



CHILD

PROTECTION

PROCEDURES

SECTION 1

CHILD PROTECTION PROCEDURES

Updated December 2016

- 1 INTRODUCTION**
- 2 LEGAL REQUIREMENT**
- 3 RESPONSIBILITY OF THE PROVIDER**
- 4 RECOGNITION OF ABUSE IN CHILDREN UNDER 18**
- 5 WHAT TO DO IF YOU SUSPECT CHILD ABUSE IS TAKING PLACE**
- 6 PROCEDURE FOR REPORTING CONCERNS**
- 7 CHILD SEXUAL ABUSE**
- 8 CONFIDENTIALITY**
- 9 MONITORING CHILDREN WHO HAVE A CHILD PROTECTION PLAN**
- 10 WHAT TO DO IF AN ALLEGATION OF CHILD ABUSE IS MADE ABOUT A STAFF MEMBER**
- 11 ALLEGATION AGAINST A CHILD**

APPENDIX A: RATIOS OF CHILDREN PER ADULT

APPENDIX B: DEFINITIONS AND RECOGNITION OF ABUSE

APPENDIX C: CHILD PROTECTION REPORT FORM

APPENDIX D: TELEPHONE NUMBERS AND CONTACT POINTS

APPENDIX E: OFF-SITE TRIPS

APPENDIX F: SWIMMING AND WATER BASED ACTIVITIES

APPENDIX G: USE OF MOBILE PHONES AND CAMERAS

APPENDIX H: E-SAFETY POLICY

APPENDIX I: AGENCY REPORTING FORM

APPENDIX J: CHILD SEXUAL EXPLOITATION

APPENDIX K: CHILDREN WHO HARM OTHER CHILDREN: MULTI-AGENCY JOINT WORKING PROTOCOL

CALTHORPE PROJECT

CHILD PROTECTION PROCEDURES

Designated Members of Staff for Child Protection are:	Louise Gates Michele Galasiak – weekends & school holidays
	Niki Barnett-Henry – Deputy weekends & school holiday
Trustee Child Protection Designated Official	Rudi Champagne Lynne Gray - deputy

The Calthorpe Project provides supervised activities for children during the weekend and school holidays and during the week as part of our Early Years Drop In. Our weekend and holiday play provision aims to provide a safe place for children to play and socialize. Our play room area operates as a drop in for parents and carers to join in with the activities provided for children under 5.

All our play project staff working with children have had training on how to recognize and respond to potential indicators of abuse or neglect and on what to do if they are concerned about a child's welfare.

- 1 INTRODUCTION
- 1.1 These procedures give specific guidance to people working with children under the age of 18 years
- 1.2 Child abuse occurs in all groups within society. It occurs within all cultural, ethnic and religious communities and across all classes.
- 1.3 Our society embraces a variety of family forms, cultures and childcare practices. Play staff must be sensitive to these differences, but clear that child abuse must not be tolerated.
- 1.4 Staff working with children have an important role to play in the recognition and referral stage of child protection as they can often form close relationships with children who attend regularly
- 1.5 The main principle in the law on child protection (Children Act 1989) is that the welfare of the child is paramount. Play staff may get to know families well and may feel anxious about their loyalties to the parent. However, play staff must put children's interests first and LB Camden's Multi-Agency Safeguarding Hub (MASH) must be informed if child abuse is suspected.
- 1.6 It is not the role of play staff to investigate possible child abuse. Only social workers, the NSPCC, and the police have the statutory power to investigate when a child is considered to be at risk.
- 1.7 These procedures should be used whenever play staff have a concern about the

welfare of a child. The action taken will depend on the nature of the concern.

- 1.8 Play Project Managers must ensure that all staff working in their projects have read and are familiar with the procedure

2 LEGAL REQUIREMENT

- 2.1 The major law on child protection is contained in the Children Act 1989 and local authorities are under a statutory duty to investigate where they have reasonable cause to suspect that a child is likely to suffer 'significant harm'. LB Camden's Multi-Agency Safeguarding Hub (MASH) carries out these responsibilities on behalf of the local authority.
- 2.2 The Children Act 2004 provides a framework for safeguarding children, which includes an emphasis on integrated working and cooperation between agencies. The Act includes a duty to cooperate to improve the wellbeing of children and a duty to put in place arrangements to safeguard and promote the welfare of children
- 2.3 It is the Calthorpe Project's designated members of staff for child protection's responsibility to act in all cases of suspected child abuse. Advice must be sought from LB Camden's MASH team contact.
- 2.4 Integrated working follows a consultative model and play staff must, therefore, be aware of the need to build relationships, trust and support with children and parents. Concerns (other than those relating to sexual abuse) should be shared with parents, providing this does not compromise the safety or welfare of the child.

3 RESPONSIBILITY OF THE CALTHORPE PROJECT

- 3.1 The Calthorpe Project operates safe recruitment and selection procedures which reject or identify people who might abuse children or are otherwise unsuitable to work with them. Recruitment information states that the identity of the candidate, if successful, will be checked thoroughly, and a Disclosure and Barring Service (DBS) check is mandatory.
- 3.2 All staff receive a briefing on child protection during the first week of service and must attend (or have proof of previously completing) basic child protection training as a condition of employment. Child protection training is updated every two years.
- 3.3 Calthorpe Project staff receive a copy of the "Code of Conduct" which provides detailed information about how staff are expected to behave when working with children.
- 3.4 Calthorpe Project staff working with children may be in a position to observe signs and indicators of abuse or be told of concerns that can alert to the possibility of abuse.
- 3.5 Calthorpe Project staff have an important role in the recognition and referral stage of child protection, particularly during holidays when children are not attending school.
- 3.6 Many children attend play projects on a regular basis and form close relationships with staff. It is possible that children will confide in staff or that, because of the close relationship, staff will be particularly sensitive to a change in a child's behaviour.

- 3.7 Calthorpe Project staff may have concerns about the possible repercussions if they are known to have contacted LB Camden Safeguarding Children Board. They may even fear threats from parents. The Calthorpe Project Director will offer support and advice to any member of staff in such a position. The protection of the child is paramount at all times.
- 3.8 All projects have a duty and responsibility to inform LB Camden MASH and to liaise with other professionals, as appropriate.
- 3.9 Designated Members of Staff for Child Protection is responsible for providing a lead on safeguarding and should be notified of all concerns and will make a decision on whether or not to refer the case to CSSW.
- 3.10 Domestic violence and its impact on children is a child protection issue. Children can suffer from domestic violence as victims of actual violence or as witnesses to violence. Domestic violence must be considered within the Child Protection Procedures as physical abuse where the child has been the victim of violence, and emotional abuse when the child has witnessed adult violence.

4 RECOGNITION OF ABUSE IN CHILDREN UNDER 18

- 4.1 Many children who are being abused do not suffer from only one form of abuse. Sexual and physical abuse nearly always includes some form of emotional abuse. Some children who are physically abused will also be neglected and/or sexually abused.
- 4.1.1 Every child will react differently to abuse. **Appendix B** contains a list of signs and symptoms that could indicate a child is being neglected or otherwise abused. However, there could be legitimate and reasonable explanations for all of them. Unless staff suspect sexual abuse, any concerns should be discussed with parents.
- 4.1.2 It is important to take account of the age, ability and understanding of children in the recognition of abuse. Forms of abuse and, therefore, the signs and indicators may vary according to a child's level of development and vulnerability.

4.2 Relationship with parents

- 4.2.1 A child who is being abused may seem to be frightened of the parents or only seem happy with staff. If one of the parents is also being abused, as in cases of domestic violence, the child may cling to that person and be reluctant to leave them. A child may also seem anxious to protect the parent or may even take over the parent's role.
- 4.2.2 Abusing adults come from all walks of life; child abuse happens in families from all social classes, racial, cultural and religious groups. Some parents are more able to hide abuse behind a facade of respectability. Some abusing parents may appear hostile and intimidating, while others may appear overtly cooperative and self-effacing.
- 4.2.3 Where a family employs a nanny, au pair or childminder, any concern regarding the welfare of the child should first be discussed with the parents by the Designated Member of staff for Child Protection, unless the concern is with regard to child sexual abuse (see Section 7). However, if a child has a worrying

injury the Designated Member of staff for Child Protection should ask the adult collecting the child how this occurred. If the adult collecting the child is not the parent, the concern must be discussed with them and contact must be made with the parent

4.2.4 If there is anxiety or confusion about how to talk to parents, the Designated Member of Staff for Child Protection must seek the advice of LB Camden's Safeguarding and Social Care contact.

4.3 Child's own statement

4.3.1 If a child trusts a member of staff enough to tell them that he/she is being abused in some way, however unlikely it may seem, it is very important to take seriously what the child says. It may be straightforward or it may be indirect, but it is important to understand that children almost never lie about abuse.

4.3.2 Calthorpe Project staff must make it clear to the child from the outset that the information cannot be kept a secret and that if something harmful is being done, it must be stopped. It is important to acknowledge that it may be very difficult for the child. Always be ready to listen. Some explanation should be given to the child, especially older children, about the likely process.

4.3.3 Often when a child has told a trusted adult something of their story, they may attach to that person and be very anxious. The child must be reassured that they are not going to be forgotten or left alone with their problem.

4.3.4 Children who communicate through means other than spoken language may disclose abuse to Calthorpe Project staff. They must be listened to and the disclosure treated according to these procedures.

4.3.5 Contact LB Camden's Safeguarding and Social Care contact immediately to discuss the concerns raised.

5 WHAT TO DO IF YOU SUSPECT CHILD ABUSE IS TAKING PLACE

5.1 Matters of concern but no obvious injury or direct allegation

5.1.1 Staff who are worried that a child using their service is being abused or is at risk of harm, must inform the Designated Members of Staff for Child Protection who must in turn inform the Director and LB Camden's MASH team contact Appendix D. Intuition as well as professional judgment should be taken seriously, particularly if you are close to the child concerned.

5.1.2 If, following the above discussions, referral is considered to be appropriate this will be done as advised by LB Camden's MASH team contact

5.2 Physical abuse and neglect: Allegation, injury, strong suspicion

5.2.1 Staff must immediately report any concerns regarding injuries which appear to be non-accidental or other incidents or concerns, such as a direct disclosure of abuse, to the Designated Member of Staff for Child Protection. This will be Michele Galasiak during weekends and school holidays and Louise Gates at all other times.

5.2.2 Staff may wish to ask a child about an injury if he/she communicates verbally. If so, keep it brief and open ended, eg: "Sasha, that's a big bruise - how did you get it?" is enough. Remember to write down the child's answer and general

response to questions. Do not question the child more closely. This will be followed up by LB Camden's MASH contact, if necessary.

- 5.2.3 Calthorpe Project staff may receive information concerning a child's welfare from another person. It may come from a brother, sister or a friend or be picked up on the grapevine. Such information should be taken seriously and the Designated Member of Staff for Child Protection and Director must be informed
- 5.2.4 If an indirect disclosure is made either by a child or an adult, Calthorpe Project staff must not promise to keep it a secret. It is important to explain that such information will be shared with the Designated Member of Staff for Child Protection and may be referred to Safeguarding and Social Care
- 5.2.5 Calthorpe Project staff must tell the Designated Member of Staff for child Protection what they have seen, what the child has told them, or what made them suspicious that a child is being abused, as soon as the immediate incident has been dealt with, preferably on the same day and definitely within 24 hours And make a written report of the incident
- 5.2.6 The Designated Member of Staff for Child Protection must ring the Duty Social Worker immediately to seek advice. Outside office hours they must ring Camden's MASH team on 020 7278 4444. If a decision is made to refer a child to Safeguarding and Social Care, they must send a copy of their written report

5.3 Medical emergency

- 5.3.1 Staff must call an ambulance if a child requires emergency medical treatment and inform the Duty Social Worker immediately if there is any suspicion that the injury is non-accidental. Calthorpe Project staff must not transport children in their own cars. If it is after 5pm or at the weekend, staff must ring the Duty Social Worker on the out of office hours number (020 7974 4444).
- 5.3.2 Parents/carers must be contacted immediately if possible. Parents/carers should be informed of the specific symptoms or injuries which make it urgent that the child sees a doctor, **but not that abuse is suspected.**
- 5.3.3 Staff must inform the Director, who should in turn inform one of the Designated Members of Staff for Child Protection as soon as possible and complete a written report as soon as the immediate incident has been dealt with, and definitely within 24 hours. The report must be forwarded to the Duty Social Worker or LB Camden's Safeguarding and Social Care contact.

5.4 Other emergency

- 5.4.1 If a child discloses abuse in a clear way or staff have other reasons to believe from their presentation that a recent and serious abuse has occurred, staff may have concerns as to whether the child can safely return home that day. In this situation, staff must inform LB Camden's Safeguarding and Social Care contact, to ensure that an immediate investigation is carried out.
- 5.4.2 Complete a written report as soon as the immediate incident has been dealt with, and definitely within 24 hours. The report must be forwarded to the Duty Social Worker; the Police may also require a copy

5.5 Disabled children

- 5.5.1 The same procedures must be followed if there is any suspicion that a disabled child is being abused.
- 5.5.2 Evidence from research strongly suggests that disabled children are more likely to be abused than those who are not disabled because:
- the number of adults involved in their personal and intimate care provides more opportunities for abuse
 - the nature of their disability may add to their vulnerability (ie: lack of speech, lack of mobility)
 - concerns of a child protection nature are often overlooked
- 5.5.3 Disabled children who communicate through non-verbal means may disclose abuse to staff. They must be listened to and the disclosure treated in the same way as those made by children using verbal language.
- 5.5.4 It is important to emphasise again, Calthorpe Project staff must not ignore their intuition if they suspect the child may be abused. Discuss concerns with the Designated Member of Staff for Child Protection or LB Camden's Safeguarding and Social Care contact
- 5.5.5 Play staff must never assume that unusual behaviour is due to a child's disability.

6 PROCEDURE FOR REPORTING CONCERNS

6.1 Physical abuse, emotional abuse or neglect

All concerns must be reported to the Director and a Designated Member of Staff for Child Protection. A written report must also be completed. All records must be kept in the project's confidential Safeguarding Children folder. They may be required in court as evidence.

- 6.2 If the Director is unsure whether or not to seek consent of parents where they feel the child might be at risk, they should discuss their concerns with LB Camden's MASH social working on a "no name" basis.
- 6.3 If it is recommended that the Director talk to the parents, any explanation they provide should be noted against the concern.
- 6.4 A social worker may want to see the child in the presence of a member of staff who knows the child best, as well as to talk to the parents. If there are grounds for further action and if it is likely that a crime has been committed, a joint investigation involving the Police Child Abuse Investigation Team will take place.
- 6.5 Staff must be prepared to attend a strategy meeting and a case conference if required.
- 6.6 Where the advice has been to take no further action, the Director must still complete a written report, which must be kept in the project's confidential Safeguarding Children folder.
- 6.7 Always be honest with parents and explain to them what you are doing. It is important to understand that the general recommendation in the Children Act 2004 is that information should be shared unless there are good reasons for not doing so (ie: the paramount need to protect the child). It must be recognised that there may be circumstances when it is not possible to share the information. A Designated

Member of Staff for Child Protection can advise staff on how to discuss sensitive issues with parents.

7 CHILD SEXUAL ABUSE

- 7.1 In cases where a child makes a disclosure of sexual abuse or where there is strong suspicion of sexual abuse, the procedure is slightly different.
- 7.2 Calthorpe Project staff must not question the child for further information. This is a specialist task and is the responsibility of Safeguarding and Social Care who work in conjunction with the Police Child Abuse Investigation Team. Inappropriate questioning, i.e. asking leading questions, can lead to vital evidence being inadmissible in court. It is also essential that where a child's clothing may be used as evidence, it is not tampered with, and that any evidence such as a child's drawing is not discarded
- 7.3 Calthorpe Project staff must complete a written report including a verbatim recording of disclosures, and report it to the Director. These records may be used as evidence in court and, therefore, it is important that they are accurate.
- 7.4 The Director must immediately report the concerns/incident to the Duty Social Worker who will decide what action to take. In this case, in order to protect the child, the Director **DOES NOT** discuss the concerns with the parents before reporting it, because one or other parent may be involved.
- 7.5 If a decision is made to investigate, a social worker may come and visit the Director and relevant staff. The social worker will then want to talk through the matter in detail and explain the process of investigation. The Director and relevant staff should be prepared to attend strategy meetings and a case conference if required. If it is likely that a crime has been committed, the Police Child Abuse Investigation Team will be called in to undertake a joint investigation.
- 7.6 There is specific Guidance for Children Abused Through Prostitution contained within the London Child Protection Procedures. Its main principle is that all children and young people under the age of 18 involved in prostitution are being sexually exploited and are at risk, both in the short and long term. See **Appendix J, Child Sexual Exploitation.**

8 CONFIDENTIALITY

- 8.1 It is important to remember that all information regarding issues to do with any forms of abuse must remain confidential to the Director and staff immediately involved with the child.
- 8.2 Staff must ensure that the child in particular, and the family in general, are treated with dignity. This will be a very difficult time for all concerned. Staff must make sure they obtain support from managers and/or other professionals trained in this field.

9 INFORMING TRUSTEES

- 9.1 If a written report is made regarding child protection issues, it should be shared by the Director as soon as possible with the Trustee Child Protection Designated Official.

9.2 Any reported child protection issues will immediately initiate a review of the Calthorpe Project's Child Protection policies and procedures by the trustees.

10 WHAT TO DO IF AN ALLEGATION OF CHILD ABUSE IS MADE ABOUT A STAFF MEMBER

10.1 All staff are given guidance in the Code of Conduct, on acceptable behaviour and safe working practice in order to protect them from misplaced or malicious allegations.

10.1.1 Ways that allegations might be made against an adult working for or involved with the Calthorpe Project include:

10.1.2 A child or parent/carer making a direct allegation against a member of staff or trustee.

10.1.3 A child or parent/carer expressing discomfort with the behaviour of a member of staff or trustee that falls short of a specific allegation.

10.1.4 Another member of staff or volunteer directly observing behaviour that is a cause for concern.

10.1.5 The group/organisation being informed by the police or another statutory authority that a member of staff, volunteer or trustee is the subject of an investigation.

10.1.6 Information emerging from the renewal or updating of a DBS check that suggests that a member of staff, volunteer or trustee may have committed an offence or been involved in an activity that could compromise the safety of the children they work with at the Calthorpe Project

10.1.7 A staff member or trustee telling the organisation that they have been the subject of allegations, have actually harmed a child, or committed an offence against (or related to) a child.

10.2 What to do if an allegation is made or information is received

10.2.1 Is a child in immediate danger or does she/he need emergency medical attention?

10.2.2 If a child is in immediate danger and is with you, remain with him/her and call the police.

10.2.3 If the child is elsewhere, contact the police and explain the situation to them.

10.2.4 If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.

10.2.5 If the first aider is not available, use any first aid knowledge that you may have yourself to help the child. You also need to contact your line manager or the Director to let them know what is happening.

10.2.6 The member of staff or manager should also inform the child's family if the child is in need of emergency medical attention, and arrange to meet them at the hospital or medical centre. The parents/carers should be informed that an

incident has occurred, that the child has been injured and that immediate steps have been taken to get help.

10.3 Is the person at the centre of the allegation working with children now?

- 10.3.1 If this is the case, the concern needs to be discussed immediately with The Director and Trustee Child Protection Designated Official. One of these (either the manager or named person) should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children.
- 10.3.2 It should then be explained to the person, in private, that there has been a complaint made against him/her, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with children. It may be best, under the circumstances, for the person to return home on the understanding that the Director or named person will telephone him/her later in the day.
- 10.3.3 The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as Camden Safeguarding Children Board Local Authority Designated Officer (LADO) or the police.

10.4 Reporting an allegation or concern

- 10.4.1 If the allegation is made by a child or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to the staff member's line manager and the Designated Member of Staff for Child Protection; the Calthorpe Project lead on handling the allegation.
- 10.4.2 If a staff member has received an allegation or observed something of concern about their own manager, the staff member should report the allegation or concern to the Director or Trustee Child Protection Designated Official .

10.5 Conducting an initial investigation

- 10.5.1 Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations. There are four possible courses of action following an allegation:
- 10.5.2 A police investigation of a possible criminal offence.
- 10.5.3 Referral and an assessment by Camden Children's Safeguarding and Social Work (CSSW) team and possible child protection investigation.
- 10.5.4 Disciplinary action being taken against the person in question. This includes implementing a plan to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations and enquiries is known.
- 10.5.5 No further action to be taken.

10.6 **When to involve the Camden Safeguarding Children Board**

10.6.1 The Director (or Trustee Child Protection Designated Official if the allegation is made against the Director) should report the allegation to the local authority designated officer (LADO) within one working day by phone followed up in writing using the Agency Reporting Form (Appendix I), if the alleged behaviour suggests that the person in question:

- May have behaved in a way that has harmed or may have harmed a child.
- Has possibly committed a criminal offence against or related to a child.
- Has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children.

10.6.2 This should also happen if the individual has volunteered the information him/ herself.

10.6.3 The LADO may be told of the allegation from another source. If this is the case, then the first information received by the Calthorpe Project may be when the LADO makes contact in order to explain the situation.

10.6.4 Whoever initiates the contact, there will be discussion between the LADO and the Calthorpe Project Director (or Trustee Child Protection Designated Official) to share information about the nature and circumstances of the allegation, and to consider whether there is any evidence to suggest that it may be false or unfounded.

10.7 **Initial strategy meeting**

10.7.1 If the LADO believes that the child has suffered or is at risk of suffering significant harm, a referral will be made to CSSW and a strategy meeting convened to share information and agree on further action.

10.7.2 The meeting will be chaired by the LADO and the Calthorpe Project Designated Member of Staff for Child Protection, a representative from the police CAIT and any other relevant person or agency. Where the setting involves child care for children under the age of 8 Ofsted should also be notified of the meeting.

10.7.3 The strategy meeting will:

- decide whether or not the child has or is likely to suffer significant harm and whether to instigate a child protection and/or criminal investigation which may be jointly conducted between the police and CSSW;
- look at what disciplinary processes should be put in place;
- consider the allegation in the light of any previous allegations or concerns and whether the staff member was acting reasonably in line with the Code of Conduct;
- make a decision about suspending the staff member where this is a proportionate response;

- consider what action should be taken to ensure the safety of the child involved and all other children at the setting;
- agree the plan for investigating the allegation and providing support to the staff member and the child whilst the investigation is on-going;
- agree what information should be shared between agencies and how issues relating to media reporting or containing speculation will be dealt with.

10.7.4 The strategy meeting may consider suspending the member of staff but other alternative arrangements to ensure the member of staff has no contact with the child involved should be considered in the first instance before suspending the staff member.

10.7.5 It is for the organisation to decide whether or not to suspend the staff member and this should be based on a clear risk assessment and be in accordance with the organisation's own policies on staff conduct.

10.7.6 However, in cases where there are serious allegations and clear evidence of abuse, the police and CSSW may take alternative action if organisations do not follow a recommendation to suspend a staff member.

10.8 Review strategy meeting

10.8.1 A review strategy meeting should be held within a reasonable timescale in order to review the actions agreed at the initial strategy meeting and agree what further action should be taken.

10.8.2 The review should consider the outcome of any investigations carried out by the police and CSSW and whether there is enough evidence to pursue the allegation further or take action under child protection procedures.

10.8.3 If no further action will be taken by CSSW or the police, the meeting should agree what further steps the Calthorpe Project should take to ensure the safety of children, for example what further investigation should be carried out or what action to take with regard to the member of staff involved.

10.9 Final outcome of investigations

10.9.1 Following the review strategy meeting once investigations are completed and final actions decided the possible outcomes are:

- The allegation is substantiated as there is sufficient evidence to pursue the allegation.
- The allegation is malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- The allegation is false: there is sufficient evidence to disprove the

allegation.

- The allegation is unsubstantiated: there is insufficient evidence to either prove or disprove the allegation.

10.10 Monitoring and oversight of cases

10.10.1 The LADO or the IRO who is responsible for the case will review all cases involving allegations against staff members on a fortnightly basis where the case is complex or on a monthly basis for more straightforward cases. This is to ensure that cases are dealt with efficiently and within prescribed timescales.

10.10.2 The responsible police officer in CAIT will review all cases in criminal proceedings that involve allegations against staff members and will pass on information to the organisation and the LADO regarding progress of investigations and prosecutions. Cases must be reviewed within 4 weeks of any decision to refer the matter to the police and then at fortnightly intervals.

10.10.3 Once cases have been resolved, the responsible person should review the events in order to identify any issues and decide whether the organisation's procedures or practices need to be updated or improved so that similar incidents can be prevented or responses improved in the future.

10.11 Criminal or disciplinary proceedings and barring

10.11.1 The police CAIT should keep the Calthorpe Project and the LADO informed of all progress in investigations and proceedings, including any decision to charge or the outcome of trials. These should be discussed with the LADO to decide on any action needed by the Calthorpe Project in relation to disciplinary proceedings or decisions on continued employment.

10.11.2 Decisions to follow disciplinary proceedings lies with the Calthorpe Project but must be considered in all cases where a criminal or child protection investigation has not been considered necessary or on completion of any criminal proceedings. The designated officers should discuss any disciplinary proceedings with the LADO and look at what options are available to deal with the matter.

10.11.3 If a further investigation is required, the LADO will be able to advise on how to undertake the investigation. Disciplinary proceedings should take account of any information arising from any criminal or child protection investigation and the outcome of any trial.

10.11.4 The Calthorpe Project should also discuss with the LADO whether a referral should be made to the Disclosure and Barring Service (DBS). There is a legal duty on employers to refer any individual to the DBS if it is thought that they pose a risk to children or have harmed a child. The DBS will then make a decision as to whether or not to bar the person from working with children in a regulated activity.

10.12 Supporting staff and children

- 10.12.1 The Calthorpe Project has a duty to ensure that members of staff against whom an allegation has been made are treated fairly and are supported throughout the process. They should be kept informed of the progress of any investigation or disciplinary process and where they have been suspended pending investigation, there should be a named member of staff responsible for keeping them informed of developments.
- 10.12.2 The staff member involved should be given advice on obtaining legal representation and counseling if needed. They should also be told about the process of any investigation and kept informed of the outcomes and progress of these. Their support needs should also be considered when they are returning to work following suspension.
- 10.12.3 Parents and children should be notified of allegations and given all information available as soon as possible subject to advice from the police and CSSW, as well as being kept informed of the progress and outcomes of investigations.
- 10.12.4 If the child has suffered significant harm or is in need, a referral will be made to CSSW who will assess the child and provide appropriate services and support. Children who are found to have made a malicious allegation against a staff member may be referred to CSSW as this could be an indication of need.
- 10.12.5 Parents should be informed of any referral to CSSW and their consent sought and should be reminded of the need to maintain confidentiality about the allegation while the matter is under investigation.
- 10.13 Suspension**
- 10.13.1 Suspension is not an automatic outcome of any allegation but used only where there is no alternative following a risk assessment and having considered other alternative ways of reducing harm.
- 10.13.2 The Calthorpe Project will consider the effect of suspension on the member of staff and be mindful that suspension will normally only be justified where there is a risk of significant harm to children, a police investigation is likely to be carried out or the allegation is so serious it would normally warrant immediate dismissal if proved true.
- 10.13.3 Even in these cases, The Calthorpe Project will first consider other ways of managing risk, such as arranging for the member of staff to have limited contact with children or ensuring they are constantly supervised.
- 10.13.4 Decisions on suspension will be based on a robust risk assessment and discussed with the LADO in the first instance. CSSW and the police may offer advice on possible courses of action to safeguard children and may make a recommendation on suspension but the final decision will rest with the Calthorpe Project. All decisions on suspension should continue to be reviewed as new information becomes available during investigation.

10.13.5 If suspension is to be used, the member of staff will be given written confirmation of the decision within 1 working day detailing the reasons and giving the name of the person at the organisation whom the member of staff can contact for support and information.

10.13.6 Any decision to suspend a member of staff should be recorded by the Director and the LADO with reasons given and details of what alternative ways of managing risk other than suspension were considered and why they were rejected.

10.14 Resignations

10.14.1 Full investigations into allegations must proceed even if the person involved resigns as it is important that the matter is properly dealt with and that a resolution or conclusion is reached. The Director and Trustees will decide whether allegations are substantiated and what further action may have to be taken to safeguard children through referral to the Disclosure and Barring Service.

10.14.2 The Calthorpe Project will not use compromise agreements that allow a person to resign with a reference in return for not initiating disciplinary proceedings in cases where allegations of abuse of children are involved. As stated above, it is crucial that all allegations are fully investigated and failure to refer to the DBS when the criteria for doing so are met would be a criminal offence on the part of the Calthorpe Project.

10.15 Confidentiality and information sharing

10.15.1 It is essential that confidentiality is maintained whilst any investigation is on-going and the Police will not make public any details of criminal investigations unless the person involved is charged. All those involved, including parents and children, must be made aware of the statutory reporting restrictions in place to ensure the identity of the staff member and the victim is not made public. This includes posting information about the allegation on social networking sites.

10.15.2 At the initial discussion, the Designated Member of Staff for Child Protection and the LADO may wish to discuss what information will be shared with whom and what action will be taken to manage any possible breaches of confidentiality or press interest.

10.15.3 In general, information may be shared at the initial discussion and strategy meetings in order to gather as much information as possible to make an informed judgment on what action to take.

10.15.4 Consent must be obtained to share information with third parties, for example police statements or child protection investigations being passed on to agencies for the purposes of disciplinary proceedings.

10.16 Recording and references

10.16.1 A clear record of the allegation and how it was investigated and resolved,

including actions taken and decisions reached, must be put on the person's personnel file. This is the case even where the allegation is unfounded. However, the exception to this is any allegation that is proved to be malicious; all references to these allegations should be removed from the personnel record.

- 10.16.2 It is important that records show clearly how a resolution to the allegation was reached and that this information is available when references are being written or information sought from future employers. Records should be retained until the person reaches normal retirement age or for 10 years if that is longer.
- 10.16.3 Allegations that prove to be malicious should be removed from the person's records, and unsubstantiated, unfounded and malicious allegations should not be referred to in references.

11 WHAT TO DO IF AN ALLEGATION OF CHILD ABUSE IS MADE ABOUT A CHILD/YOUNG PERSON

- 11.1 A child or parent/carer might make a direct allegation against another child or young person.
- 11.2 A child or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation.
- 11.3 Another child, member of staff or volunteer may directly observe behaviour from one child/young person towards another that gives cause for concern.
- 11.4 The group/organisation may be informed by a parent or by the police or another statutory authority that a child or young person is the subject of an investigation.
- 11.5 A child or young person may volunteer information to the organisation that he/she has harmed another child or is at risk of doing so, or has committed an offence against or related to a child.

For further detailed information see **APPENDIX J – Children who harm other children: multi-agency joint working protocol.**

11.2 Child protection or bullying?

- 11.2.1 When faced with a situation of one child or young person behaving inappropriately towards another, a decision needs to be made about whether the problem behaviour constitutes bullying or a child protection concern. This is a decision that needs to be reached by the named person for child protection, in consultation with the staff member responsible for the child, the staff member's line manager and, if necessary, Camden Safeguarding Children Board.
- 11.2.2 If the conclusion is that the behaviour is an example of bullying, and if both children attend the group/organisation, it needs to be dealt with under the anti-bullying policy and procedure.
- 11.2.3 If it is behaviour that could be described as child abuse and has led to the victim possibly suffering significant harm, then it must be dealt with under child protection procedures. This should include all incidents of sexual assault and all but the most minor incidents of physical assault.

11.2.4 This checklist can be used to help inform the decision:

Bullying

- A The difference of power between the bully and the person being bullied is relatively small.
- B The bullying behaviour may be from a number of children/young people acting in a group rather than from one child acting alone.
- C It may also, but not necessarily, be directed towards a group of other children rather than an individual child.
- D The behaviour involves teasing or making fun of someone, excluding a child from games and conversations, pressurising other children not to be friends with someone, spreading hurtful rumours or circulating inappropriate photographs/images/drawings, cyberbullying, shouting at or verbally abusing someone, stealing someone's possessions, making threats, or harassment on the basis of race, gender, sexuality or disability.
- E The behaviour has not previously been a concern and the bully or bullies may have been responding to group pressure.
- F The behaviour is perceived as bullying by the victim.

Child protection concerns

- a. The difference of power between the child who is abusing and the person being abused is significant e.g. there is an age difference of more than two years, there is a significant difference in terms of size or level of ability, the abuser holds a position of power (such as being a helper, volunteer or informal leader) or the victim is significantly more vulnerable than the other child or young person.
- b. The behaviour involves sexual assault or physical assault (other than the most minor physical assault).
- c. The child who is the victim of the behaviour may have suffered significant harm.
- d. The behaviour may not necessarily be perceived by the victim as abusive, particularly if it is sexual in nature.
- e. The behaviour is not a one-off incident and is part of a pattern of concerning behaviour on the part of the child or young person who is abusing.
- f. The behaviour, if sexual, is not part of normal experimentation that takes place between children and young people.

Sexual abuse or normal experimentation?

- a. All children and young people develop an interest in their own sexuality from a young age, and seek to learn about sex from their peers. It is important not to label normal, healthy behaviour as deviant or abusive. It is equally important not to allow sexually abusive behaviour perpetrated by one child or young person towards another to go unchecked, as this is harmful both for the victim and the

perpetrator.

- b. There are ways of assessing whether sexual behaviour between children and young people is abusive or not. Indicators of abusive behaviour include:
- c. There is a significant difference in age, dominance or understanding between the children/young people
- d. The behaviour was accompanied by the use of threats or bribes
- e. The behaviour was carried out in secret.
- f. For the purposes of this procedure however, it is enough to say that if there is any question that the behaviour could be abusive, the matter should be discussed with Camden Safeguarding Children Board or with the NSPCC Helpline (0808 800 5000). This can initially take place without the names of the children or young people being disclosed, although such information will have to be provided if the view of the Camden Safeguarding or the NSPCC is that the behaviour may constitute significant harm and that an investigation is needed.

11.3 Informing the family

- 11.3.1 A decision will need to be made about when and who should inform the families of both the child who has been abused and the child who has allegedly perpetrated the abuse, as well as Camden Safeguarding Children Board.
- 11.3.2 If the child who is the alleged victim is not known to the Calthorpe Project, it is not our role to inform the child's family. Even if the child who is the alleged victim is known, the police and/or the health services, should be part of the decision making process if they have been contacted.
- 11.3.3 The paramount consideration should always be the welfare of the children and young people involved. Issues that will need to be taken into account are:
 - 11.3.4 The children's wishes and feelings.
 - 11.3.5 The parents' right to know (unless this would place the child who has allegedly perpetrated the abuse in danger, or would interfere with a criminal investigation).
 - 11.3.6 The impact of telling or not telling the parents.
 - 11.3.7 The current assessment of the risk to the child who has been abused and the source of that risk.
 - 11.3.8 The current assessment of any risk to the child who has allegedly perpetrated the abuse and the source of that risk.
 - 11.3.9 Any risk management plans that currently exist for either child.

11.4 Once any immediate danger or emergency medical need has been dealt with, the procedure set out below should be followed:

- 11.4.1 The member of staff who has been informed of the allegation or who has the concern, should make notes of what he/she has been told or of his/her direct concerns using the reporting form, and should discuss these with his/her line manager within 24 hours. The named person for child protection should also be

involved in the discussion.

- 11.4.2 If both children/young people are known to the Calthorpe Project and if their families do not already know about the allegation or concern, the member of staff, manager or named person should discuss it with them unless:
- the view is that someone (for example the child who has allegedly perpetrated the abuse) may be put in danger by the family being informed,
 - informing the family might interfere with a criminal investigation. If any of these circumstances apply, discussions with the families should only take place after this has been agreed with Camden Safeguarding.
- 11.4.3 If only the child who is alleged to have harmed another child is known to the Calthorpe Project, then, subject to the considerations set out above, discussions with only this child's family should take place.
- 11.4.4 The child who is the subject of the allegation should also be informed of what has been said about him/her. However, if the view is that if Camden or the police should be involved, the child should only be informed after discussion and agreement with these agencies. These agencies may have views about what information should be disclosed to the child/young person at this stage.
- 11.4.5 If there is still uncertainty about whether the allegation or concern constitutes a child protection issue, the named person or director should discuss with Camden Safeguarding or with the NSPCC Helpline without disclosing the identity of either child/family.

11.5 What to do if you have child protection concerns

- 11.5.1 Is the child who has been allegedly abused, or the child who has allegedly perpetrated the abuse, in immediate danger or does either of them need emergency medical attention?**
- 11.5.2 If either child is in immediate danger and is with you, remain with him/her and call the police if you are unable to remove the danger yourself.
- 11.5.3 If the child is elsewhere, contact the police and explain the situation to them.
- 11.5.4 If a child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- 11.5.5 If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- 11.5.6 You also need to contact the Director or named person for child protection to let them know what is happening.
- 11.5.7 If, having discussed the situation fully and taken advice if necessary, the Director and the named person concludes that the alleged behaviour does not constitute a child protection issue, then consideration should be given to whether the anti-bullying policy and procedure should be used (if both children are known to the organisation) and whether either or both children should be referred for other services.
- 11.5.8 If the view is that the behaviour does indeed amount to a child protection issue, the named person or director should refer both children to Camden

Safeguarding Children Board and confirm the referral in writing within 24 hours.

- 11.5.9 Pending the outcome of the referral to Camden and the possible investigation or assessment that may follow from this, any risk that may be posed to other children by the child who has allegedly harmed another child will need to be carefully managed. This should be done on an inter-agency basis in accordance with procedures developed by the Camden Safeguarding Children Board for children who display harmful behaviour towards others.
- 11.5.10 The named person should enquire of Camden whether these procedures are being used and, if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures.
- 11.5.11 If the procedures are not being used but the Calthorpe Project remains concerned that the child/young person could pose a risk to other children, then the named person and the manager should consider whether the child/young person can continue to be involved with the Calthorpe Project and, if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion. It may also need to be reviewed regularly following the conclusion of the assessment process, as the child or young person may be receiving support that should, with time, reduce the level of risk he/she presents.
- 11.5.12 If the allegation is found to be without substance or fabricated, the Calthorpe Project will consider referring the child who was said to have been harmed to Camden for them to assess whether he/she is in need of services (for example, the child may have been abused by someone else).
- 11.5.13 If it is felt that there has been malicious intent behind the allegation, the Calthorpe Project will discuss with the police whether there are grounds to pursue any action against the person responsible.
- 11.5.14 No member of staff is to discuss any allegation either with the press or other staff or users of Calthorpe. All enquiries will be handled by the Director.
- 11.6 What should I say to a child who says that he/she or another child is being abused by another child/young person?**
- 11.6.1 Reassure the child that he/she has done the right thing by telling someone about it.
- 11.6.2 Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- 11.6.3 Let the child know what you are going to do next and who else needs to know about it.
- 11.6.4 Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- 11.6.5 If possible, explain to the child's parent/carer what has happened. Do this first without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily.
- 11.6.6 Check out what the child would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.

- 11.7 What should I say to a child/young person who says that he/she has abused another child?**
- 11.7.1 Reassure the child that he/she has done the right thing by telling someone about it.
- 11.7.2 Tell him/her that you now have to do what you can to keep him/her and the child who has been abused safe.
- 11.7.3 Let the child know what you are going to do next and who else needs to know about it.
- 11.7.4 Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- 11.7.5 If there is no risk to the child from the child's parent/carer, then explain to the parent/carer what has happened. Do this firstly without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily.
- 11.7.6 Check out what the child expects to happen as a result of what he/she has said. Offer reassurance where appropriate but don't make or infer promises you can't keep.
- 11.7.7 Reassure the child that, with help, the problem can be sorted out and that what has happened does not make him/her an abuser for life.
- 11.7.8 Give the child the ChildLine phone number.
- 11.7.9 Remember that the child who has behaved in this way is a child in need of support.
- 11.7.10 Make sure that the parent/carer has support too.
- 11.8 Recording the concerns**
- 11.8.1 Use the reporting form to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

APPENDIX A:

Ratios of Children per Adult

Age	Adults	Children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10

DEFINITIONS AND RECOGNITION OF ABUSE

London Safeguarding Children Board

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 (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical abuse

Physical abuse 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 fabricates the symptoms of, or deliberately induces illness in a child; see [Fabricated or Induced Illness Procedure](#).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

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

Sexual abuse

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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 [Sexual Offences Act 2003](#). See [Part B1, Practice Guidance](#).

Neglect

Neglect is 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 as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent 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, social and educational needs.

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic violence. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

The Home Office definition of Domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

How to tell whether behaviour is normal for their age

Children develop and mature at different rates. So what's worrying for a younger child, might be normal behaviour for an older child. If a child looks or acts a lot older or younger than their age, this could be a cause for concern.

However, if a child develops more slowly than others of a similar age and there's not a cause such as physical or learning disabilities, it could be a sign they're being abused.

All Ages

- Talks of being left home alone or with strangers.
- Poor bond or relationship with a parent, also known as attachment.
- Acts out excessive violence with other children.
- Lacks social skills and has few if any friends.

Under 5

- Doesn't cry or respond to parent's presence or absence from an early age
- Reaches developmental milestones late, such as learning to speak, with no medical reason
- Significantly underweight but eats well when given food.

5-11 Years

- Becomes secretive and reluctant to share information.
- Reluctant to go home after school.
- Unable to bring friends home or reluctant for professionals to visit the family home.
- Poor school attendance and punctuality, or late being picked up.
- Parents show little interest in child's performance and behaviour at school.
- Parents are dismissive and non-responsive to professional concerns.
- Is reluctant to get changed for sports etc.
- Wets or soils the bed.

11-16 Year-olds

- Drinks alcohol regularly from an early age.
- Is concerned for younger siblings without explaining why.
- Becomes secretive and reluctant to share information.
- Talks of running away.
- Shows challenging/disruptive behaviour at school.
- Is reluctant to get changed for sports etc.

APPENDIX C

**CALTHORPE PROJECT
CHILD PROTECTION REPORT**

The following pro-forma must be completed in cases of suspected child abuse even if no further action is taken. This report must be filed in the project's confidential Safeguarding Children folder which must be stored in a secure place, such as a locked filing cabinet.

The play worker concerned must complete reports as soon as possible after an incident but definitely within 24 hours. Play Project Managers must countersign the report.

Date and place of incident _____
Name of child _____
Age of child _____ Gender of child _____
School attended _____
Names and ages of siblings _____ _____
Name of parent/carer _____
Address _____ _____ Telephone number _____
Name of member of staff involved _____
Child's level of contact with project _____ _____ _____
What took place
Source of information (ie: indirect or direct disclosure) _____ _____ _____ _____

Verbatim account of direct or indirect disclosure

Observed behavioural concerns

Action taken

Time, date and name of Duty Social Worker to whom report was made

Have parents/carers been contacted?

Yes

No

If yes, date and time of contact _____

When was a Designated Member of Staff for Child Protection contacted?

Was anyone else contacted (e.g. : Police, Doctor, etc.)?

Yes

No

If yes, dates, times and names of contacts _____

Advice given

Summing up (remember it is important to separate fact from opinion)

NAME OF PLAY WORKER MAKING REPORT _____

SIGNED _____

DATED _____

SIGNED _____

DATED _____

APPENDIX D

TELEPHONE NUMBERS AND CONTACT POINTS

CHILDREN, SCHOOLS AND FAMILIES

Crowndale Centre, 218 Eversholt Street NW1 1BD

CAMDEN SAFEGUARDING & SOCIAL CARE

Child protection lead officer and Local Authority Designated Officer (LADO):

Name: Bodil Mlynarska
Contact details: 020 7974 6999

Safeguarding lead officers:

Name: Michelle O'Regan (Head of Service – Children in Need)
Tel: 020 7974 1905

Name: Nicole Cameron (Service manager)
Tel: 020 7974 1134

Name: Patricia Williams (Service manager)
Tel: 020 7974 1558

Multi-agency safeguarding hub (MASH) team:
Manager: Claire Mumby
Tel: 020 7974 1553/3317
Fax: 020 7974 3310

E-safety contact officer:
Name: Jenni Spencer
Tel: 020 7974 2866

Early Help/CAF team:
Name: Virginia Hurst
Tel: 020 7974 8832/8791

CALL CENTRE

020 7974 6666

Emergency Duty Team (9am–5pm):
Out of Hours (5pm–9am):
Hall)

020 7974 1621
020 7974 4444 (Town

Contact details updated October 2015

APPENDIX E

OFF-SITE TRIPS

I INTRODUCTION

The following procedure forms part of the risk assessment process required by law. The procedure cannot cover every eventuality and staff must use their own careful judgement when planning and participating in off-site trips.

2. PLANNING FOR THE TRIP

2.1 Calthorpe Project staff must gather as much information as possible about the proposed destination. Even if staff are already familiar with a place, it is important to check that existing information is up to date.

2.2 As part of the risk assessment process, staff must identify possible hazards and assess potential risks (eg. clarity if the venue is near water, whether there are natural hazards such as cliffs, rocks, tidal variation, check whether the venue will be crowded. Etc).

2.3 Calthorpe Project staff must ensure the trip is appropriate for the proposed age range and is accessible for children with disabilities.

2.4 If using public transport, coaches or minibuses, staff should try to avoid travelling at peak times. Routes, timetables, etc must be checked in advance.

2.5 Staff must ensure children are aware of road safety procedures.

2.6 Clear arrangements must be in place should any child become separated from the group. These arrangements must be discussed with the children.

2.7 Each child must wear a badge identifying the projects name and telephone number. For reasons of safety, a child's name must never be displayed on the badge.

2.8 Each child must refer to child registration forms to ensure that parents/carers have:

- Given their consent for their child to participate in outings
- Given their consent for sun block to be applied in hot weather
- Indicated whether or not their child can swim

2.9 Parents/carers must be provided with relevant information about the trip in advance. This should include:

- Date of the outing
- Time of departure and return
- Destination
- Method of travel
- Type of activity
- What children should take (eg. packed lunch, wet weather/appropriate clothing etc
- Cost and "pocket money" arrangements

- Contact name and number in case of emergency

3 WHAT TO TAKE ON A TRIP

3.1 The senior Calthorpe Project staff member on the trip must ensure that play staff take a list of all children going on the trip. Ideally, duplicate registration forms of each child should be taken. Where this is not possible, the list should include:

- Name of the child
- Emergency contact numbers
- Name and telephone number of the child's doctor
- Details of any special personal or medical needs

3.2 A first aid box must always be taken.

3.3 If a child suffers from travel sickness, it is the parents' responsibility to administer medication before the journey. Parents should supply medication for the return journey and give staff written permission for its administration. Travel sickness medication should not be carried in the first aid box, but stored separately in a lockable container.

3.4 A supply of tissues, wet wipes, sickness and rubbish bags should be taken.

4 WHAT TO LEAVE AT THE CALTHORPE PROJECT OFFICE

4.1 A list of all children on the outing must be left with Calthorpe Project staff in the office. If the office is closed, for the trip, the list should be given to a responsible adult such as the Director or nominated Trustee.

5 SAFETY

5.1 Specific staff must take responsibility for a group of named children.

5.2 A safe meeting place for children who become separated from the group must be arranged.

5.3 Staff must always accompany children into public toilets.

5.4 If possible, one member of staff should hold a first aid certificate.

6 STAFF TO CHILD RATIOS

6.1 There must be a minimum of two staff on all trips.

6.2 If both boys and girls are participating, it is advisable to have at least one female and one male member of staff with the group.

6.3 For children aged between five and twelve years a 1:6 minimum staff to child ratio is recommended for most trips and outings. Ratios should never fall below this and, in some instances the number of staff may need to be increased.

6.4 In determining staff to child ratios on any trip, much will depend on the age and ability of the children, the nature of the trip and method of transport. For example, using public transport during peak hours with a group of younger children will require a higher staff to child ratio. Staff should use their own judgment in determining final staff to child ratios.

7 LOST CHILDREN

7.1 If a child does get separated from the group:

- One member of staff should wait at the designated meeting point with the rest of the children.
- If using a particular venue, a museum for example, utilize their staff, local procedures, tannoy system, etc to locate the child.
- If outdoors, a park or seaside area for example, the other play staff should carry out a quick search of the area.
- If the child is not located, the police must be notified.
- Once back at the Calthorpe Project, a meeting should be arranged with the child and parent to discuss the incident and to ensure there is no reoccurrence.

8 SAFETY GUIDELINES FOR MINIBUSES AND COACHES

8.1 Calthorpe Project staff must ensure that each child and adult has an allocated seat. Vehicles must never be overloaded – this is not only dangerous but can invalidate insurance.

8.2 A member of staff should sit in the back of the vehicle and their driver should not be expected to supervise children.

8.3 Staff must try to ensure that children remain seated during the journey and do not remove seat restraints. Children must not sit in the front of any vehicle and must be supervised at all times.

8.4 Minibus drivers must ensure the vehicle has been properly checked and in good working order before departing.

8.5 Driver must ensure they have rest periods on long journeys.

8.6 Only coaches that have seat belts fitted can be used.

APPENDIX F

SWIMMING AND WATER BASED ACTIVITIES

1 INTRODUCTION

1.1 Great care and a high ration of adults to children will be needed if children are swimming or involved in activities in or near water.

2 SWIMMING POOLS

2.1 Many leisure centres and swimming pools have established specific staff to child ratios for visiting groups as part of their own health and safety policies. Venues should therefore, be contacted before organizing any swimming trips.

2.2 If the ratio set by the facility is less than those recommended below, staff should adhere to those ratios. Ratios are based on staff being in the water with children. Lifeguards must not be included in the rations.

AGE OF CHILDREN	NON-SWIMMERS	SWIMMERS
4 TO 7 YEAR OLDS	1:2	1:3
8 YEARS AND OVER	1:3	1:5

2.3 All non-swimmers must wear buoyancy aids (eg: inflatable armbands).

3 OTHER WATER BASED ACTIVITIES

3.1 Separate written parental consent must be sought for such activities

3.2 Trips to the seaside – the senior staff member must contact the local tourist office/coastguard to check if swimming/paddling is considered safe and if there are lifeguards on duty.

3.3 If there are no lifeguards, children must not be permitted to swim.

3.4 Boating/canoeing – only children who can swim 25 metres can participate in these activities. Staff must have seen evidence of children's swimming ability. Life jackets must always be worn. Canoeing can only be carried out with qualified instructors.

3.5 Paddling pools – children must be supervised from the poolside at all times.

APPENDIX G

USE OF MOBILE PHONES AND CAMERAS

1 INTRODUCTION

1.1 Care needs to be taken to ensure photographs of children are not taken without the permission of a parent or carer.

2, STAFF

2.2 The use of personal mobile phones and cameras is not permitted when children are in our care. On reporting for duty each day staff should store their mobile phones securely in the designated space. For Early Years staff and volunteers this is a secure box in the Early Years Drop in and for Play staff and volunteers this is the office safe.

2.3 If in case of emergency staff need to be contacted during working hours, they should give the office number and a message will be taken and forwarded to the member of staff as soon as is practicable. If staff are expecting an emergency call they should alert the office to this possibility.

2.4 Staff are permitted to use their mobile phone during break times when they are not in the company of children.

2.5 Staff should be vigilant to the use of mobile phones by visitors and challenge any behaviour that looks suspicious.

2.6 The Calthorpe Project has a mobile phone to use for outings. The responsibility for this phone and its appropriate use rests with the senior worker on duty.

3. PARENTS/CARERS AND OTHER VISITORS

3.1 Parents and carers and other visitors should be informed that the taking of photographs is not permitted unless permission is obtained.

4 CAMERAS

Staff may use the Calthorpe Project camera to take pictures to support monitoring, evaluation and publicity. Children's registration forms contain a section signed by those parents who agree for photographs to be taken and used for this reason. Staff and volunteers must first check that this permission has been granted before taking photos.

APPENDIX H

E-SAFETY POLICY

This policy and the procedures that it underpins apply to all staff, trustees, volunteers and sessional workers, students and anyone working on behalf of the Calthorpe Project.

To protect children and young people who receive our services and who make use of information technology (such as mobile phones and the Internet) as part of their involvement with us.

The Calthorpe Project promotes environmental play and physical outdoor activity and as such we do not use or allow the use of games consoles or online games.

1 We will seek to promote e-safety by:

Not allowing any child or young person under 18 access to the wi-fi password.

This will be available only to groups who have booked the room and authorised to use it.

- 1.1 Working in partnership with children, young people, their parents, carers and other agencies to promote young people's welfare and in helping young people to be responsible in their approach to e-safety.
- 1.2 appointing an e-safety coordinator (note: this may or may not be the same person as your named person for child protection); Michele Galasiak will be our e-safety coordinator for children and young people.
- 1.3 developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT;
- 1.4 supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others;
- 1.5 supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles;
- 1.6 incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people;
- 1.7 developing an e-safety agreement for use with young people and their carers
- 1.8 use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);
- 1.9 informing parents and carers of incidents of concern as appropriate;
- 1.10 ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website;
- 1.11 ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;

- 1.12 any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them;
- 1.13 providing effective management for staff and volunteers on ICT issues, through supervision, support and training;
- 1.14 examining and risk assessing any emerging new technologies before they are used within the organisation.

AGENCY REPORTING FORM FOR ALLEGATIONS AGAINST STAFF AND VOLUNTEERS WORKING WITH CHILDREN WITHIN THE LONDON BOROUGH OF CAMDEN

WHEN TO USE THIS FORM

This form must be filled in and sent to the Local Authority Designated Officer (LADO) in Camden in every case where it is *alleged* that a person working with children has

1. behaved in a way that has *harmed* or may have harmed a child
2. possibly committed a *criminal offence* against or related to a child
3. behaved towards a child/ren in a way that indicated s/he is *unsuitable to work with children*

Whilst it will not be necessary to convene a Strategy Meeting with Social Care and the Police on every case, every incident should be recorded on this form and reported to the Local Authority Designated Officer based in the Quality Assurance Unit, London Borough of Camden. The LADO can be contacted on 0207 974 4556. **Following telephone conversation with Camden LADO, please complete and email this form to LBCMASHadmin@camden.gov.uk (who will then complete the first section below)**

You may be asked to provide associated relevant documentation with this referral form. Once the information has been evaluated by the LADO you will be advised re the appropriate action to be taken.

Section to be completed by Camden MASH

Date seen by MASH	
Name of MASH SW	
Action taken	

AGENCY Details

Date of referral	
Referrers name	
Referrers job title	
Place of work & address	
Tel number	
Email	

Allegation Details

Date of alleged incident	
Who has made the allegation eg child, parent, other professional etc	
Full details of allegation	
Where is it alleged the incident took place	

Details of person/s subject to the allegation pl repeat box if more than one person

First name	
Surname	
Job title	
DOB	
Ethnicity	
Any disabilities	
Home address	

Details of potential victim/child pl repeat box if more than one child

First name	
Surname	
DOB	
Ethnicity	
Any disabilities	
Gender	
Home address/tel	
Parent's/carers names/contact details	
Is/has this child been looked after or on the child protection register	