pain • Reports injury caused by parents
Emotional	<ul style="list-style-type: none"> • Delays in physical development or progress • Sudden speech disorders • Failure to thrive 	<ul style="list-style-type: none"> • Neurotic behaviour • Sleeping disorders, unable to play • Fear of making mistakes • Sucking, biting or rocking • Inappropriately adult or infant • Impairment of intellectual, emotional, social or behavioral development
Sexual	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Sexually transmitted disease • Vaginal discharge/infection • Frequent unexplained abdominal pains • Discomfort when walking/sitting • Bed wetting • Excessive crying 	<ul style="list-style-type: none"> • Inappropriate sexual behaviour or knowledge for the child's age • Promiscuity • Sudden changes in behaviour • Running away from home • Emotional withdrawal through lack of trust in adults • Unexplained sources of money or 'gifts' • Inappropriate sexually explicit drawings or stories • Bedwetting or soiling • Overeating or anorexia • Sleep disturbances • Secrets which cannot be told • Substance/drug misuse • Reports of assault
Neglect	<ul style="list-style-type: none"> • Constant hunger • Poor hygiene • Weight loss/underweight • Inappropriate dress • Consistent lack of supervision/abandonment • Unattended physical problems or medical needs 	<ul style="list-style-type: none"> • Begging/stealing food • Truancy/late for school • Constantly tired/listless • Regularly alone/unsupervised • Poor relationship with care giver

Appendix c.

Report of Incident/Concern Involving Child or Young Person

This form is to be used in every instance where an employee of Ajani WGC raises a concern about the well being of a child or young person.

It may be completed in consultation with the employee's line manager and/or the designated Child Protection Officer.

When completed, it must be submitted to designated Child Protection Officer.

PART A:

Employee details (to be completed by the employee reporting the incident)

Name	
Department	
Position	
Contact details: <ul style="list-style-type: none">• Office telephone• Mobile telephone• E-mail address• Office address	

Child or Young Persons details:

Child's first names	
Child's last name	
Any other name(s)	
Age and date of birth	
Address	
Contact numbers telephone	

Parent(s)/Carer(s) details:

<u>Name</u>	Relationship	DOB	Contact details

Reason for concern:
Please detail all information, including date, time, place, how long you have known the child or young person and in what capacity, and the precise details of the concern. Clearly define what is fact, opinion or hearsay.

List of evidence, documents, records made etc:

Item	Location
Describe the evidence, document, record etc.	State the location of the item (e.g. in employees note book; retained by line manager, etc.

Injuries:

Description	Site
Describe the injury(ies) seen by you.	Describe location. Do not ask the child or young person to remove clothing.

Medical assistance:

Detail any medical assistance you obtained, including the name of any doctor, nurse, or other professional. If an ambulance was called, state ambulance number, and crew base.

Police:

If Police called, detail who called them, and provide name, badge number, and police station of all officers attending.

Social Services:

If Social Services contacted, provide details of who spoken to, time, and advice they gave.
--

Line Manager:

<u>Name</u>	Date informed	Time informed

Signature of officer completing form:

<u>Signature</u>	Date	Time

PART B:

Line Managers Action (to be completed by employee's line manager or Head of Service)

Name	
Directorate	
Position	
Contact details: <ul style="list-style-type: none">• Office telephone• Mobile telephone• E-mail address• Office address	

Action taken:

<i>Detail date, time, and place informed, information given by the employee, and action you took.</i>

Signature of officer completing form:

<u>Signature</u>	Date	Time

This form must be completed no later than 24 hours after the incident, and passed to Ajani WGC Project Director or the designated Child Protection Officer.

PART C:

To be completed by Ajani WGC Designated Child Protection Officer

Informed:

<u>Date</u>	Time	By whom

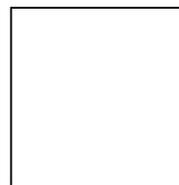
Action taken/comments:

--

Signature:

<u>Signature</u>	Date	Time

Appendix c.



PHOTOGRAPH CONSENT FORM

Project:

I give permission for a photograph of:

Name 1: Age:
PRINT NAME

Name 2: Age:
PRINT NAME

Name 3: Age:
PRINT NAME

Name 4: Age:
PRINT NAME

To be published in Ajani Women and Girls Centre marketing and
publicity material.

Signed..... **Date:**

Print Name:

Address.....

(A parent or guardian must give authorisation for children under the age of 16)

**Please note: Names and ages of children will only be printed with your consent.
Addresses and other personal details will remain confidential.**

Appendix d. - Key Contacts

1. Designated Child Protection Officer

Maureen Dover – Chair person Ajani WGC

Tel : 07717377166 or at home on 0116 2230016

2. Personnel Sub Group Chair

Deborah Sangster.

Tel : 07830349467

3. Leicester City Council Social Services

Name:	Children and Young People's Services
Address:	1 Grey Friars, Leicester, LE1 5PH
Telephone:	0116 253 1191 (Mon-Thurs 8.30am-5pm, Fri 8.30am - 4.30pm)
Emergencies:	0116 255 1606 (outside normal office hours, at weekends, etc)
Police:	0116 222 2222