

Centre for ADHD & Autism Support

Charity registration No: 1193799

Policy Statement

1. Key Contacts

It is the responsibility of the Designated Safeguarding Lead (DSL) to support all employees, suppliers and volunteers in understanding this policy and procedure document, applying it in their everyday work and ensuring safe working practice guidance which all have read and understood.

The DSL are the lead people to whom all safeguarding concerns and suspicions should be reported and from whom advice should be sought on all safeguarding matters.

Our current DSL's are listed below:

Therese Glynn Director of ADHD Services	Contact Details	adhd@adhdandautism.org 020 8866 4334
Lynne Laverty Director of Autism Services	Contact Details	autism@adhdandautism.org 020 8866 4334

Safeguarding Trustee

Gabriella Eberhardt	Contact Details	eberhardt.gabriella@gmail.com
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HARROW CONTACTS

MASH Team (The Golden Number)	Tel: 020 8901 2690
Emergency Duty Team (24 hrs)	Tel: 020 8424 0999
LADO	Sharon Spencer and Janice Miller. Spencer.sharon@harrow.gov.uk janice.Miller@harrow.gov.uk Tel: 020 8736 6435

HILLINGDON CONTACTS

MASH Team	Tel: 01895 556644 lbhmash@hillingdon.gov.uk
Emergency Duty Team	Tel: 01895 250111
LADO	Rob Wratten rwratten@hillingdon.gov.uk 01895 250795

2. Purpose and Scope of the Policy

CAAS believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility and duty of care to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years and up to 25 with a disability.

CAAS recognises that:

- the welfare of the child/young person is paramount in the work that we do and in all the decisions we take;
- all children, regardless of age, disability, gender/reassignment, race, religion or belief, sex, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable due to previous experiences, level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

CAAS will seek to keep children and young people safe by:

- valuing, listening to and respecting them appointing a nominated child protection lead for children and young people, a deputy and a lead Trustee for safeguarding adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, suppliers and volunteers;
- developing and implementing an effective online safety policy;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance. CAAS are registered with the ICO;
- sharing information about safeguarding and good practice with children and their families on our noticeboard;
- making sure that children, young people and their families know where to go for help if they have a concern;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff, suppliers and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy

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and procedure to help us deal effectively with any bullying that does arise;

- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- building a safeguarding culture where staff, suppliers, volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

This policy applies to all employees, suppliers and volunteers (including the Board of Trustees), or anyone working on behalf of CAAS engaging directly with children and young people. It ensures they are transparent and promote and safeguard the welfare of all children/young people that they encounter and are aware of their duty of care to children/young people.

This policy and procedure set out how CAAS implements safeguarding for children/young people, with whom we come into contact in the course of our work. CAAS is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children/young people at risk from abuse.

This policy and procedure help us to achieve this by:

- supporting us to safeguard children, young people in practice, by defining abuse and informing us what to do;
- ensuring we all work to the same policy and procedure;
- making sure we are accountable for what we do;
- being clear what roles and responsibilities we all have in safeguarding;
- saying what employees, suppliers and volunteers can expect from the organisation to help them work effectively.

3. Legal Framework:

The Charity has statutory responsibilities in relation to safeguarding under the following legislation and statutory guidance:

- Children Acts 1989 and 2004
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (2018)
- What to do if you are worried a child is being abused (2015)
- Counter-Terrorism and Security Act (2015)

The Charity also has statutory responsibilities to ensure that all children/young people and employees/suppliers/volunteers are protected under health and safety legislation and practice.

This policy is informed by and supports our organisational purpose, and is how we comply with the Harrow and Hillingdon Safeguarding Children Board Procedures. This policy is

reviewed, endorsed and approved by the board of trustees annually, or when legislation changes.

4. Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Code of Conduct for employees, suppliers and volunteers;
- Behaviour codes for children and young people;
- Electronic Information and Communications Policy
- Social Media Policy
- Photograph/video permission forms;
- Safer Recruitment Policy;
- Complaints Policy;
- Lone Working Policy;
- Whistleblowing Policy;
- Health and Safety Policy;
- Bullying and Harassment Policy
- GDPR and Privacy Policies

CAAS Safeguarding Procedures

1. Recognising Abuse

All CAAS employees, volunteers, and suppliers have a responsibility to identify the symptoms and triggers of abuse and neglect, to share information and work together to provide children/young people with the help they need.

Employees, volunteers and suppliers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned to avoid complacency.

CAAS will act on identified concerns to prevent escalation. If a child is in immediate danger or at risk of harm, a referral should be made to children's social care and/or the police immediately.

2. Categories of Abuse

All employees, suppliers and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). An adult, or adults, or another child or children may have abused them.

Neglect:

Neglect is the failure to meet a child's and/or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may 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 and 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), 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:

Physical Abuse is any form of threatened or actual violence, 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, emotional sexual and neglect. This is referred to as Fabricated or Induced Illness (formerly Munchausen's Syndrome by Proxy).

Sexual Abuse:

Sexual Abuse may involve 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 include 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). Men and women can commit acts of sexual abuse, as can other children.

Emotional Abuse:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's psychological state and emotional development. 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 involve seeing or hearing the ill-treatment of another. It may involve serious 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, although it may occur alone.

3. Significant areas to be aware of when working with children/young people

Bullying:

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose. See CAAS Anti-Bullying Policy.

Abuse of Disabled Children:

Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. Disability is defined as:

- A major physical impairment, severe illness and/or a moderate to severe learning difficulty
- An ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Sexual Exploitation:

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b)

for the financial advantage of increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact. It can also occur with technology.

A significant number of children who are victims of exploitation go missing from home, care and education at some point. Some of the following signs may be indicators:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who have older girlfriends or boyfriends;
- children who suffer from sexually transmitted infections;
- children who suffer from changes in emotional wellbeing;
- children who misuse drugs or alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

Child sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child/young person's physical and emotional health. It may also be linked to child trafficking. All employees, staff and volunteers are made aware of the indicators of sexual exploitation in their safeguarding training and any concerns should be reported immediately to the DSL.

Youth produced sexual imagery (sexting)

This refers to the creating and sharing of sexual imagery by young people. Any incident involving youth produced sexual imagery should be reported to the DSL immediately who will follow the guidance for reporting.

E-Safety:

E-Safety is defined as the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (e.g. text messages, gaming devices, email etc).

In practice, E-safety is as much about behaviour as it is electronic security. E-safety in this context is classified into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

See CAAS Electronic Communications and Social Media Policies.

Domestic Violence:

Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings'.

The term domestic violence is used to include any form of physical, sexual or emotional abuse between people in a close relationship. It can take a number of forms such as physical assault, sexual abuse, rape, threats and intimidation. It may be accompanied by other kinds of

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intimidation such as degradation, mental and verbal abuse, humiliation, deprivation, systematic criticism and belittling.

The DSL will regularly consult guidance to identify additional safeguarding issues that need to be understood by the organisation in order to meet the needs of the children and families it provides services to.

Prevent Duty and FGM:

The Prevent Duty is the duty in the *Counter-Terrorism and Security Act 2015* on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. Radicalisation refers to the process by which a person comes to support terrorism or forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, employees, suppliers and volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Employees, suppliers or volunteers who have concerns about a child/young person will make these concerns known to the DSL at the earliest opportunity. The DSL will then make a judgement as to whether or not it is appropriate to make a referral to MASH in the relevant LA.

Signs of vulnerability

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are number of signs that together increase the risk.

Signs of vulnerability include:

- underachievement
- being in possession of extremist literature
- poverty
- social exclusion
- traumatic events
- global or national events
- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identify
- victim or witness to race or hate crimes
- rejection by peers, family, social groups or faith

Recognising extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups

- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

Honour based violence and FGM:

So called 'honour based' violence encompasses crimes which have been committed to protect and defend the honour of the family and/or the community. Honour based violence and FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures. FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Employees, suppliers and volunteers recognise the possibility that a pupil may disclose information relating to a sibling or close friend who has suffered abuse in the form of honour-based violence or FGM and alert to the mandatory reporting requirement for suspected cases of FGM, which became a statutory duty from October 2015.

4. Recognising Abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that employees, suppliers and volunteers are also aware of the range of behavioural indicators of abuse and report any concerns to the DSL.

It is the responsibility of all employees, volunteers or suppliers to report any and all niggling worries or concerns over safeguarding and welfare. It is not their responsibility to investigate or decide whether a child has been abused.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries;
- show signs of pain or discomfort;
- keep arms and legs covered, even in warm weather;
- be concerned about changing for PE or swimming;
- look unkempt and uncared for;
- change their eating habits;
- have difficulty in making or sustaining friendships;

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- appear fearful;
- be reckless with regard to their own or other's safety;
- self-harm;
- show signs of not wanting to go home;
- display a change in behaviour - from quiet to aggressive, or happy-go-lucky to withdrawn;
- challenge authority;
- become disinterested in their school work;
- be constantly tired or preoccupied;
- be wary of physical contact;
- be involved in, or particularly knowledgeable about drugs or alcohol; or
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is therefore essential that employees, staff or volunteers report their concerns. They do not need 'absolute proof' that a child/young person is at risk but should act on any hunches or worries in the knowledge that they will be supported in their safeguarding role.

It is the responsibility of every employee, volunteer or supplier to know and to understand CAAS child protection policy and procedures.

To achieve good practice in our setting we will ensure the following areas are clear and put into practice:

5. Safer Recruitment and Selection:

CAAS endeavours to ensure that it does its utmost to employ 'safe' employees by following Safer Recruitment Guidelines. Safer recruitment means that all applicants will:

- complete an application form which includes their employment history;
- provide two referees, including at least one who can comment on the applicant's suitability to work with children/young people; and
- provide evidence of identity and qualifications.

Successful applicants will:

- have been interviewed;
- be subject to an enhanced DBS check;
- provide evidence of their right to work in the UK.

Safer recruitment also means that CAAS will ensure that:

- at least one member of each recruitment panel will have completed safer recruitment training;
- all new members of staff undergo an induction that includes familiarisation with the CAAS Safeguarding policy and procedures and identify their child protection training needs;
- all confirm they have received a copy of the Child Protection and Safeguarding policy and procedures; and

Full details of CAAS recruitment procedures are to be found in the *Safer Recruitment policy*.

Furthermore, the organisation complies with all other safeguarding regulations:

- We understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work, volunteer, or try to work or volunteer with these groups.
- We understand that an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- We understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must complete a DBS referral form.

6. Management of Employees, Volunteers and Suppliers

- All employees and volunteers are provided with a job description (employees) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and procedures and Code of Conduct for appropriate behaviour.
- All employees are given supervision at least every 6 weeks by their Team Lead / clinical supervisor.
- All volunteers are given regular support sessions. (This may include one to one or group support, mentoring or shadowing opportunities).
- CAAS has disciplinary and grievance procedures for all employees, volunteers and suppliers which comply with the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice.
- All employees, volunteers and suppliers attend annual ongoing safeguarding training appropriate to their role.
- CAAS has Performance Development and Appraisals systems in place to identify any concerns or issues.
- All paid employees, suppliers and volunteers receive an induction, which includes information on all the organisation's policies and procedures, and in which safeguarding/child protection procedures are explained and training needs identified.

7. Safer Working Practices

CAAS recognises there may be times when employees or suppliers are working alone. All employees or suppliers at CAAS will comply with our Lone Working policy.

We will ensure that adequate employees, volunteers or suppliers are supporting activities that CAAS run.

- All activities being provided are properly planned and organised. Planning ensures that the activities are age-appropriate, appropriately supervised, take account of staff ratios and use qualified instructors.
- Activities Risk Assessments are carried out prior to delivering activity sessions.
- All activities are risk assessed to ensure that all reasonable steps are taken to prevent

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children and young people being harmed whilst participating in the organisation's activities.

- We will regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements, as outlined in the organisation's Health and Safety Policy.
- Ground rules are set for appropriate behaviour for children and young people, employees, volunteers, suppliers as well as parents and carers.
- CAAS ensure that images of children, young people and families are only used after written permission has been obtained, and only for the purpose for which consent has been given.

8. Providing Safer Activities and Trips

Necessary arrangements:

- People whose suitability has not been checked, including through a DBS check must not be allowed to have unsupervised contact with children or young people.
- All employees, suppliers and volunteers undertaking specialist roles, (e.g. taking children and young people off site on trips) are provided with appropriate training.
- Employer's liability and/or public liability insurance has been taken out to ensure that all activities and services and all people taking part, are covered.
- Appropriate Risk Assessments are Undertaken.

9. Photography and Video

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have safeguards in place. To protect our children/young people CAAS will only use photos/images/videos where signed consent has been obtained. CAAS will encourage children/young people to tell a member of the team if they are worried about any image taken of them.

10. Responding to Concerns

If any employee, supplier or volunteer is concerned about a child/young person they must inform the DSL immediately.

- You must log and record information regarding concerns on the same day.
- The written record must be clear precise factual account of observations or what has been said.
- The DSL will decide on the most appropriate course of action and whether the concerns should be referred to Children Social Care. If it is decided that a referral needs to be made to children's social care this will be discussed with the parents, unless to do so would place the child at further risk or undermine the collection of evidence e.g. forensic evidence. All concerns and discussion and decisions will be recorded in writing.
- If a member of staff disagrees with the level of concern and feels that a child has not been

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protected, then any member of staff can make a direct referral to children's social care.

11. Disclosure by a Child/Young Person

CAAS recognises that a child/young person may seek an employee, volunteer or supplier out to share information about abuse or neglect, or talk spontaneously, individually or in groups when you are present. It takes courage for a child/young person to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual. The abuser may have made threats about what will happen if they tell. The child/young person may have lost all trust in adults; or may believe, or been told, that the abuse is their own fault

In these situations, YOU MUST:

- Listen carefully to the child/young person allowing them to speak freely. Allow the child/young person to give their account; do not stop a child who is freely recalling significant events. You can seek clarification but do not ask direct questions or start to investigate the matter.
- Give the child/young person time and your full attention, remaining calm.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's/young person's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's/young person's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.

Reassure the child/young person:

- that they have done the right thing in telling you;
- that they have not done anything wrong;
- by telling them what you are going to do next and explain that you will need to get help to keep him/her safe;

Notifying parents:

It is good practice to be as open and honest as possible with parents/carers about any concerns. This must be handled sensitively. However, if CAAS believes that notifying parents could increase the risk to the child/young person or exacerbate the problem, advice will first be sought from the LADO or Police.

12. Information Needed when making a referral regarding a child/young person:

Multi Agency Safeguarding Hub (MASH) will need to be contacted in the relevant LA.

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available).

- Unavailability of some information or the DSL should not stop you making a referral. Use the **MASH Referral Forms** to do this.
- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child /young person

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and siblings, any special needs.

- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or vulnerable adult and their family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

13. Allegations against adults who work with children/young people

If you have information which suggests an adult who works with children /young people (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child/young person;
- possibly committed a criminal offence against, or related to, a child/young person;
- behaved towards a child/young person in a way that indicated s/he is unsuitable to work with children/young people;
- You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) via the MASH Team.
- If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO (Local Authority Designated Officer) via the MASH Team.

Any safeguarding concerns or allegations of current or historical harm must be reported immediately to the Safeguarding Officer. This is known as “Whistle blowing”. See CAAS Whistle Blowing policy for further details.

14. Making a Referral

A referral will involve providing information of concern to the DSL (unless the concern is about the DSL) about an allegation against an employee, volunteer or supplier.

The MASH will need to be contacted in order for the Local Authority Designated Officer to be informed. The LADO will make enquiries and take appropriate action provide guidance and may request for further information to be submitted.

You may be called for a meeting with the LADO. The LADO may have to speak to the Police to decide if a criminal act has taken place, in serious cases the Police may be informed and may investigate.

You will be informed of the action that will be taken by the LADO.

YOU SHOULD NOT:

- Call a staff meeting and discuss the matter with staff/volunteers the LADO will guide you on what needs to be done.
- You should not try and bring the perpetrator of the alleged abuse in contact with the victim/parents to discuss concerns.
- Do not delay your response.
-

Inability to inform parents should not prevent a referral being made. The MASH team will then decide on how and when the parents can be approached and by whom.

If a child is in immediate danger or is at harm or risk you should refer to children's social care and/or the police

15. Action to be taken following a referral

CAAS will ensure that you keep an accurate record of your concern(s) made at the time.

CAAS put concerns in writing to the Social Care Duty & Investigation Team following the referral (within 48 hours).

CAAS will accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

16. Confidentiality

CAAS will ensure that any records made in relation to a referral are kept confidentially and in a secure place in line with our GDPR and privacy policies.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.