

Joint Chiltern and South Bucks Child Protection Policy

Child Protection Policy

Children and young people have the right to have fun and be safe in the services provided for them and the activities they choose to participate in.

All children and young people have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity. They have the right to be treated with dignity and respect regardless of cultural and religious backgrounds and any additional vulnerability.

A. CHILD PROTECTION STATEMENT

Chiltern District Council and South Bucks District Council are committed to ensuring that all children and young people are protected and kept safe from harm whilst engaged in services each provides. Chiltern and South Bucks District Councils will also safeguard the welfare of children and young people who use Council services, or who attend activities within their venues or access information via their websites, by protecting them from abuse.

Chiltern District Council and South Bucks District Council recognise their responsibilities under the terms of the Children Act 1989 and 2004, Working Together 2015 and other relevant legislation, to make arrangements for ensuring that its functions are discharged having regard to the need to safeguard and promote the welfare of children and young people. This policy has been developed in the context of the Buckinghamshire Safeguarding Children Board's (BSCB) Procedures (Section One forms Appendix 1 of this policy).

This policy applies to all situations within Chiltern and South Bucks District Councils operations, which could potentially involve children or young people, from young children running around in a reception area to home visits where children or young people are present. Good Practice guidelines are available for staff, to protect children and young people and to protect staff from allegations of abuse and to reassure parents.

The policy affects every Chiltern District Council and South Bucks District Council elected member, staff member, volunteer and anyone working on behalf of and/or representing the Council's.

B. DEFINITIONS

Please read Appendix 1 for more details, however Chiltern District Council and South Bucks District Council recognise that:

- The term children or young person is used to refer to anyone under the age of 18 years. Please note: people over 18 with learning difficulties are

covered by the Buckinghamshire Safeguarding Adults Board 'Multi-Agency Policy and Procedures for Safeguarding Adults'.

- The term parent is used as a generic term to represent anyone with legal parental responsibility.
- The term elected members, staff and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of and/or representing the Council: this includes temporary, agency and contractors.
- All children and young people irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection.

C. THE AIMS OF THE POLICY

Chiltern District Council and South Bucks District Council accept their moral and legal responsibility to: implement procedures, to provide a duty of care for children and young people, safeguard their well being and protect them when they are engaged in services organised and provided by the Councils or when they come into contact with Council staff, those on work experience, elected members and volunteers.

Chiltern District Council and South Bucks District Council aim to do this by:

- Raising an awareness throughout both Councils and beyond of the statutory "duty of care" relating to children and young people and actively encourage good practice amongst all staff, elected members and volunteers.
- Creating a safe and healthy environment within all services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children and young people. Listening to children and young people, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, elected members and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse and themselves against false allegations.
- Ensuring staff and volunteers who work with children and young people will be subject to a Disclosure and Barring Service (DBS) Check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by Chiltern District Council and South Bucks District Council's Child Protection Policy together with Procedures and Good Practice Guidelines that may be published from time to time.

Action to achieve these aims:

1. The general safety and well being of children and young people will be promoted within both Councils services and Good Practice Guidelines developed so that good working practices are maintained.
2. Training will be given to staff, elected members and volunteers across both Councils on Child Protection Procedures and Good Practice and further training to enable them to recognise the potential signs and indicators of abuse and to improve good practice.
3. Procedures will be provided for staff, elected members and volunteers describing the actions they should take if they have concerns or encounter a case of alleged or suspected child abuse, so that they will be confident and able to record and respond to incidents following the procedures of the Buckinghamshire Information Sharing Protocol.
4. Assessment processes to ensure senior managers (Heads of Service /Corporate Managers) are aware of the extent to which people under their responsibility have contact with children and young people and an assessment of risk to the safety of children and young people in specific activities or situations
5. An internal safeguarding groups will share best practice, outcomes of serious case reviews and identify opportunities to mainstream safeguarding at work and in the community.

1. THE PROMOTION OF THE SAFETY OF CHILDREN AND YOUNG PEOPLE

Chiltern District Council and South Bucks District Council recognise that employees, contractors, volunteers and representatives of the Councils could have the potential to abuse children or young people. Chiltern District Council and South Bucks District Council will therefore ensure that unsuitable people are prevented from working with children and young people.

1.1 Recruitment and Selection

The following procedures will be adhered to for the safety of children and young people: -

- All recruitment and selection of staff will meet the BSCB minimum standards. BSCB website www.bucks-lscb.org.uk
- It will be made clear to applicants that any role involving contact with children and young people will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All staff with access to children and young people whether voluntary or paid must provide at least two references, which must be received and accepted as satisfactory to the Council before employment commences. One referee must be current, or if the applicant is not employed, the most recent employer

- References must cover the last three years of employment and if in education be provided by the course tutor. Referees must be previous employers, not friends and must not be related to the applicant.
- All new staff with access to children and young people are to be advised that the Chiltern District Council and South Bucks District Council are entitled to request a Disclosure and Barring Service check.
- Confirmation of employment will be subject to the receipt of necessary clearance.
- Existing staff who have changed jobs and, in the opinion of their Line Manager / Human Resources, new duties bring them into contact with young people must undergo a Disclosure and Barring Service check
- Disclosure and Barring Service checks should be renewed every 3 years
- Where applicable, all appointments that involve substantial contact with children and young people, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Line Manager is confident that the applicant can be safely entrusted with children and young people.

1.2 Work Experience

Chiltern District Council and South Bucks District Council offer young people work experience placements across the Council each year primarily designed to help young people become familiar with the workplace. Any person who has been banned from working with children has the duty to inform their line manager of this fact before they can work in direct contact with a work experience person. Staff should not travel alone with a work experience student unless this has been pre approved by the school and parents.

Chiltern District Council and South Bucks District Council work through Human Resources to provide a planned and structured work experience placements. When Chiltern District Council and South Bucks District Council offer a work experience placement to students, service managers have a responsibility for their health, safety and welfare. Under health and safety law, these students will be regarded as employees. Guidance for managers and staff complement this policy.

1.3 Use of Contractors

Chiltern District Council and South Bucks District Council and their staff, elected members and volunteers should take care that contractors doing work on behalf of Chiltern District Council and South Bucks District Council are monitored appropriately. Any contractor or sub-contractor, engaged by Chiltern District Council and South Bucks District Council in areas where workers are likely to come into contact with children and young people, should have similarly robust Child Protection and recruitment policies or failing this, must comply with the terms of this policy.

Contractors will be monitored by the officer responsible for the contract and record the degree of compliance with this policy.

2. INDUCTION AND TRAINING

Appropriate training will be given to enable staff, elected members and volunteers to recognise their responsibilities with regard to their own good practice, the reporting of suspected poor practice and concerns or allegations of abuse. Training informs members of staff of expected conduct and situations to avoid in order to protect themselves from allegations.

This will include the following:

- Mandatory E learning module on safeguarding for all new staff.
- All staff will receive a mandatory introduction to this policy via the E learning module on safeguarding
- All staff whose role brings them into contact with children and young people will receive follow up training on best practices
- Staff working in contact with children undertake safe practice training.
- Staff who regularly come in contact with children and young people will attend appropriate Child Protection training every three years
- The designated person (defined in section 5) and all those with advisory or policy writing responsibilities for child protection/safeguarding will receive BSCB multi-agency training every two years.
- Members will receive awareness training on their safeguarding duties and the reporting process should they become aware of concerns in relation to their role as a district councillor

3. PROCEDURES:

These procedures inform staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child abuse, i.e. response actions. The procedures apply to all Chiltern District Council and South Bucks District Council staff, elected members and volunteers. Further advice can be found in the Whistleblowing Policy.

3.1 Responding To Concerns and Allegations: General Procedures

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, staff, elected members and volunteers do have a duty of care to the child or young person which means they must report any suspicions they may have.

In general there are 3 situations that staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

- Responding to a child or young person disclosing abuse, i.e. they make an allegation of abuse

- Responding to allegations or concerns about a member of staff, elected member or volunteer from your own observation or due to a complaint.
- Responding to allegations or concerns about any other person, i.e. parent, carer, other service user

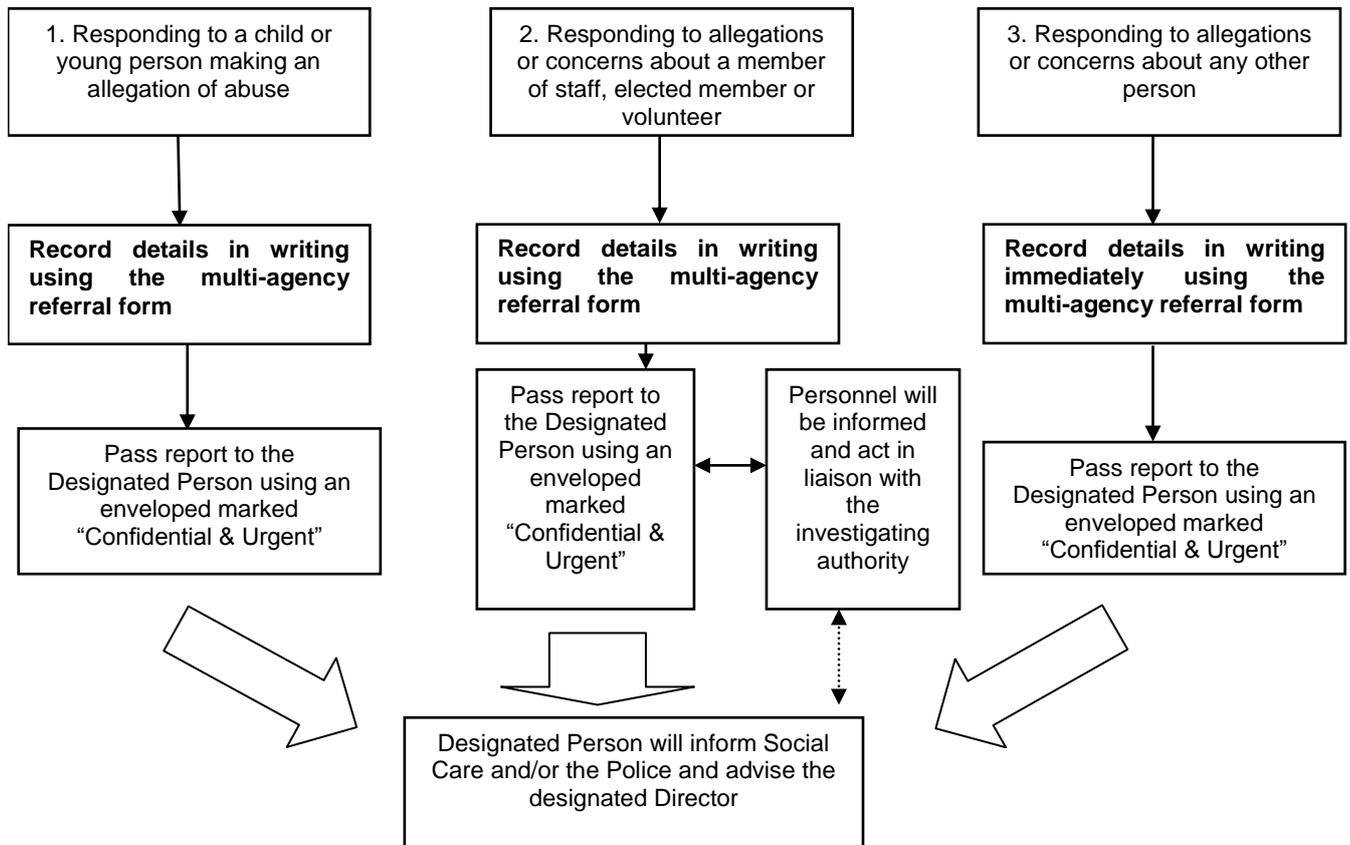
Diagram 3.2 illustrates the basic response procedures and actions that should be followed in each of the above response situations. These procedures should also be applied when there is an allegation or concern that any person who works with children, in connection with his/her employment or voluntary activity, 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
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

Chiltern District Council and South Bucks District Council has a named senior officer with overall responsibility for ensuring the organisation has appropriate arrangements in place of the management of allegations against staff/volunteers. This is the Head of Healthy Communities, Martin Holt.

The Designated Senior Manager to whom allegations against staff/volunteers should be reported is the Head of Healthy Communities, Martin Holt. The Designated Senior Manager must consult the Local Authority Designated officer (LADO) in all cases which could meet the criteria above. The role will be deputised by the Community Safety Manager, Katie Galvin and in their absence by the Principal Leisure and Wellbeing Officer, Paul Nanji.

3.2 Basic response procedures and actions



In the case of an emergency where a child is in danger please phone 999 immediately before filing a report

Please note: It is not the place of any officer of Chiltern District Council and South Bucks District Council to investigate allegations. Therefore all allegations will involve investigating authorities as soon as possible to protect both those making allegations and those who may be the subject to those allegations.

3.3 Reporting Incidents

It is the duty of any member, council employee or volunteer to:

- Report any concerns about a child being subject to abuse,
- Receive a disclosure
- Report if they are aware of members or colleagues behaving in an inappropriate manner.

All reports are confidential and will be handled in the same way and with respect to the person raising the concern regardless of the out come.

You should record in writing all the details that you are aware of and what was said using the child or young person's own words, immediately.

In your record you should include the following using the multi-agency referral form in Appendix 2:

- a) The date and time
- b) The child or young persons name, address and date of birth
- c) The nature of the allegation
- d) Your observations – e.g. a description of the child or young persons behaviour and physical and emotional state and a description of any visible injuries.
- e) Exactly what the child or young person said and what you said. Record the child or young persons account of what has happened as close as possible.
- f) Sign and date what you have recorded.

Do not ask questions, other than the child or young persons name, address and date of birth. Reassure the child or young person that they have done the right thing in telling you.

3.4 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, i.e. Designated Person, Social Care or Police. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or young person, their family, those who are the subject of allegations and any child protection investigations that may follow.

Informing the parents of a child or young person of concerns you may have should be done in consultation with Social Care. Parents will not be informed if they are the subject of the allegation. Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done in joint consultation with Social Care and the Police. It is important that the timing of this does not prejudice the investigation.

Recorded information should be stored in a secure place with limited access to Designated Persons, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). If enquiries arise from the public or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make any comments regarding the situation. Staff, elected members and volunteers should make no comment and direct all enquiries to the Communications team.

3.5 Photography

Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos within Chiltern District Council and South Bucks District Council services and at events or activities which involve children and young people. Consent must be sought from parents when cameras and other image recorders are used to picture children and young people. All services must

follow the guidance set out in the Photography Policy and consent forms can be obtained from the Communications team. Professional photographers or invitations to the press to cover Council services, events and activities should be organised via the Communications team.

Other guidelines are:

- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child's or young person's home.
- The child or young person should be happy with having their picture taken
- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used
- The names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

4. Protection through Service Provision

4.1 Managers must make an assessment and update of the following on an annual basis:

- The extent to which people under their responsibility have contact with children and young people
- The risk to the safety of children and young people in specific activities or situations
- The likelihood of lone workers encountering lone or young, vulnerable children or young people

Forms to help Managers will be on the intranet.

The following are examples taken from the BSCB procedures although specific these examples of the Chiltern District Council and South Bucks District Council's cooperation with other agencies are not exhaustive:

4.2 Communities provide and enable a wide range of facilities and services for children and young people. By the nature of these activities, staff, volunteers and others contracted by departments are in various degrees have contact with children. Safeguarding checks are in place before Chiltern District Council and South Bucks District Council support community groups.

4.2 Housing Services play an important role in safeguarding children beyond the measures outlined in this policy when there is reasonable cause to suspect that a child is suffering or is at risk of suffering significant harm.

In accordance with their duty to assist under Section 27 of the Children Act 1989, the Housing Authority is expected to share, orally or in writing, relevant

information about families that could be helpful to the Social Care carrying out assessments under Section 17 or Section 47 of the Children Act 1989. Staff are expected to attend Child Protection Conferences when requested to do so. Appropriate housing can make an important contribution to meeting the health and developmental needs of children and young people.

BSCB Multi-Agency procedures state:

“The Housing Authority will assist by the provision of accommodation either directly, through their links with other housing providers, or by the provision of advice. Examples include situations where women and children become homeless or at risk of homelessness because of domestic violence. The HA has an important part to play in the management of the risk posed by dangerous offenders, including those who are assessed as presenting a risk, whether sexual or otherwise, to children. The re-housing of such people requires close liaison between the HA, police, Social Care and the probation service.”

5. The Role of the Designated Person

The designated person will be the Senior Manager responsible for Healthy Communities, Martin Holt; telephone number 01494 732055, 01895 837354. The role will be deputised by the Community Safety Manager, Katie Galvin and in their absence by the Principal Leisure and Wellbeing Officer, Paul Nanji. They will have the duty to ensure that this role is implemented.

Where information is reported that a person has reasonable cause to suspect that a child is suffering or is at risk of suffering significant harm, or otherwise believed to be a child in need the concerns will be referred to Buckinghamshire Social Care by the designated person following the BSCB Multi-Agency procedures which contain the following advice:

“While professionals should seek, in general, to discuss any concerns with the family and, where possible, seek their agreement to make a referral, this should only be done where such discussion and (such referral) agreement seeking, **will not** place a child at increased risk of significant harm.”

Where the circumstances of the referral indicate the possible commission or attempted commission of a criminal offence, the matter will also be referred to the Thames Valley Police Family Protection Unit. This will enable the police and Social Services to consider jointly how to proceed in the best interests of the child.

In general the Designated Person:

- Will keep the records of reports in a secure place,
- Be responsible for making the referral to Social Care
- Establish with the reporting person whether parents' permission should be sought. The BSCB procedures state: Parents' permission should normally be sought before discussing a referral about them with other agencies, unless permission seeking may itself place a child at risk of significant harm and a S.47 enquiry has started.

- Personal information about referrers, including identifying details, will only be disclosed to third parties (including subject families and other agencies) with the consent of the referrer.

6. The Review and Publication of the Child Protection Policy

- The Child Protection Policy shall be reviewed and published on an annual basis.

Sources of information / support

Designated Person:
Martin Holt
01494 732055, 01895 837354

Deputy Designated Person:
Katie Galvin or Paul Nanji
01494 732058

First Response-
Buckinghamshire Social Care-
0845 4600001
01296 383962

Local Authority Designated Officer
01296 382070

Buckinghamshire Safeguarding
Children Board
www.bucks-lscb.org.uk

Buckinghamshire Family information
Service-
01296 383065 / 0845 688 4944

ChildLine - free helpline for children
and young people in the UK.
Children and young people can call
to talk about any problem
www.childline.org.uk
Phone 0800 1111

NSPCC – Information for children and
adults www.nspcc.org.uk
Phone 0808 800 5000

Employee Support Programme
Available to all Council employees
0800 882 4102

Samaritans
www.samaritans.org
Phone 08457 909090

Domestic Violence
Wycombe Women's Aid
01494 461367

Appendix 1: BSCB Multi Agency Procedures – A part of Section 1

1.5. The Concept of Significant Harm

1.5.1. Some children may be suffering, or at risk of suffering, significant harm, either as a result of a deliberate act, or of a failure on the part of a parent or carer to act or to provide proper care, or both. These children need to be made safe from harm, alongside meeting their other needs.

1.5.2. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer significant harm (S.47). A court may only make a care order (committing the child to the care of the local authority) or supervision order (putting the child under the supervision of a social worker, or a probation officer) in respect of a child if it is satisfied that:

- a) The child is suffering, or is likely to suffer, significant harm; *and*
- b) That the harm or likelihood of harm is attributable to a lack of adequate parental care or control (S.31).

1.5.3. There are no absolute criteria on which to rely when judging what constitutes significant harm. However, to understand and establish significant harm, it is necessary to consider:

- The family context and the child's development within the context of their family,
- Wider social and cultural environment;
- Any special needs, such as a medical condition, communication difficulty or disability that may affect the child's development and care within the family;
- The nature of harm, in terms of ill-treatment or failure to provide adequate care;
- The impact on the child's health and development; *and*,
- The adequacy of parental care.

1.5.4. For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard the children and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals must:

- Be alert to potential indicators of abuse or neglect;
- Be alert to the risks which abusers, or potential abusers, may pose to children;
- Share and help to analyse information so that an informed assessment can be made of the child's needs and circumstances;
- Contribute to whatever actions are needed to safeguard the child and promote his or her welfare;
- Regularly review the outcomes for the child against specific shared objectives; *and*,
- Work co-operatively with parents unless this is inconsistent with the need to ensure the child's safety.

BSCB Multi Agency Procedure

Appendix 2



Buckinghamshire County Council

Multi-Agency Referral From

A multiagency referral should be made when an agency considers a child's needs cannot be met solely by that agency and co-ordinated intervention is required to promote, safeguard or protect the welfare of the child/children concerned.

If a child or young person is at risk of serious harm contact **First Response Team:**

Phone: 0845 4600 001 or 01296 383962 (Mon-Thurs 9am to 5.30pm & Fri 9am to 5pm)

Email: secure-cypfirstresponse@buckscc.gcsx.gov.uk

Out of Office Hours – telephone 08009 997 677

All telephone referrals must be followed up in writing by the referrer within 48 hours.

Details of Person Making a Referral (person completing this form)

Name:		Date of Referral:
Role:		Agency:
Contact Details:	Tel:	Email:
Address:		

Are the parents/carers aware of this referral to Early Help or Children's Social Care?

If parents/carers are not aware, the referral cannot be progressed further unless there are safeguarding issues which place the child at risk of significant harm or could lead to loss of evidential material

Yes No

If 'No' give a reason for not informing parents/carers

Information can only be sought for assessment purposes where consent has been given, unless this would place the child at risk of significant harm or lead to loss of evidential material

Please seek parents/carers permission to share information before making this referral

Dependent on age & understanding it may be appropriate to seek the child / young person's consent prior to sharing information

(Parental Consent not necessary if this is a child protection concern)

Parent / Carer / Young Person

I agree for this referral to be made to Children's Social Care/Early Help Services and understand that they will contact other agencies, including my doctor, my child's school and health visitor, as part of the assessment.

Signed: _____ **(Parent/Carer/Young Person)**

Date: _____

Parental Consent given but unable to sign form (Please tick)

Please state reason for this:

If you do not agree for other agencies to be contacted please say which agency you do not want contacted and why.

Agency: _____

Please explain why you do not want this agency contacted:

Details of Child(ren)

Family Surname						
Family telephone						
Family Address						

Child's Name	Date of Birth	Gender M/F	Ethnicity Appendix A	Religion Appendix B	Disability Y/N	Disability Appendix C

Language spoken at home		Interpreter required	Yes <input type="checkbox"/> No <input type="checkbox"/>
School / Nursery Name & contact info			
GP Name & contact info			
Child(ren) not living at home:	Current address:	Reason child not living in family home	

FAMILY DETAILS:			
Parents names forename and family name/surname	DOB	Address - if not living at family address given above	Parental responsibility
Mother:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Father:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other significant adults / carers forename and family name/surname	DOB	Address - if not living at family address given above	Relationship involvement & with child(ren)
Reason for referral to Children's Social Care <i>(please indicate if previous referrals have been made and attach any relevant information):</i>			
Summary of Concerns 1: Why are you making this referral? 2: What are you concerned about? 3: What is the impact on the child? Provide supporting evidence 4: What support will you continue to offer?			
Support to child & family 1: What has your agency already done to assist the child and family? 2: What have other agencies done? Provide contact details			
What are the risks to the child(ren)? <i>Please refer to BSCB threshold document to support your information</i>			
What outcome are you looking for?			
What are the child(ren)'s views about this referral?			
What are the parent/carer views about this referral?			
Attachments	Please list any supporting documents you are attaching to this referral		

Appendix A: Ethnicity

Asian or Asian British - Indian
Asian or Asian British - Pakistani
Asian or Asian British - Bangladeshi
Asian Other
Black or Black British - African
Black Other
Chinese
Mixed White and Black Caribbean
Mixed White and Black African
Mixed White and Asian
Mixed Other
White British
White Irish
Traveller of Irish Heritage
Gypsy/Roma
White Other
Other ethnic group
Refused
Information not yet obtained

Appendix B: Religion

Record main category

Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
Other Faith
No religion
Information not obtained

Add additional information alongside main category if required:

e.g. Specific denomination or other faith

Appendix C: Disability

Required for CIN Census 2.2 Type of Disability

Record main category

Behaviour
Communication
Consciousness
Diagnosed with autism or Asperger's syndrome
Disabled under DDS but not in other categories
Hand Function
Hearing
Incontinence
Learning
Mobility
Person Care
Vision

If Consent from Parent is given at point of Referral, the Outcome will be advised to the Referrer within 72 hours unless this is a Child Protection issue then a response will be made within 48 hours

Please forward this form electronically to mholt@chiltern.gov.uk

If you do not have access to a computer, put the completed form in an envelope marked 'Confidential and Urgent' for the attention of:

The Child Protection Designated Person