



Densholme Farm action



Densholme Care Farm - Hull Road - Great Hatfield - HU11 4UX - 01964 535315

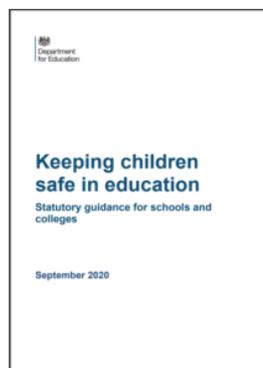
DENSHOLME CARE FARM

Safeguarding Children Policy

“Every voluntary, charity and social enterprise should have policies in place to safeguard and protect children from harm. These should be followed, and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children’s social care or the police if necessary”.
(Working Together to Safeguard Children, 2018)

Updated – September 2020

Next review date – September 2021



**EAST RIDING VOLUNTARY
ACTION SERVICES (ERVAS) LTD**
“The Charity for Charities and Communities”

DENSHOLME CARE FARM recognises its legal responsibility to safeguard and promote the welfare of children within the framework of the Children Act 1989 and 2004.

This policy runs in line with the Working Together to Safeguard Children Guidance (2018) the statutory guidance on inter-agency working to safeguard and promote the welfare of children: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and Keeping Children Safe in Education (2020).

All voluntary, charity and social enterprise organisations need to have appropriate arrangements in place for safeguarding and promoting the welfare of children. These arrangements include:

- Procedures for staff and others to report concerns they may have about the children they meet that are in line with the East Riding Safeguarding Children Partnership's procedures
- Appropriate codes of practice for staff, particularly those working directly with children
- Recruitment procedures in accordance with Keeping Children Safe in Education (2020) and Working Together to Safeguard Children Guide to Inter Agency Working (2018), and the East Riding Safeguarding Children Partnership (www.erscb.org.uk)
- Training and supervision of staff (both paid and voluntary).

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that can have an adverse impact upon their lives, such as domestic violence, parental substance misuse or neglect.

We aim to create a safe and fun environment within which children and young people can thrive in the security of clear guidance.

These guidelines are for the use of all paid staff, volunteers, visitors and the parents and carers of the children and young people we offer a service to and through them we will endeavour to ensure that:

- Children and young people are listened to, valued and respected;
- All paid staff and volunteers are subject to rigorous recruitment procedures and the Disclosure and Barring Service (DBS) clearance which will be monitored annually;
- All paid staff and volunteers are given appropriate safeguarding, child protection training, support and supervision.

The Policy is divided into the following sections:

1. Understanding and Recognising Signs of Abuse
2. What to do with your concerns and how to respond to a child wanting to talk about abuse
3. Allegations made against staff
4. Safe Recruitment

5. Good Practice
6. Safe Behaviour Do's and Don'ts
7. Prevent
8. Medication and personal possessions
9. Contacts

Appendix 1 - Considerations when contacting another Agency/Service

All safeguarding and child protection concerns must be acted upon immediately. If you are concerned that a child is at risk of or actually suffering abuse, you must tell the Designated Safeguarding Lead (DSL) within your Organisation.

Designated Safeguarding Leads are:

RACHAEL FELL-CHAMBERS. Tel: 07747 691 411

and

Denys Fell. Tel: 01964 535315

If the designated officers are not available, you must speak to another senior member of staff. In an emergency, or if you do not agree with the decision made by your Designated Safeguarding Lead, you can make a referral directly yourself.

Referrals can be made by calling the Golden Number 01482 395500. If your concern is out of hours or at the weekend you can call the Emergency Duty Team (EDT) on 01377 241273.

1. Understanding and Recognising Signs of Abuse

Abuse: 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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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.

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 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

Neglect: the persistent failure to meet a child'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, for example, 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or 10 females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Peer on peer abuse: All staff need to be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- upskirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals.

Serious violence: All staff must be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. All staff should be aware of the associated risks and understand the measures in place to manage these.

Female Genital Mutilation: Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on professionals/teachers. If a professional, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

Mental Health: All staff must be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic

adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, speaking to the designated safeguarding lead or a deputy. This must be done in partnership with the referral agency.

2. What to do with your concerns and how to respond to a child wanting to talk about abuse

Staff working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff must always act in the best interests of the child. In the event that a child or young person makes an allegation or disclosure of abuse about an adult or another child or young person it is important that you:

- Listen to them and/or closely observe their presentation and behaviour
- Do not try to question the child in detail. If a child tells you someone has hurt them, listen carefully and explain that you will have to tell someone else who will help them to stop this happening. Tell them that you believe them
- Make a note of what is said as soon as possible, remembering the exact words used if you can. Do not make judgements, rather evidence-based recordings. Sign and date your notes
- Inform your designated safeguarding lead as soon as possible
- Where possible it is good practice to inform the parent/carer of the disclosure and referral, however, **do not inform the person named as the abuser if you feel this might place the child at risk of further harm**
- Do not discuss concerns/allegations/disclosures with other people. The child/young person and family have a right to confidentiality with only people who 'need to know' sharing the information.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with your designated safeguarding lead, who will help you decide what to do.

It is not however the responsibility of the DSL or other staff to investigate suspected abuse.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or young person or the concerns of an adult, lies with Children's Social Care and the Police. It is normally the responsibility of your DSL to make a referral to these agencies but if you judge the situation to be urgent and/or you require immediate advice you can report your concerns directly.

The Social Care team will advise you if or when to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation you must:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe
- Attend a child protection conference, if you are invited, where you will be asked to provide information about your involvement with the child. This is one of the reasons why it is important to keep dated records of your concerns

- Attend any subsequent child protection conferences.

You can find out more detail about the identification of abuse and what to do about it from your local Safeguarding Children Partnership website, www.erscb.org.uk or <http://www.hullsafeguardingchildren.co.uk>

3. **Allegations made against staff**

All organisations that work or come in to contact with children and young people need to be aware of the possibility that allegations may be made against members of their staff or volunteers. It may be difficult to accept that abuse could occur in your organisation or that the person being named could be responsible, but **all allegations must be brought to the attention of the DSL immediately**. In cases where the allegation is against the DSL, the complaint must be taken to a more senior member of the organisation or you must take the following action yourself:

- Make sure that the child or young person is safe and away from the person alleged to have abused them
- Contact Children's Social Care as explained above
- Contact the parents/carers of the child if advised to do so by the social worker or police officer in charge of the investigation
- Irrespective of any investigation by Children's Social Care or the police, you should follow the appropriate disciplinary procedures. Common practice is for the alleged abuser to be suspended from attending the organisation or workplace until the outcome of any investigation is known
- Consider whether the alleged abuser has access to children anywhere else and whether those organisations or groups need to be informed
- Act upon the decisions made in any strategy decision.

All incidents will be investigated internally, after any external investigation has finished, to review practice and put in place any additional measures to prevent a similar thing happening again.

Densholme Care Farm will develop and encourage an environment where people feel safe to express their concerns about the practice of others. If a staff member, volunteer or participant has concerns they should not be victimised in any way for expressing them. It is also important that Densholme Care Farm has support systems for the person who faces an allegation. As well as providing immediate support, advice will be given on accessing appropriate outside help such as counselling or legal services.

4. **Safe Recruitment**

To reduce the risk of abuse to children and the likelihood of allegations being made that are founded, every organisation must have clear and rigorous recruitment procedures. Densholme Care Farm's procedures include the following:

- All prospective workers (paid and voluntary) complete an application form which asks for details of previous employment and the names of two referees. Referees are reminded

that they should not misrepresent the candidate or omit to say things that may be relevant to their employment;

- All prospective workers (paid and voluntary) in regulated activity with children must have a new Disclosure and Barring Service (DBS) check before they start work– anyone who refuses to do so must not be employed;
- All prospective workers (paid and voluntary) will be interviewed to establish previous experience of working in an environment where there is contact with children and their perceptions of acceptable behaviour;
- **Nobody** must start work before positive references have been received and the DBS process completed with a disclosure certificate received;
- All appointments to work with children will be subject to a probationary period;
- New members of staff have clear responsibilities and work to an agreed job description;
- Their policy will be made available for all staff members and volunteers and be a part of the induction process.
- All staff/volunteers receive an induction and sign to confirm this. They also receive an in-house safeguarding discussion and a copy of the Children and Adults Safeguarding Policies. All staff/volunteers sign to confirm they have received these, will read, and ask a Supervising Officer if they have any questions/queries. An email is sent out to all staff/volunteers when policies are updated so they are made aware of any updates.

5. Good Practice

Densholme Care Farm:

- Has a written Safeguarding Children Policy in place - available on site or online
- Identify a DSL who undertakes Managing Safeguarding Training every 3 years
- Displays the name and contact details of the DSL in a place accessible to all, including children, young people, parents and carers, so that they are aware of who to talk to if there are any concerns
- Ensures that all staff working with children attend basic safeguarding children training every 3 years and have regular supervision from a more experienced staff member
- Has a Single Central Record that holds all the safeguarding training/DBS checks for every staff/ volunteer.
- Observe Health and Safety Regulations through risk assessments and written, safe working practices
- Has a First Aid At Work qualified supervisor on site and have a fully stocked First Aid box
- Has an accident/incident reporting procedure
- Has an attendance register for every tutor/group leader if there are sessions being run
- Encourages Management Committee members to visit sessions unannounced;
- Makes sure everyone involved in the organisation actively promotes a culture of openness, where everyone (including children and young people) feels free to share their views and concerns;
- Deals with any allegation about a child or adult in a confidential manner and only shares the information with those who need to know;
- Not, under any circumstances, allows visitors to wander around the premises unaccompanied. Visitors are by appointment only.

- Endeavours, where possible, that there should always be at least two members of staff/volunteers with a group of children – It is vital that the ratio of child to adult is adequate to ensure safety. For children under 8 no more than 1:8 and under 5 no more than 1:6
- Is alert to strangers frequently waiting outside the farm with no apparent purpose. Children are not collected by anybody other than their parents/carers unless prior notification has already been received
- If a child has not been collected after a session staff/volunteers wait for at least half an hour. If the parent or carer has still not arrived and cannot be contacted, they should contact the nearest duty team or the police and request advice and assistance.
- Talk to young people and encourages their involvement and participation.

If any outings or trips have been arranged Densholme Care Farm ensures that:

- All vehicles being used are insured, roadworthy and fitted with seatbelts
- All drivers have at least one escort and that they have up to date DBS checks and been subject to appropriate recruitment procedures
- Roll call is taken at the beginning of the journey and again on the return trip. If more than one vehicle is used children and young people should use the same vehicle both ways
- Staff accompanying the trip have contact numbers for the home organisation and emergency services
- If a child goes missing on a trip, staff instigate an immediate search and alert appropriate security staff. If the child cannot be found within half an hour the police must be notified;
- If, having notified security staff and the police, the child still cannot be found the parents/carers must be informed immediately;
- The care of the remaining children is paramount, and it is imperative that they return to the home site as quickly as possible. A senior staff member remains at the visit site to co-ordinate contact between security/police staff and the parents/carers.

In the event that a room or rooms within the organisation are let out to other organisations, the letting organisation must work to approved safeguarding procedures and must agree to read and abide by these guidelines.

6. **Safe Behaviour**

DENSHOLME DOs

- Treat everyone with respect
- Provide an example you want others to follow
- Encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they don't like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Avoid situations that compromise your relationship with children and young people and are unacceptable within a relationship of trust
- Respect a child or young person's right to personal privacy, protection and safe environment

- Provide access and space for children and young people to talk about concerns they may have
- Listen to children and young people.

DENSHOLME DON'Ts

- Permit abusive peer activities (for example: ridiculing, bullying, name calling)
- Have any inappropriate physical contact with children or young people
- Show favouritism to any individual
- Rely on your good name to protect you
- Let suspicion, disclosure or allegations of abuse, go unrecorded or unreported
- Jump to conclusions without checking facts
- Believe 'it could never happen here'
- Believe 'it could never happen to me'
- Make contact via social networking media with any young people
- Share any of your personal contact details with young people.

7. PREVENT

The current threat from terrorism and extremism in the United Kingdom is real and severe. It can involve the exploitation of vulnerable people, including children and young people. Ensuring and promoting the health, wellbeing and safety of all our young people at Densholme Care Farm requires that the farm has a structured and informed response to safeguarding concerns for our young people who may be vulnerable to possible exploitation by terrorist/extremist groups. This section provides details of the local interagency process which enables an appropriate intervention to be put in place in response to such safeguarding concerns. Some concerns which may be identified could carry a security risk because of the violent nature of the groups attempting to exploit the vulnerability of the individuals concerned. It is important therefore to involve Humberside Police at an early stage and follow the designated procedure for sharing information and where appropriate making referrals (i.e. via the 'Channel' process – see below).

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas (HM Government Prevent Strategy 2019 <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>).

Professionals are expected to help to protect children from extremist and violent views in the same ways that they help to safeguard young people from drugs, gang violence or alcohol. The purpose must be to protect young people from harm and to ensure that they are worked with in a way that is consistent with our stated values and the law. Densholme Care Farm needs to be aware of the PREVENT agenda and the various forms radicalisation takes.

National Guidance and Strategies

PREVENT is a key part of the Government's strategy to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of PREVENT in diverting people away from being drawn into terrorist activity. PREVENT happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation. The PREVENT strategy objectives are:

Ideology: respond to the ideological challenge of terrorism and the threat we face from those who promote it.

Individuals: prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support

Institutions: work with sectors and institutions where there are risks of radicalisation which we need to address.

Vulnerability/Risk indicators

The following lists are not exhaustive and all or none may be present in individual cases of concern. Nor does it mean that vulnerable young people experiencing these factors are automatically at risk of exploitation for the purposes of extremism. The accepted view is that a complex relationship between the various aspects of an individual's identity determines their vulnerability to extremism. There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences. The following indicators may help to identify factors that suggest a young person, or their family may be vulnerable or involved with extremism:

Vulnerability

- Identity crisis - distance from cultural/religious heritage and uncomfortable with their place in the society around them
- Personal crisis - family tensions; sense of isolation; adolescence; low self esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging
 - Personal circumstances - migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- Unmet aspirations - perceptions of injustice; feeling of failure; rejection of civic life
- Criminality Experiences of imprisonment; poor resettlement/reintegration, previous involvement with criminal groups.

Access to extremist influences

- Reason to believe that the young person associates with those known to be involved in extremism
- Possession or distribution of extremist literature/other media material likely to incite racial/religious hatred or acts of violence
- Use of closed network groups via electronic media for the purpose of extremist activity.

Experiences, Behaviours and Influences

- Experience of peer, social, family or faith group rejection
- International events in areas of conflict and civil unrest had a personal impact on the young person resulting in a noticeable change in behaviour
- Verbal or written support of terrorist attacks
- First-hand experience of racial or religious hate crime
- Extended periods of travel to international locations known to be associated with extremism
- Evidence of fraudulent identity/use of documents to support this
- Experience of disadvantage, discrimination or social exclusion
- History of criminal activity
- Pending a decision on their immigration/national status.

More critical risk factors include:

- Being in contact with extremist recruiters
- Articulating support for extremist causes or leaders
- Accessing extremist websites, especially those with a social networking element
- Possessing extremist literature
- Justifying the use of violence to solve societal issues
- Joining extremist organisations
- Significant changes to appearance/behaviour.

Referral and intervention process

Any identified concerns resulting from observed behaviour or reported conversations which suggest that a young person supports terrorism and/or extremism MUST be reported to one of the named DSL (ie Rachael Fell-Chambers). Where a young person is thought to be in need or there is a risk of significant harm which requires investigation then a referral to Children's Social Care should be made in line with the farm's Safeguarding Policy (even though parental consent may be withheld). However, it should be recognised that concerns of this nature related to violent extremism are most likely to require a police investigation. Therefore, as part of the referral process, the designated professional will also raise an electronic referral to Channel (prevent@humbersidepnn.police.uk - 01482 220754).

Channel referral process

Some concerns which are identified may have a security dimension to them. For this reason, it is important that liaison with the police forms an early part of all investigations. Humberside Police will carry out an initial assessment and, if appropriate, set up a multi-agency meeting to agree actions for supporting the individual. If it is deemed that there are no concerns around radicalisation other ways to provide appropriate and targeted support will be considered for the young person.

8. Medication and Personal Possessions

Only medication required should be brought onto site by clients and handed in to a member of staff for safekeeping. Parents/Carers must keep farm staff fully informed of any changes to medication. Farm staff are not responsible for supervising or administering medication.

Personal possessions of value should not be brought onto site and if necessary, must be handed in to a member of staff until required.

9. Contacts

THE GOLDEN NUMBER FOR REFERRING CHILD PROTECTION CONCERNS 01428 395500

Early Help & Safeguarding Hub (EHASH)	CP initial referral Support & Advice: Urgent C P concerns Early intervention Signposting to appropriate services The Early Help Assessment (CAF) process	Mon to Thu 8:30am – 5:00pm Fri 8:30am – 4:30pm 01482-395500 childrens.socialcare@eastriding.gcsx.gov.uk
EHaSH Out of Hours (Formerly EDT)	Out of Hours & weekend CP referrals & advice	01377- 241273 emergency.duty.team@eastriding.gcsx.gov.uk
ER School Safeguarding Adviser & Local Authority Designated Officer (LADO) (Schools)	Tony Marsh Referral of allegations against staff & volunteers General strategic and operational School Safeguarding & CP advice	01482-392139 tony.marsh@eastriding.gcsx.gov.uk Room AF 56, County Hall Beverley.
ERSCP LADO	Lorraine Wilson referral of allegations against staff & volunteers.	01482-396999 lorraine.wilson@eastriding.gcsx.gov.uk Room AF 56, County Hall, Beverley.
School critical incident & Educational Visits Emergencies (not Child Protection)	24-hour Guidance & support	01482- 392999
Humberside Police	ER Protecting Vulnerable People Unit	01482 220809 / 220808 (County Hall, part of EHASH)
ER Safeguarding Children Partnership	General strategic and operational Safeguarding & CP advice	01482-396999 erscb.enquires@eastriding.gov.uk
ER Safeguarding Children Partnership	Training	www.erscb.org.uk 01482-396994 erscb.training@eastriding.gov.uk
Hull	Children's Social Care	01482-448879 EDT 01482-788080
North Yorks North Lincs North East Lincs		0845- 034941 EDT 01482 300 304 01724-296500 01472-325555

Other general contacts:

EDUCATION

Child Protection Officer – Schools (01482) 392139
Education Welfare Service (01482) 392146
Child Missing Education (CME) (01482) 392146

EARLY YEARS

Families Information Service Hub (FISH) (01482) 396469

HEALTH

NHS East Riding of Yorkshire (01482) 650700 Health House, Grange Park Lane, Willerby
Humber NHS Foundation Trust (01482) 301700
Child Protection Team Hull and East Yorkshire Hospital Trust (01482) 674061 Anlaby Suite, Craven Building, Hull Royal Infirmary, Hull

Named Nurses

Humber NHS Foundation Trust (01482) 303933
Humber NHS Foundation Trust (01482) 335810
Hull & East Yorkshire Hospitals NHS Trust (01482) 675103

Named Doctors

Humber NHS Foundation Trust (01482) 702083
NHS East Riding of Yorkshire (GP) (01482) 888690
Hull & East Yorkshire Hospitals NHS Trust (01482) 674061

YOUTH OFFENDING TEAM (01482) 396623

USEFUL LEGISLATION, PROCEDURES AND GUIDANCE

East Riding Safeguarding Children Partnership Procedures and Guidance www.erscb.org.uk

Appendix 1 - Considerations when contacting another Agency/Service

1) Effective Communication between Agencies

Effective communication requires a culture of listening to and engaging in, dialogue within and across agencies. It is essential that all communication is as accurate and complete as possible and clearly recorded.

Accuracy is key, for without it effective decisions cannot be made and equally, inaccurate accounts can lead to children remaining unsafe, or to the possibility of wrongful actions being taken that affect children and adults

Before contacting another agency, think about why you are doing it, is it to:

- **Share Information**

To share information is the term used to describe the situation where practitioners use their professional judgement and experience on a case by case basis to decide whether and what personal information to share with other practitioners in order to meet the needs of a child or young person (CWDC 2009)

- **Signpost to Another Service**

The definition to signpost is to indicate direction towards. It is an informal process whereby a professional or a family is shown in the direction of a service.

If someone is signposted to a service it is because accessing the service may enhance the family's quality of life, but there would be no increased risk to the child or young person should the service not be accessed.

No agency is responsible for the monitoring or recording of signposting.

- **Get Advice and Guidance**

Seeking advice and guidance at any time, making a general query or perhaps consulting with a specialist colleague within your own organisation (or from another agency) may enhance the work that you are doing with a child, young person or family at any stage. It could be that you want further information about services available or that you want some specialist advice or perhaps need to consult about a particular issue or query for instance to ask if making a referral is appropriate.

The name of the child and family must be anonymised at this stage unless agreement to share the information has already been obtained.

It is vital that you record that you have sought information and advice in your own records. The agency you are contacting may not record this information, particularly if the case is not open or active with them. It should be agreed between agencies in this situation as to who records what information.

- **Facilitate Access to a Service**

If you think that a family may benefit from a service then directing, signposting or facilitating is appropriate. For example, a family approaches your service and asks for some advice about leisure activities in the local area. You give them the information and directions to the nearest open access leisure centre.

- **Refer a Child or Family**

If you think that by not accessing a particular service, a child's situation could deteriorate then a referral is appropriate. However, a referral is only the start of the process. You as the referrer have a responsibility to monitor that the service has been taken up and the child's situation has improved.

Sometimes you may need to draw on other support services, for example when an intervention has not achieved the desired outcomes and the child/young person requires more specialist or sustained support.

A specific gap in services to meet a need or any level of concern warrants follow up and monitoring to ensure there is no risk to children.

At the end of the conversation both parties must be clear about the outcome and the next course of action.

2) Professional Differences

Where there are any professional differences about a particular decision, course of action or lack of action you must consult with a Senior Manager within your own organisation about next steps.

3) Recording

Well kept records about work with a child and his or her family provide an essential underpinning to good professional practice. Safeguarding and promoting the welfare of children requires information to be brought together from a number of sources and careful professional judgements to be made on the basis of this information. These records must be clear, accessible and comprehensive, with judgements made and decisions and interventions carefully recorded. Where decisions have been taken jointly across agencies, or endorsed by a manager, this must be made clear (*Working Together, 2018*).

You must record your decision and the reasons for it, whether or not you decide to share information. If the decision is to share, you must record what information was shared and with whom.

You must work within your agency's arrangements for recording information and within any local information sharing procedures in place. These arrangements and procedures must be in accordance with the Data Protection Act 2018 and GDPR (2018)

Signed: 

Dated: 24.09.20

Review Date: 24.09.21