

**One Voice**

**SAFEGUARDING CHILDREN - POLICY AND PROCEDURES**

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Introduction

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**1. Introduction**

**1.1** ‘One Voice’ represents the interests of community members in the town of Immingham and the villages of Habrough and Stallingborough. We work in partnership with local residents and also work closely with other voluntary and community organisations, local authorities, support agencies and business partners to create safe, vibrant and sustainable communities. Through our work in Immingham, Habrough and Stallingborough we may come into contact with children in the community. When delivering activities we always work in partnership with the partners outlined and all of the volunteers are never alone or unsupervised with the community that benefits from our work, as outlined below.

The aims of One Voice are:

* Highlight local priorities and work closely with other voluntary and community organisations, local authorities, support agencies and business partners to create safe, vibrant and sustainable communities.
* Raise awareness and inform community members of social developments.
* Work to raise and promote a positive profile of the area, reflecting and increasing the pride of those who live and work in the community.
* Develop lines of communication, structures and relationships with residents, service providers and other community organisations to ensure that agreed actions are taken forward for the betterment of the local area.
* Respond to new agendas and initiatives when necessary to reflect the needs of the community.

One Voice takes its responsibility to promote safeguarding within our organisation and with the groups that we work with seriously. We aim to safeguard children by:

* Having a Safeguarding children policy and procedure which is clearly understood, so that any *committee* member, volunteer or trustee has an appreciation of the appropriate guidance to follow, should a concern be raised.
* Ensuring all of our dedicated officers are carefully selected and trained to ensure their awareness of safeguarding issues relating to children.
* Keeping and maintaining a record of Volunteers safeguarding training and DBS checks and carry out training and checks as required.
* Reviewing our Safeguarding Children policy and procedure annually in order to ensure it is in line with national and local policy, and the recommendations of North East Lincolnshire Safeguarding Children Board. This will be done as part of our ongoing practice within our AGM
* Ensuring that dedicated officers are appointed, to hold a specific role in relation to advising One Voice volunteers, whereby advice and a clear course of action can be offered in relation to any safeguarding Children concerns. In the event of the lead officer not being available at the time the issue arises, a deputy lead officer will be appointed and will deputise in this role for advice and guidance. If both officers are unavailable, and the situation warrants a swift response, the matter will be referred directly to the North East Lincolnshire Safeguarding Children Team.

    Ensuring that any other agency, organisation or individual engaged to work on our behalf knows how to report their concerns about a child.  This will be achieved by confirming the contracted/partnership organisations’ safeguarding processes and ensuring the appropriate level of training and induction is carried out, which will include knowledge of information on Safeguarding children policies and procedures.

1.2 The objectives of this policy are:

1.2.1 To explain the responsibilities that One Voice and its volunteers and trustees have in respect of safeguarding children.

1.2.2 To provide volunteers with an overview of child protection

1.2.3 To provide a clear procedure that will be implemented where child protection issues arise.

1.3 Additionally, this Safeguarding Childrens policy, procedures and guidance should be read and cross referenced in conjunction with the One Voice Equal opportunities statement and Constitution, and the North East Lincolnshire Local Safeguarding Children Board policies and procedures - these procedures reflect and are compliant with current legislation.

1. **Definitions**
   1. **A child -** In accordance with the Children Act 1989 and 2004, a child is anyone who has not yet reached their 18th birthday.

The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection. For the purpose of these procedures the reference to children therefore means ‘children and young people’ throughout.

**3.0 Legislation and key principles**

**3.1** This policy has been developed in line with the Children Act 1989, the Children Act 2004 and Working Together to Safeguard Children (2015) - A guide to inter-agency working to safeguard and promote the welfare of children.

The Children Act 1989 provides the legislative framework for child protection in England. Key principles established by the act include:

* the paramount nature of the child's welfare
* the expectations and requirements around duties of care to children.

The Children Act 2004 strengthens the 1989 Act; encouraging partnerships between agencies and the creation of more accountability.

3.2 Key principles

Safeguarding and promoting the welfare of children is defined by Working Together to Safeguard Children (2015) as:

* protecting children from maltreatment;
* preventing impairment of children's health or development;
* ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
* Taking action to enable all children to have the best outcomes.

It also states:

*‘Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play’*

Effective safeguarding systems are those where:

* The child’s needs are paramount, and the needs and wishes of each child (be they a baby or infant, or an older child) are put first, so that every child receives the support they need before a problem escalates;
* All professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
* All professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children’s social care;
* High quality professionals are able to use their expert judgement to put the child’s needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
* All professionals contribute to whatever actions are needed to safeguard and promote a child’s welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes;
* LSCBs coordinate the work to safeguard children locally and monitor and challenge the effectiveness of local arrangements;
* When things go wrong Serious Case Reviews (SCRs) are published and transparent about any mistakes which were made so that lessons can be learnt;
* Local areas innovate and changes are informed by evidence and examination of the data.

Effective safeguarding arrangements should be underpinned by two key principles:

* Safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part;
* A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

**4.0 Definitions and categories of abuse**

**Domestic Abuse:** Any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn’t just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

**Sexual Abuse:** A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online. Sometimes the child won't understand that what's happening to them is abuse.

They may not even understand that it's wrong.

**Neglect:** Is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child who is neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

**Online Abuse:** Online abuse is any type of abuse that happens on the Internet, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

**Physical Abuse**: Deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

It isn’t accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don’t need and making the child unwell – this is known as fabricated or induced illness (FII).

There’s no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases, death.

**Emotional Abuse:** The ongoing emotional maltreatment of a child. It’s sometimes called psychological abuse and can seriously damage a child’s emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

Children who are emotionally abused are often suffering another type of abuse or neglect at the same time – but this isn’t always the case.

**Child Sexual Exploitation (CSE):** A type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

**Female Genital Mutilation (FGM):** Is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

**Bullying and Cyber Bullying:** Behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It’s usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there’s no escape because it can happen wherever they are, at any time of day or night

**Child Trafficking:** Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

* child sexual exploitation
* benefit fraud
* forced marriage
* domestic servitude such as cleaning, childcare, cooking
* forced labour in factories or agriculture
* criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

**Grooming:** Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.

Groomers may be male or female. They could be any age.

Many children and young people don't understand that they have been groomed or that what has happened is abuse.

**Harmful Sexual Behaviour:** Includes:

* using sexually explicit words and phrases
* inappropriate touching
* using sexual violence or threats
* full penetrative sex with other children or adults.

Children and young people who develop harmful sexual behaviour harm themselves and others.

1. **Recognising Abuse**

Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities. All staff and volunteers should be alert to signs that a child may be at risk of significant harm.

The signs of child abuse aren't always obvious, and a child might not tell anyone what's happening to them. Sometimes, children don't even realise that what's happening is abuse.

**5.1** 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’s:**

* 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 old:**

* 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.

**11-18 years old:**

* 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.

**6.0 Roles and responsibilities – One Voice**

**6.1** All staff, volunteers and trustees have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

One Voice expects all volunteers and trustees to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

This extends to making other organisation’s or agencies that might be delivering work on our premises, or on our behalf, aware of our Safeguarding Children policy and procedures.

Therefore each member/Volunteer/ One Voice representative:-

* Will abide by the Policies and Procedure of One Voice
* Will inform One Voice of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a One Voice volunteer or representative for any particular One Voice activity.
* Recognizes that the role of a One Voice member/volunteer/representative places him/her in a position of trust with regard to all children who are service users participating in One Voice activities and undertakes to uphold that trust at all times.
* Undertakes to maintain, within the organisation’s procedures, the confidentiality of any information relating to other staff members, volunteers, representative and service users made available to him/her in the course of the role
* Will not knowingly place him/herself in a situation where they are alone with a child or young person and will endeavour to ensure, as far as possible, that there is another adult in attendance.
* Will ensure that any One Voice activities involving children outside the normal activities are agreed and approved by her/his line manager in advance.
* Will not behave in any way, physically or verbally, that could be offensive.
* Remembers at all times that interactions between him/herself and service users must be such that no reasonable person observing that interaction could construe its nature as abusive.

**6.2** Specific responsibilities and roles

.2 Specific responsibilities and roles

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| --- | --- | --- |
| Area of responsibility | Person responsible | Notes |
| Ensuring the policy is in place and appropriate | Trustees and Committee | To be a regular agenda item |
| Ensuring the policy is accessible | Trustees and Committee | Electronic versions and paper copies to made available. Copy to be held at Imm Civic centre |
| Ensuring the policy is implemented | Trustees and Committee | within a regular agenda item |
| Ensuring the policy is monitored and reviewed | Trustees and Committee | within a regular agenda item |
| Allocating sufficient time and resources to the policy’s implementation | Trustees and Committee | Regular agenda item to check policy is in place appropriate, accessible, being implemented, monitored and reviewed. |
| Ensuring other agencies or organisations we are working with are aware of our policy and procedures | Trustees |  |
| Ensuring staff and volunteers have access to appropriate training/information | Trustees | Training is to be sourced if identified as being needed |
| Receiving concerns about safeguarding and responding to swiftly and appropriately | Trustees and Lead officer | Lead officer will keep a record of any concerns and report to trustees how they have been responded to |
| Keeping up to date with local arrangements for safeguarding and DBS | Trustees |  |
| Developing and maintaining links with relevant agencies | Trustees |  |
| Acting as the lead officer for safeguarding referrals | Elaine Norton |  |
| Acting as the deputy lead officer (when lead officer is not present, or in the case where a complaint refers to the lead officer) | Sarah Habbershaw |  |

|  |  |  |
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| Allocating sufficient time and resources to the policy’s implementation | Trustees and Committee | Regular agenda item to check policy is in place appropriate, accessible, being implemented, monitored and reviewed. |
| Ensuring other agencies or organisations we are working with are aware of our policy and procedures | Trustees and Committee |  |
| Ensuring volunteers have access to appropriate training/information | Trustees | Training is to be sourced if identified as being needed |
| Keeping up to date with local arrangements for safeguarding and DBS | Trustees |  |
| Receiving concerns about safeguarding and responding to swiftly and appropriately | Trustees and lead officer | Lead officer will keep a record of any concerns and report to trustees how they have been responded to |
| Developing and maintaining links with relevant agencies | Committee and trustees |  |
| Acting as the lead officer for safeguarding referrals – this includes concerns about bad practice as well as specific concerns relating to individuals | Elaine Norton |  |
| Acting as the deputy lead officer (when lead officer is not present, or in the case where a complaint refers to the lead officer) | Sarah Habbershaw |  |

**7.0 Reporting**

One Voice recognises that we have a duty to act on reports, or suspicions of abuse/neglect, including allegations made against paid staff or volunteers. This will be done in conjunction with, and under guidance from, the North East Lincolnshire Local Safeguarding Children Board. For more guidance on whether a referral is required, please refer to the North East Lincolnshire Local Safeguarding Children Board’s Policy and Procedures: - <http://nelsafeguardingchildrenboard.co.uk/>

This section sets out and offers guidance on all elements of Children Safeguarding. It will enable One Voice to follow a guided process of dealing with allegations, when receiving a disclosure of abuse or when there is a requirement to report suspected abuse.

**7.1** Receiving a Disclosure, reporting an at risk/potentially at risk child

One Voice recognises that volunteers, trustees and service users themselves are in a position where children or adults may disclose that abuse has occurred, raise concerns that abuse might happen, or notice signs of abuse. This may also apply to agencies or organisations that are providing services on our behalf, or in partnership with us. It is important that they understand the basic principles of managing such a situation. For the purposes of this process, a disclosure is:

* A direct disclosure from a child or adult
* A concern that abuse might happen
* Suspected abuse

**7.2** Action to be taken if a child or young person discloses to you abuse by someone else.

* If a child approaches you about an issue of abuse of trust, you must proceed with great caution.
* A staff member/ volunteer/ One Voice representative should not place themselves in a situation where they are alone with a child. However, it is possible that the child will be unwilling to make disclosures of this nature in anything but a one-to-one situation. The child’s needs must take priority in this situation.
* Ask if the child would like someone else to be present - but if they decline proceed with the interview, taking extra care with your behaviour and body language.
* Without stopping the child from disclosing, but if possible before the child goes into detail, explain the consequences of you knowing and the action you will take. Assure them that you will offer support but must pass any information to another professional who may take appropriate action. Explain that this may be the Lead Safeguarding Officer, as identified in section 6, and other local support agencies. (use language that they will understand)
* Keep calm and listen to the child - do not have physical contact at any time. Allow the child to speak without interruption, accepting what is said*.*
* Do not make judgements or offer opinion*,* and as soon as is practically possible make an accurate written record of what the child has said, being careful to use their own words as accurately as possible
* Explain again what will happen next. Find out when the child is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgement as to the appropriate timing of your follow-up actions to ensure that the child remains safe.)
* If the complaint concerns a situation not related to One Voice (e.g. at home or at school), refer the complaint to the Lead Officer if they are not available the Deputy Lead Officer
* If the complaint concerns a staff member, volunteer, or other One Voice representative then the process to be followed should be those outlined in sections 7.4, 7.5 and 7.6.

**7.3** Action to be taken if a child or young person does not disclose, however there is suspicion of abuse

Concerns about the welfare of a child may be raised through behaviour or other indicators noticed by a member of staff / volunteer, but not disclosed by the child.

In these instances, it is equally important to take action, and these concerns should be raised and discussed with the Lead Officer or in their absence Deputy Officer. Any concern about a child’s welfare should be reported appropriately following the guidance in this section, specifically 7.4, 7.5 and 7.6

Please note in all cases:

* Relatives of the victim should NOT automatically be informed
* Information must always be shared on a need to know basis
* If the alleged abuser is a family member or friend they should not be contacted at this stage
* If the allegation is against a member of staff or volunteer of the organisation, the allegation should only be discussed with senior personnel and relevant personnel.

**7.4 Process Flowchart – Suspected or disclosed abuse of a child. Action to be taken by member, volunteer or other representative of One Voice**

Suspected or disclosed abuse of a child

Ensure immediate safety, including access to medical care if required

Refer to One Voice named safeguarding Lead Officer Elaine Norton

If named Lead Officer is not present, or if allegation refers to Lead Officer, refer to Deputy Lead Officer Georgina Lawrence Gibbs

If the alert cannot be made to either the Lead Officer or Deputy Lead Officer, report directly to Local Safeguarding Children Board (The ‘Alerter’) (see 7.7)

**7.5** The referral process to statutory agencies by Lead Officer, Deputy Lead Officer or ‘Alerter’ in their absence

The named Safeguarding Children Lead Officer (or Deputy Lead Officer, or ‘Alerter’ if this is relevant) (see 6.2) must, upon receiving information regarding an allegation or suspicion of abuse, check that:

* If appropriate the child’s immediate needs are being met, and that there is no risk of further harm
* If necessary, medical assistance has been sought
* The facts and circumstances are clear, but avoid unnecessary discussion with the victim
* A report has been made to the Police if a criminal offence has occurred or is alleged

The named Safeguarding Children Lead Officer (see 6.2) will:

* Endeavour to ensure the safety and welfare of the person who has disclosed the alleged abuse
* Report the alleged abuse to the police or Local Safeguarding Children Board (within 24 hours)
* Send reporting form to the relevant Local Safeguarding Children Board.
* Complete accident/incident record if appropriate
* Liaise with family/other agencies etc. ONLY as appropriate

One Voice recognises that it is important to act swiftly and to avoid delay in making a referral. Information on who to contact can be found via the Local Safeguarding Children Board websites.

**7.5.1** **Process flow chart** - Making a referral to statutory agencies (to be carried out by Lead Officer, Deputy Lead Officer, or ‘Alerter’)

Verify information provided and take copies of any notes

Ensure immediate safety of the child has been addressed – if appropriate take action

Complete the Local Safeguarding Children Board Report Form if required and submit to the local authority within 24 hours of disclosure

Ensure feedback/acknowledgement from the Local Safeguarding Children Board is received and their response recorded

**7.6** Allegation concerning a member, volunteer or representative of One Voice

A concern may occur when a staff member, volunteer or representative has:

* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved in a way that indicates s/he may not be suitable to work with children

Were an allegation concerns a member of staff, a volunteer or representative of One Voice, the allegation will be reported to the Local Authorities Designated Officer (LADO) whose role is to offer advice in these circumstances.

It is essential that nothing is done to investigate the concern before contacting the LADO as this can contaminate evidence if a police investigation is deemed appropriate.

If the concern does not warrant investigation through LADO (LADO will decide along with the management team of One Voice then the inappropriate behaviour by the staff member, volunteer or representative will be dealt with through One Voice.

The alleged perpetrator will receive appropriate support throughout the procedure followed should they want and accept it.

**7.7** Contacts for making a referral

**7.7.1** Make a referral to the Local Safeguarding Children Board in North East Lincolnshire by contacting:

<http://nelsafeguardingchildrenboard.co.uk/> - WEBSITE

Link to REFERRAL FORM - <https://nelincolnshire.firmstep.com/default.aspx/RenderForm/?F.Name=daTivGetXfF&HideToolbar=1%20_blank/>

Complete the online form

Or

Ring 01472 326292 between 9am and 4.30pm, Monday to Thursday and 4.00pm on a Friday

**7.7.2 Immediate danger** - If the child is thought to be in immediate danger contact should be made with the children’s assessment & safeguarding team, the out of hour’s team if appropriate, Police or NSPCC:

Children Assessment & Safeguarding Service

01472 326292 between 9am and 4.30pm, Monday to Thursday and 4.00pm on a Friday

Out of Hours Service; 01472 326292 (option 2). This service is an EMERGENCY ONLY service open from 5.00pm – 8.30am.

**OR/and**

Police - 999

If you cannot contact the Children Assessment and Safeguarding Service the call:

NSPCC: 0808 800 5000.

It should be made clear that the report is about a Safeguarding Children issue and it is thought there is immediate danger. An incident number should be requested.

* Explain to the call taker that you wish to make a ‘Safeguarding Children Referral’
* It is important to provide contact details about yourself, as the relevant authorities may need to contact you for further details and should contact you in any event to offer feedback/confirm they are attending to the referral.

**7.7.3** If the allegation involves a One Voice member of staff, volunteer or representative then contact the Local Authority Designated Officer (LADO) in addition to the contacts cited in 7.7.1 and/or 7.7.2:

The Contact Details for North East Lincolnshire Local Authority Designated Officers (LADO) is:

**Email:** [ChildrensSafeguardingandReviewingService@Nelincs.gcsx.gov.uk](mailto:CSRS@nelincs.gcsx.gov.uk)

**Telephone:** 01472 326118

<http://nelsafeguardingchildrenboard.co.uk/Lado/>

**7.8** The Local Safeguarding Children Board has processes for reporting and this must be adopted. Organisations will be expected to complete the One Voice initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy is mandatory. NOTE this form may be online as indicated in Section 7.5 and 7.7.1

**8.0 Prevent**

**8.1** What is prevent?

Prevent is about safeguarding people and communities from the threat of extremism and terrorism – this is including children.

It aims to stop people, including children, becoming terrorists or supporting terrorism/extremism. This might relate to any extremist group.

A key part of Prevent is ‘Channel’. ‘Channel’ aims to protect vulnerable people by:

* identifying individuals at risk;
* assessing the nature and extent of that risk; and
* developing the most appropriate support plan for the individuals concerned.

**8.2** Who does it apply to?

All bodies which have significant interaction with people who could be vulnerable to radicalisation including local authorities, Police, NHS, Schools, Further Education & Higher Education, Prisons, Probation Service and many more, including voluntary organisations.

**8.3** Who is it aimed at?

Any adult or child, regardless of faith, ethnicity or background, who is vulnerable to being drawn into any form of terrorism, radicalisation or extremism; to provide support before they are exploited and/or led into embracing terrorism or becoming involved in criminal terrorist related activity.

If you have a concern follow the same process as outlined in section 7 using the contact details and ‘alerter’ form (Channel/Prevent Referral Form) as outlined below:

**Humberside Police Prevent Team:**

**01472 204579**

Referral form link on this webpage: <http://nelsafeguardingchildrenboard.co.uk/Prevent/>

Twitter account [@HumbPolPrevent](https://mobile.twitter.com/humbpolprevent)

**9.0 Volunteer Training and support**

If a training need is identified One Voice will work with the North East Lincolnshire safeguarding team to gain the appropriate level of training as required.

**9.1** Communicating the policy will be achieved in the following ways:

**9.1.1** **Induction** – Safeguarding will be part of the induction process. All staff will receive a copy of the policy and sign to say they have read and understood it. This will include a discussion of other relevant policies. Attention will be drawn specifically to the reporting process, and all staff will be made aware of the identity of the Lead Officer and Deputy Lead Officer.

**9.1.2 Training** – if appropriate all new volunteers will be sent on the Local Authority’s Basics in Safeguarding Children training and/or Awareness of Child Abuse and Neglect whichever is the most appropriate.

One Voice will review Local Authority training provision annually to clarify whether refresher training is appropriate for existing staff, and if new legislation or policies have been implemented that require additional training.

In-house training will also take place once a year to ensure all volunteers are aware of the policy and procedures

**9.1.3** Accessibility – A copy of the Safeguarding Children policy will be circulated to all appointed volunteers and supporting partners and also made available at all times if requested.

**9.1.4** Any updates to the policy will form part of the regular committee meetings and be ratified at trustee meetings.

**9.2** **Volunteer support** – One Voice recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned and support will be sought as required from the relevant local services.

**9.3 Volunteer training**

If a training need is identified One Voice will work with the North East Lincolnshire safeguarding team to gain the appropriate level of training as required.

**If not already completed the lead officer and deputy must undertake safeguarding children training**

**10.0 Useful information**

**10.1** The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS are responsible for:

* Processing requests for criminal records checks
* Deciding whether it is appropriate for a person to be placed on or removed from a barred list
* Placing or removing people from the DBS children’s barred list and adults’ barred list for England, Wales and Northern Ireland

DBS search police records and, in relevant cases, barred list information, and then issue a DBS certificate to the applicant.

DBS recognise that information released on DBS certificates can be extremely sensitive and personal. Therefore a code of practice for recipients of criminal record information has been developed to ensure that any information they get is handled fairly and used properly.

A list of guidance documents about the DBS checking service is available on this website. For more information go to:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

**10.2** Useful websites:

LSCB - <http://nelsafeguardingchildrenboard.co.uk/>

PREVENT - <http://nelsafeguardingchildrenboard.co.uk/Prevent/>

NSPCC - <https://www.nspcc.org.uk/>

Working together to safeguard children - a guide to inter-agency working to safeguard and promote the welfare of children - <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf>

National Prevent Strategy - <https://www.gov.uk/government/publications/prevent-strategy-2011>

**11.0 Policy review**

One Voice will ensure that the Safeguarding Children’s policy and procedures are reviewed annually by the Committee and agreed by the trustees. The named Safeguarding Children Officers will be involved in this process and can recommend any changes. The named Safeguarding Children Officers will also ensure that any changes are clearly communicated to volunteers and clients.

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| Approved by Board of Trustees | | Date: |
| Revision | Review Date: | |