arnfield care

Document C-51

SAFEGUARDING CHILDREN

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1. General statement.

This document refers to all children accommodated in children's homes operated by Arnfield Care Limited, as well as to all children attending Arnfield Independent School.

All employees of Arnfield Care Ltd have a duty and responsibility to ensure that the children in their care can develop in a safe and secure environment. Safeguarding children is the responsibility of everyone who works with, or has contact with children.[1] All staff will be given a copy of this document, as well as a copy of pages 1 to 12 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.

Organizational safeguarding children procedures exist to ensure that appropriate action will be taken to protect children from any form of abuse or neglect or harm. However, if these procedures are seen to be failing, then disclosure of any matters that prejudice the safety of children - or 'whistle-blowing', to an appropriate authority, such as the local Safeguarding Children Board, the Police or Ofsted would be acceptable.

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 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, so it is vital that any concerns (which may arise from a statement made by a child, an observation, or simply a feeling that something is wrong), are shared with colleagues and management without delay.

Concerns about a child'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 children 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's welfare using the local Safeguarding Children Board procedures.

Copies of the current Derbyshire Safeguarding Children Board *Safeguarding Children Proced*ures[3] are available online. A copy of *Working Together to Safeguard Children (March 2015*) is also available in both children's homes. All staff should be aware of and familiar with these procedures and guidance.

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

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[1] Children Act (2004): section 11
Working Together to Safeguard Children: H.M. Government, March 2015, pages 52-55.
[2] *'Keeping Children Safe in Education'* DfE, July 2015.
[3] http://derbyshirescbs.proceduresonline.com

2. Responsibility for safeguarding and protecting children and for risk assessment and management

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

As an organization, Arnfield Care Ltd has procedures for the safe recruitment of staff, vetting visitors to children's homes, safeguarding children and preventing bullying, which are regularly reviewed and updated.

The responsibility for safeguarding children extends to all employees of Arnfield Care Ltd. It applies not just to the children who are being looked after by, or are receiving services from Arnfield Care Ltd, but also to any other children with whom employees may come into contact through their work.[4] This could include, for example, staff's concerns about a visiting sibling of a child who lives in one of our 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 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.

In normal circumstances, staff should report to their shift leader, their Manager, or the Head of Care in the first instance. However, if the concerns relate to the conduct of another member of staff or another professional person working with children, the matter must be reported to the Local Authority Designated Officer (LADO) within 24 hours of the concern being raised. In normal circumstances, the Head of Care and the Manager or Head Teacher (as appropriate) will be notified immediately, and contact with the LADO will be made by the Head of Care, Manager or Head Teacher, either directly, or through Derbyshire Children's Services. In exceptional circumstances, a senior member of staff may make this notification. (See appendix E)

All employees are responsible for identifying, reporting and managing potential hazards and risks to the safety and well-being of children in the children's homes and at Arnfield Independent School, and for putting into place strategies to assess and reduce those risks wherever possible. It is vital that all staff are vigilant to the signs of potential safeguarding concerns, which are outlined in appendixes A, B and C.

Risk management may include making any amendments that are identified as being required to any organizational policy, procedure or guidance documents relating to the children's homes and/or Arnfield Independent School.

Risk assessments will be regularly monitored by Managers and the Head Teacher, and will be included in the review of the quality of care[5] by Registered Managers. Referrals and notifications will be made as outlined in this document.

[4] Children Act 2004, section 11
[5] Children's Homes (England) Regulations 2015: Regulation 45(2)(c)

3. Designated Person with responsibility for dealing with safeguarding or child protection issues.

Within Arnfield Care Ltd 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 Registered Managers and Assistant Managers of the Children's Homes; the Head Teacher of Arnfield Independent School; and the Outdoor Education Manager.

4. Children and young people who may be vulnerable to radicalisation and extremism.

Radicalisation refers to the process by which a person comes to support terrorism and/or forms of extremism leading to terrorism.

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 families from violent extremism. There have been several occasions on which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views justifying political, religious, sexist or racist violence, or to steer them into a narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Arnfield Care Ltd values freedom of speech and the expression of beliefs and ideology as fundamental rights that underpin our society's values. Within both children's homes and Arnfield Independent School, children have the right to speak freely and voice their opinions. However, freedom comes with responsibilities, and free speech that is designed to manipulate the vulnerable, or that leads to violence or harm to others goes against the moral principles within which free speech is valued. Free speech is not an unqualified privilege: it is subject to laws and policies governing equality, human rights, community safety and cohesion.

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

Arnfield Care Ltd and Arnfield Independent School are clear that any type of exploitation or radicalisation must be viewed as a safeguarding concern. We seek 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.

<u>Extremism is defined by H.M. Government as:</u>

"… 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 … [including] *… calls for the death of members of our armed forces, whether in this country or overseas."* [6]
Extremism is defined by the Crown Prosecution Service as:

"The demonstration of unacceptable behaviour by using any means or medium to express views which:

- *foment, justify or glorify terrorist violence in furtherance of particular beliefs;*
- *seek to provoke others to terrorist acts;*
- *foment other serious criminal activity or seek to provoke others to serious criminal acts; orfoster hatred which might lead to inter-community violence in the UK"* [7]

Radicalisation is defined by H.M. Government as:

***"…** the process by which a person comes to support terrorism and forms of extremism leading to terrorism."* [8]

5. Dealing with a disclosure or allegation by a child or another person.

Children 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 has to say
- Be prepared to listen impartially to the child, 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 unconditional promises of confidentiality to the child
- Report any concerns without delay to their Manager or to a senior colleague (see paragraph 2 above)
- Be aware that what the child 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 adult (parent, family member, other professional) with regard to a safeguarding children issue, the same principles regarding recording and evidence (paragraph 7 below) will apply. Adults may 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, and also the appropriate Manager or the Head Teacher, must be notified immediately of any allegation or disclosure that calls into question the

[6] *Prevent Strategy*: H.M. Government (June 2011), page 107.
[7] *Violent Extremism and related Criminal Offences:* Crown Prosecution Service. https://www.cps.gov.uk/publications/prosecution/violent_extremism.html accessed on 22nd June 2015.
[8] *Prevent Strategy*: H.M. Government (June 2011). page 108

competence or suitability of another professional person (whether or not they are an employee of Arnfield Care Ltd) to work with a child. Such information must be treated as being strictly confidential. Oral notifications of this kind to the Head of Care or other senior staff must be followed up formally in writing, and delivered electronically or by hand.

6. Acting on a safeguarding or child protection issue.

If after discussion with a Manager or senior member of staff, there is still cause for concern about a child, then the Safeguarding Children procedures must 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 issue. (See appendix E)

In the first instance, the child's placing authority and Derbyshire Children's Services should be informed as soon as possible. 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. A decision will be reached as to whether any immediate action is necessary to secure the child'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, then the Local Authority Designated Officer (LADO) must be notified within 24 hours. (See paragraph 2 and Appendix D)

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

Where a child 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.

7. Recording and evidence.

It is absolutely essential that any concern raised about a child protection issue and any discussions with children or others are accurately recorded as soon as possible, and are clearly signed and dated. Any such records may be required if there is a subsequent investigation, and they could possibly be used as evidence in Court if there is a criminal prosecution. It is therefore 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 (using 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 circulation

of reports. A standard form for this purpose is provided. See Appendix F for an example of this).

On some occasions it may be deemed necessary to obtain photographic evidence of suspected injuries to a child. If this is required, then this evidence will be obtained by the police or medical professionals or child protection services Residential staff may record details in writing of a child's visible injuries, or illustrate the position and extent of the injuries on a 'bodymap' type of diagram, but should not take photographs of a child in these circumstances.

When engaging with children following a disclosure, allegation or suspicion of abuse or neglect, the following points are important:

- Any discussion should be carried out in a way that minimises distress to the child, and maximises the likelihood that they will provide accurate and complete information. Consideration should be given to where the discussion takes place – so that the child feels safe, is assured of privacy, is not distracted or interrupted.
- Leading questions, or 'putting words into the child's mouth' should be avoided. The child may need time and more than one opportunity to speak before they feel it is safe to voice their concerns.
- The child may possibly wish to retract a statement they have made earlier, or contradict a statement they have already made, or refuse to speak at all. In these circumstances it would not be appropriate for residential staff to put pressure on the child. The child's reactions and comments should be accurately recorded.
- It is important that in addition to a factual written statement of the child's disclosure, any member of staff present at the time should make a written record of the circumstances in which the disclosure came about. (See appendix F).

When responding to a safeguarding concern or issue around radicalisation and/or extremism, all staff should be aware that numerous factors can contribute to and influence the range of behaviours that may indicate children's exposure to these factors. However, it is important to remember that most children and young people will not become actively involved in extremist behaviour. Any interventions by staff need not always be linked to the threat of radicalisation, but may be focussed instead on other matters of concern, for example mental health issues, relationships or drug/alcohol issues.

It is also 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 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 in this discussion.

If the member of staff feels that they may be 'out of their depth', or believe that it is beyond their ability to resolve the matter, they should not continue to try to engage the child in discussion. However the member of staff should continue to listen carefully, so that the child can make any disclosure that they wish to at that time. The information should then be recorded, as stated above, using the child's own words wherever possible.

In addition, any member of staff who is present while a child is making a disclosure should record what they felt the child was expressing, and the reasons that they felt this. The perspective of a member of staff - to whom the child felt comfortable enough to make a disclosure - could provide useful information alongside the record of the child's own statement.

8. 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 information, staff should be aware at all times of the current guidance on information sharing, and data protection[9].

9. Training, information and support for staff.

All staff will receive training in recognising and dealing with child protection issues and safeguarding children procedures[10]. It is important that new staff are not allowed unsupervised, or one-to-one contact with children until they have completed their induction and basic safeguarding training. Managers and selected senior staff will receive further training appropriate to their roles and responsibilities.

Information for all staff is available in both children's homes, at Arnfield Independent School, and from the training officer.

Support for individual staff who are dealing with safeguarding or child protection issues is available through the supervision system[11], as well as from senior colleagues, line managers and the training officer. Support for teams will be provided through team meetings, training and information sharing sessions.

10. Resolving differences of opinion in respect of a safeguarding or child protection concern.

Where there is a difference of opinion between staff in respect of a safeguarding or child protection concern, the matter should be referred to a senior member of staff or Manager to make a decision. Once a decision has been made by a senior person, any directions given by them should be followed.

In the event that a member of staff is unhappy about a decision made by a more senior colleague, they should raise their concern with their Manager or with the Head of Care (as appropriate), so that the matter can be resolved without delay.

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[9] Data Protection Act 1998
Working Together to Safeguard Children: (March 2015)
S-23: Confidentiality and information sharing
[10] S-44 Staff training policy, and S-45 Staff training plan
[11] S-41 Staff supervision, and S-42 Stress management

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

'Working Together to Safeguard Children (2015) defines the four main categories of child abuse as follows[12]:

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 (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

PHYSICAL ABUSE

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

SEXUAL ABUSE

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may 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.

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

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

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

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may include seeing or hearing the ill-treatment of another.

It may involve bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

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

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Appendix B: Recognising a safeguarding or child protection issue.

Children sometimes appear with minor injuries for which a logical explanation can be readily given by the child or another person. The majority of injuries to children do occur accidentally, but should, nevertheless, always be discussed with parents/carers and recorded. However there may be occasions when there are further concerns, for example:

- The child and/or parent/carer may be unwilling to talk about an injury or gives an explanation, which appears inconsistent with the injury
- There are a series of unexplained injuries.

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

Similarly, children's mood, attitude towards other people or their 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 manager or a senior colleague and recorded.[13] Further concern may arise if, for example:

- The child's mood changes for no obvious reason, and they become more withdrawn and upset
- A child shows fear of another person (adult or child), or of particular situations, which cannot be readily explained
- A child'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 too[14].

[13] S-30: Policy and guidance on recording, reporting and communication.
[14] C-65: Countering bullying

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

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Appendix 3: Indicators of vulnerability to radicalisation

There is no such thing as a 'typical extremist'. Those who become involved in extremist actions and behaviour come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

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 is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the child may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have 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'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 may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement by the child, or their family with criminal groups or gangs, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – a child may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not intended to be exhaustive - nor does it mean that a child experiencing any of the above is necessarily at risk of radicalisation for the purposes of violent extremism.

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Appendix D: Statutory Notifications

Under the current regulations[15], the following notifications to certain official bodies must be made, without delay, following a serious event.

Serious event:	*Notification to be made to:*
The death of a child accommodated in a children's home	• Ofsted, • The child'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*	• Ofsted, • The child's placing authority, and, • Any other relevant person
An incident requiring police involvement that occurs in relation to a child, which the Registered Manager considers to be serious	• Ofsted • The child's placing authority • Any other relevant person
An allegation of abuse against the home, or any person working there*	• Ofsted • The child's placing authority • Any other relevant person
A child protection enquiry involving a child is instigated or concluded**	• Ofsted • The child's placing authority • Any other relevant person
Any other serious event that affects the welfare of a child	• The child's placing authority • The child's parent [*unless to do so is not reasonably practicable, or would place the child's welfare at risk*], 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, within 24 hours. Normally this notification will be made by the Head of Care or a Children's Home Manager, or the Head Teacher. (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.

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Appendix E: Organizational Notifications

In any of the following serious events as listed in the current Regulations[16], 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.

[15] Children's Homes (England) Regulations 2015, regulation 42.

- The death of a child 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, 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 is instigated or concluded
- Any other serious event that affects the welfare of a child

If any employee of Arnfield Care, or any student on placement, or 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:

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.	*Notifications must be made without delay to:*					
	Outdoor Education Manager	*Head Teacher*	*Children's Home Manager*	*Head of Care*	*Directors*	*LADO*
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 Manager				√	√	√
Head of Care					√	√

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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 below:

[16] The Children's Homes (England) Regulations 2015, regulation 42.

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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 own 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) involved.

Child's full name:…… Date of birth:……..
Date of child's admission to the children's home/school: …….
Child's Placing Authority: ……
Name of child's 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(red) involved
……..

** If a child protection issue or concern involves an employee, or a person working with children 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'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 Ltd.

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 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 (document C-31) for further details and guidance.
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's Placing Authority (*name of the Local Authority with responsibility for the child*) ……..
(*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's parent or carer.

It is important to note that it is not always appropriate for residential or school staff to inform the child'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'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 Ltd.

(*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*) ……..……...

- - - - - - - - - - -

J Simmons (Training Officer)
W Relf (Head of Care & Responsible Individual)
Arnfield Care Ltd

Relevant legislation and guidance and organizational information:

Children Act 1989
Data Protection Act 1998
Education Act 2002
Children Act 2004: Sections 10 and 11
Safeguarding Vulnerable Groups Act 2006
Statutory Guidance (2007) on Arrangements to Safeguard and Promote the Welfare of Children under s11 of the Children Act 2004
'Prevent Strategy' HM Government (June 2011)
'Working Together to Safeguard Children', H.M. Government, (March 2015)
'Keeping Children Safe in Education: statutory guidance for schools and colleges. DfE (March 2015).
Children's Homes (England) Regulations 2015
'Guide to the Children's Homes Regulations including the quality standards' DfE (April 2015)
Derbyshire Safeguarding Children Board Procedures (2016)

Document C-50: Child protection statement
Document C-65: Preventing bullying

Document S-23: Sharing information
Document S-41: Staff supervision
Document S-42: Stress management
Document S-44: Staff training policy
Document S-45: Staff training plan
Document S-56: Photographic and recorded media management