



# South Cambridgeshire District Council

# Safeguarding Children Policy

**August 2009**

**Review Date 2011**

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### More Information

If you would like a copy of this document in an alternative format or language, please contact:

Phone: 01954 713465  
Email: [equality.schemes@scambs.gov.uk](mailto:equality.schemes@scambs.gov.uk)  
Website: [www.scambs.gov.uk](http://www.scambs.gov.uk)

Or write to us at:

Equality and Diversity Officer  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne, Cambridge  
Cambridgeshire  
CB23 6EA

## **Safeguarding Children Policy**

### **1. Introduction**

Many South Cambridgeshire District Council services have a crucial role to play in protecting children and young people, and in shaping their lives. Elected members, staff and volunteers may be meeting children in the course of their work. This may range from occasional involvement to organising and running activities and events specifically designed to enable children and young people to have positive experiences outside of school and family.

Child Protection legislation places an obligation on all local authorities to safeguard from harm **all children and young people under the age of eighteen irrespective of ability, family background, sexuality, lifestyle, religion, belief or culture**. To meet this obligation South Cambridgeshire District Council must ensure that adequate policies and procedures are in place to guide elected members, staff and volunteers who come into contact with children and young people during their work with the Council.

Whether elected members, staff or volunteers are directly working with children or have minimal contact as a result of other duties, the individual concerned will be in a position of trust. This requires individuals to place the welfare of children and young people first and adopt practices that support, protect and empower them.

Compliance with policy and guidelines will also help elected members, staff and volunteers to avoid or manage situations where they may be subject to unfounded allegations whether mistaken or malicious.

### **2. Background**

Central government has defined 'safeguarding children' as:

"The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully."

Lord Laming in the Victoria Climbié Inquiry Report (2003) said:

"The support and protection of children cannot be achieved by a single agency... every service has to play its part. All staff must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family."

### **3. Legislative context**

South Cambridgeshire District Council has a statutory duty under Section 11 of the Children Act 2004 to make arrangements to ensure that in discharging its functions it has regard to the need to safeguard and promote the welfare of children.

Section 10 of the Act outlines the duty to promote inter-agency cooperation between named agencies, including district councils.

#### 4. National and Local Policy context

The government's vision for children's services 'Every Child Matters' (2004) – sets out five key outcomes for Children and Young People. They are to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

These national outcomes are interpreted locally in Cambridgeshire County Council's 'Big Plan 2 – Cambridgeshire's Children and Young People Plan 2009-12' which was adopted in 2009.

South Cambridgeshire District Council contributes to these outcomes in several ways, including:

- housing – preventing homelessness, providing supported accommodation for young parents and care leavers, providing affordable housing
- planning – providing appropriate play facilities in new housing developments, making road safety schemes child friendly
- culture, leisure and learning opportunities – supporting local leisure centres, art, crèche and playgroup facilities, museums and theatres
- environmental health services – promoting the health of children, particularly in relation to food hygiene and nutrition.

This policy and accompanying procedures have been adopted by the Council to promote the safeguarding and welfare of children and young people in South Cambridgeshire. It is intended to clarify individual roles and responsibilities, raise awareness and reassure staff that there are clear processes in place should they have any concerns, or in the rare event that an allegation is made against them.

South Cambridgeshire District Council is a member of the Cambridgeshire Local Safeguarding Children Board (LSCB) and is committed to safeguarding and promoting the welfare of children and young people. The LSCB strategic plan 'Keeping Children Safer' sets out its aims and priorities for 2009 to 2011.

The Council's policy and procedures are intended to complement those of the LSCB, and the Council may refer to these for further guidance as necessary.

The Council also has a number of policies which are relevant to its safeguarding obligations including for example its complaints, whistle blowing, domestic abuse policies and code of conduct, which are available on its website [www.scambs.gov.uk](http://www.scambs.gov.uk)

#### Further information

Other key documents which provide the context for this policy include –

- Statutory guidance on making arrangements to safeguard and promote the welfare of Children under Section 11 of the Children's Act 2004 – DfES 2007
- What to do if you are worried a child is being abused – DfES 2006
- The Big Plan 2 – Cambridgeshire's Children & Young Peoples Plan 2009-2012, Cambs County Council 2009

Websites:

[www.cambslscb.org.uk](http://www.cambslscb.org.uk)

[www.everychildmatters.gov.uk/safeguarding](http://www.everychildmatters.gov.uk/safeguarding)

## **5. Scope and definitions**

Safeguarding and promoting the welfare of children is defined as:

- a. Protecting children from maltreatment
- b. Preventing impairment of children's health or development
- c. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- d. Enabling children to have optimum life chances and to enter adulthood successfully.

For the purposes of this policy, the word 'child' is used to refer to those under the age of 18, in accordance with the United Nations Convention on the Rights of the Child. The word 'staff' is used to refer to anyone working on behalf of the Council, whether that work is paid or voluntary, full or part time, the self-employed, and elected members. More specifically this would include –

- Employees
- Agency staff
- Councillors
- Contract staff – when working under contract to the Council e.g. contractors working in council owned homes
- Volunteers – when working by agreement for or on behalf of the Council e.g. providing assistance at social occasions or during consultation events.

The definition of child abuse can be found at **Appendix 1** which is taken from 'Working Together To Safeguard Children' (2006), a joint document from the Department of Health, the Home Office and the Department for Education and Skills

## **6. Aims of the Policy**

In order to meet its Safeguarding Children obligations under the Children Act 2004, the Council will adopt the following aims:-

1. Senior Management commitment to the importance of safeguarding and protecting children's welfare
2. A clear statement of the Council's responsibilities towards children is available for all staff
3. A clear line of accountability within the Council for work on safeguarding and protecting the welfare of children
4. Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families
5. Staff training on safeguarding and promoting the welfare of children
6. Safer recruitment

7. Effective inter agency working to safeguard and promote the welfare of children
8. Information sharing

### **6.1 Senior Management commitment to the importance of safeguarding and protecting children's welfare**

To ensure commitment at senior management level the Council will identify a Senior Management Team member to champion the importance of safeguarding and promoting the welfare of children throughout the organisation.

The Children's Champion will:

- have a sound working knowledge of relevant legislation and guidance with respect to safeguarding and promoting the welfare of children
- be responsible for communicating to all staff (employed and voluntary) in the Authority the importance of safeguarding and promoting the welfare of children and that it is everybody's responsibility to do so
- hold managers to account for the contribution of their services to safeguarding and promoting children's welfare through regular monitoring and audit arrangements
- ensure staff have effective working relationships with other parts of their own agency and with other agencies in order to safeguard and promote children's welfare
- report identified training needs of staff to senior managers with responsibility for staff training

### **6.2 A clear statement of the Council's responsibilities towards children is available for all staff**

The Council will make the necessary arrangements to ensure that staff and elected members have a clear understanding of their responsibilities for safeguarding and promoting the welfare of children, and know what action should be taken if they have concerns about the safety or welfare of a child. These arrangements are set out at appendix 2 and include:

- ensuring all staff are aware of a contact number or person (the service designated officer) who should be contacted for advice or to make a referral to when there are concerns about a child's welfare or safety
- incorporating staff's responsibilities for safeguarding and promoting the welfare of children into the service plans and, where appropriate, the work objectives agreed for individual staff members
- fostering a culture of openness and shared communication where staff are actively encouraged to express any early concerns about the welfare of a child.

### **6.3 A clear line of accountability within the Council for work on safeguarding and protecting the welfare of children**

The Council has appointed a Safeguarding Children's Champion at Senior Management Team level; a Named Senior Officer who has responsibilities for dealing with allegation against staff; and a number of Service Designated Officers who are able to offer advice to staff within their service areas if they have concerns about a child's welfare. In addition a Coordinating Designated Officer assists the Safeguarding Children's Champion in discharging their duties.

Full role descriptions and details of staff within those roles is provided at appendix 3 of the Safeguarding Children procedures and guidelines.

### **6.4 Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate by the views of children and families**

In exercising its duty under section 11 of the Children Act 2004, the Council will consider:

- the impact of each service on children's safety and welfare, for example, does the location of a service mean that it can be safely and easily accessed by the children and families for whom it is intended?
- how children are to be kept safe whilst using services, for example having in place appropriate supervision by trained staff, and adhering to health and safety regulations; and ways in which they can improve existing services to ensure children's safety and promote their welfare, for example, ensuring all play areas are safe, accessible and provide opportunities for children to learn and enjoy themselves, and that these changes are informed by the views of local children and their parents.

The Council will ensure that the planning and development of services to safeguard and promote children's welfare are informed by the views of children and parents. Particular efforts will be made to ensure that specific groups of children and young people who are often excluded from participation activities are supported in giving their views, for example, disabled children and looked after children. The views and opinions of very young children should also be sought in ways that are appropriate to their age and understanding.

South Cambridgeshire District Council will take into account the needs of families and children in the planning and delivery of services through appropriate consultation and community engagement and set out proposals and actions in the relevant corporate service plans.

### **6.5 Staff training on safeguarding and promoting the welfare of children**

In exercising the duty to make arrangements to safeguard and promote the welfare of children, the Council will ensure that:

- all staff working, or in contact, with children and families participate regularly in relevant training tailored towards their individual roles;

- senior staff are kept up to date with changes in statutory requirements and new evidence based ways of working with children and families so that the relevant information can be cascaded down to those on the front-line;
- training for staff working or in contact with children and families is provided on both a single agency and an inter-agency basis;
- staff should have access to the Government's practice guidance *What To Do If You're Worried A Child is Being Abused* (2006) and be trained in how to implement it effectively
- training helps staff understand both their own roles and responsibilities and those of other professionals and organisations for safeguarding and promoting the welfare of children; and
- training enhances staff awareness of race, culture and disability and the impact they have on family life

All employees working with children and/or or likely to have access to children will be required to attend appropriate safeguarding awareness training courses that will be organised by the council or key partner agencies within Cambridgeshire.

The Council will ensure that it has a comprehensive training programme that meets the requirements of the statutory guidance.

Levels of training will be provided to reflect the level and type of contact which staff have with children and young people. The Council's HR team will maintain a training database which sets out what training is required and records what training staff have received.

All staff who have direct contact with children and young people, or who visit families in their homes will receive basic safeguarding training. This will include, for example, Housing Officers, Housing repairs staff, Housing Benefit and Council Tax visiting staff and Community Development staff

Service designated officers will, in addition, receive designated officer training.

## **6.6 Safer Recruitment**

The Council has policies and procedures in place to help prevent unsuitable people from working with children. Safe recruitment means scrutinising information provided by applicants and referees; taking up and satisfactorily resolving any discrepancies or anomalies; verifying identity and any academic or vocational qualifications; obtaining independent professional and character references; checking previous employment history and experience and that a person has the health and physical capacity for the job; and carrying out a face to face interview that explores the candidate's suitability to work with children as well as their suitability for the post.

All staff who are recruited to work with children or likely to have access to children within their work environment or in the course of carrying out their role will be vetted during the recruitment and selection process to ensure that there are no known causes for concern. All offers of employment where the post holder will be working with, or have contact in the course of their work with, children and young people will be subject to the appropriate level of Criminal Records Bureau (CRB) Disclosure which will be regularly reviewed and updated as necessary. Until these checks have been completed satisfactorily, the member of staff must not work alone with children



but may work under the direct supervision of an existing staff member who has been checked. All recruitment and selection must follow the Council's Recruitment and Selection Policy and Procedures.

Managers who recruit staff who have contact with children and young people will receive Safer Recruitment training and this will be recorded on the training database referred to in 6.5 above.

## **6.7 Effective inter agency working to safeguard and promote the welfare of children**

*Working Together to Safeguard Children* (2006) and the *Framework for the Assessment of Children in Need and their Families* (2000) set out the Government's guidance on how LAs should work with other local agencies to safeguard and promote the welfare of children. Local Safeguarding Children Boards have local procedures governing how agencies work together to safeguard and promote the welfare of children.

The Council will work with local partners through its membership of the Cambridgeshire Local Safeguarding Children Board and the Cambridgeshire Children's and Young People's Strategic Partnership.

At an operational level, the Coordinating Designated Officer will ensure that good working relationships are built and maintained with the County Council's child protection teams and the Police.

## **6.8 Information Sharing**

The Council will ensure that staff understand how to share information in a way that is both legal and ethical. The cross-Government publication *Information Sharing: Practitioners' Guide* (published in April 2006) provides guidance for practitioners on information sharing covering health, education, social care and youth offending.

Confidentiality is a key issue in safeguarding children. Whilst information generally should not be shared, it must be shared with appropriate agencies to ensure that a child is not left unprotected.

Occasionally there will be a need or requirement to collect and use certain types of information on children. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

If the Council holds information about families or individuals that is considered to be relevant and essential for other statutory agencies to carry out their statutory safeguarding children responsibilities, this information will be shared with those authorities upon request, in accordance with the duty to assist under Section 27 and 47 of the Children Act 2004.

## **7. Monitoring and Review**

The Council has established a Safeguarding Children Officer Group which meets bi monthly, whose role is to develop and review the policy framework and monitor the effectiveness of these arrangements in meeting the Council's safeguarding

obligations in compliance with the requirements of section 11 of the Children Act 2004. The group will develop an annual action plan, which will be monitored at Safeguarding Children Group meetings.

The Council will adopt statutory and good practice advice on safeguarding children and, through the LSCB, will use the Benchmarking Toolkit of the Eastern Region Children Board to assess its progress. The Toolkit requires self assessment against eight standards with activity against each standard being assessed at one of three levels:

- (+) ie practice which exceeds the requirements
- Effective ie practice which complies with the requirements
- (-) ie practice which falls below the requirements.

The Council carries out this self assessment annually and will aim to achieve at least the Effective level for all eight standards, and to attain the (+) level where realistically achievable.

The Safeguarding Children Officer Group membership is:

- The Safeguarding Children Champion (Chair)
- Named Senior Officer
- Coordinating Designated Officer
- Service Designated Officers

See appendix 3 of the Safeguarding Children's Procedures for details of the role descriptions and names of staff.

Membership will be reviewed annually to ensure adequate cross service representation.

The responsibility for children and young peoples matters on the Council's Executive rests with the Leader of the Council.



# South Cambridgeshire District Council

## **Safeguarding Children** Procedures and Guidelines

**August 2009**

**Review Date 2011**

**Appendix b**

### Definitions of Child Abuse

The following definitions of child abuse are taken from 'Working Together To Safeguard Children' (2006), a joint document from the Department of Health, the Home Office and the Department for Education and Skills. A child may suffer or be at risk from more than one type of abuse.

#### **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 or carer fabricates the symptoms of, or deliberately induces illness in a child.

#### **Emotional Abuse**

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **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 abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home and abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 1. Procedure for reporting concerns about a child's welfare

This document should be read in conjunction with South Cambridgeshire District Council's Safeguarding Children Policy (and associated appendices).

The following procedure should be adhered to in every case where an incident or incidents of child abuse (including neglect) is suspected or disclosed. If you are concerned or need to disclose knowledge relating to abuse see Appendix 4 for the Action Flowchart.

South Cambridgeshire District Council recognises that some groups, such as disabled children, may be particularly vulnerable to abuse or have difficulties in getting help. Throughout this procedure, the Council will consider the ethnicity, culture, language, religious persuasion, gender and any disability of all parties involved. An interpreter will be used where necessary to ensure appropriate and accessible channels of communication.

#### Actions

1. Listen to details and take accurate notes, using the Single Agency Referral Form (Appendix 5) if possible. If the complainant is the child him/herself, reassure them they are doing the right thing, allow them to speak freely, listen calmly and do not question. Only trained social workers and police officers may question victims of abuse, and asking too many questions at this stage may jeopardise later investigations. Explain that the matter is serious and that you cannot promise to keep the conversation a secret.
2. If the suspicion / allegation concerns a member of staff, the Named Senior Officer (NSO) should be informed immediately and they will inform the Safeguarding Children's Champion and the relevant Corporate Manager, in addition to contacting Children and Young Peoples Services, (CYPS) and the police as necessary. No other member of staff should be told at this stage. The NSO will maintain contact with the Safeguarding Children's Champion and Corporate Manager throughout this procedure, in order that appropriate internal disciplinary action can be taken, depending on the results of any investigation.
3. If the suspicion or allegation concerns tenants, service users or others, report the matter to the Service Designated Officer (SDO) for your own or another corporate area should they not be available. Please do not delay in reporting.
4. Having considered the information given, the SDO will contact by telephone the Social Care (Children and Families) Duty team for consultation and advice. If it is agreed to refer the case a Single Agency Referral Form (appendix 5) is to be completed. A form needs to be completed for each individual child. If at any point officer is unclear, or feel the case is outside of their jurisdiction, they should confer with the Safeguarding Children's Champion.
5. Securing the immediate safety of the child is paramount. If you believe a child is in immediate danger, with evidence suggesting rape, serious abuse, recent or imminent harm, stay with the child if safe to do so and contact the emergency services and advise your SDO. The SDO should then make a telephone referral. Please see the flow chart on Appendix 4 for contact numbers. The Single Agency Referral forms must be completed as above as soon as practicable.
6. A referral made by telephone must be confirmed by fax within 24 hours.

7. If a referral is made, the Referring Officer will agree with the recipient of that referral at Social Care (CYPS) what the child and parents / carer will be told, by whom, and when if they do not already know. In all cases this must be conveyed in writing to the parent/carer referred within 5 working days.
8. If the Referring Officer does not receive acknowledgement of that referral within 2 working days, s/he must contact Social Care (CYPS) to ensure the information was received and acted upon. S/he should receive immediate faxed confirmation. Should there be no confirmation or feedback, report this to the SDO.
9. The referring staff member must record any allegations or suspicions disclosed and actions taken by them, and send details (including the outcome when this is known) to the Coordinating Designated Officer (CDO). The CDO is responsible for ensuring that records are kept and stored appropriately.

It is the responsibility of the statutory agencies such as Social Care and the Police to investigate child abuse. South Cambridgeshire District Council will not undertake investigations but every member of staff has the responsibility to ensure that each and every suspicion or allegation is acted on and responded to in the correct manner, whether disclosed by a child or expressed by a concerned party. It is possible to discuss concerns with the Social Care Duty team if it is unclear whether action is needed. All information must be as full and factual as possible although it is also recommended that suspicions or instincts should also be reported and discussed with Social Care Duty Team.

Where children or young people are involved in perpetrating abuse, they must be considered both as perpetrators and children in need, and procedures followed for both parties.

## **2. Record keeping**

South Cambridgeshire District Council will maintain clear and accurate records of any allegations or suspicions of child abuse. These will be strictly factual, including specific dates and times of incidents or disclosures, the names of anyone consulted or involved, decision makers and decisions made, and should be signed by the author. These records will be kept in hard copy format only in a secure place with access restricted to Designated Officers and staff directly involved in cases.

All referrals to Social Care must use the Single Agency Referral form and be recorded using a Referral Monitoring form (Appendix 6). The referral monitoring form must be sent to the CDO who will use them to update the monthly reporting log to report to the Safeguarding Children's Champion. The CDO will be responsible for ensuring follow up actions are taken and for the closure of cases.

## **3. Contact information**

The Service (and Coordinating) Designated Officers and NSO will be the South Cambridgeshire District Council primary contacts for the statutory authorities. Wherever possible the consent of the third party will be obtained before any information is shared; if consent is not possible or desirable, however, the information may be shared in the public interest for the protection of the child concerned. South Cambridgeshire District Council will take legal advice in exceptional cases if necessary.

Where members of staff are required to attend Child Protection conferences, they will do so as requested or designate an appropriate member of staff to attend in their place. They should be aware that they would be expected to offer a professional decision as to whether a child's name should be placed upon the Child Protection Register, drawing on their own experience of the family and the information presented on the day. If an officer has not attended a conference before they will be accompanied by a member of staff who has.

## Safeguarding Children Roles and Responsibilities

### A. SAFEGUARDING CHILDREN CHAMPION

Steve Hampson	Executive Director	Safeguarding Children Champion Tel: 01954 713151 e-mail: <a href="mailto:steve.hampson@scambs.gov.uk">steve.hampson@scambs.gov.uk</a>
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#### Role

A Senior Manager with strategic responsibility for ensuring that the Safeguarding Children Champion responsibilities (as specified below) are carried out effectively within their organisation.

#### Responsibilities

1. To co-ordinate Section 11 (Children Act 2004) responsibilities within their organisation including:
  - Ensuring senior management commitment to the importance of safeguarding and promoting the welfare of children and young people;
  - Ensuring there is a clear statement of the agency's responsibilities towards children and young people available for all staff;
  - Establishing a clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children and young people;
  - Promoting service developments that takes account of the need to safeguard and promote the welfare of children and young people and is informed, where appropriate, by the views of children, young people and families;
  - Ensuring that training on safeguarding and promoting the welfare of children and young people is in place for all staff;
  - Ensuring effective inter-agency working to safeguard and promote the welfare of children and young people;
  - Ensuring there is an information sharing protocol and that information sharing between agencies is facilitated.
2. To co-ordinate the organisation's annual Section 11 Audit and Review process to the LSCB.
3. To co-ordinate the implementation for the Key Safeguarding Employment Standards, attend regular Safe Employment Implementation Group meetings and to provide regular update reports to the Safe Employment Adviser in relation to progress towards full implementation.
4. To act as or to be a point of reference for the 'names senior officer' for allegations against staff and volunteers.
5. To act as point of reference within an agency in circumstances where a child has died unexpectedly and information is being sought by the LSCB to inform the child death review panel process.



6. To act as single point of contact within the organisation for dissemination of LSCB documents, procedures, leaflets etc.
7. To provide, support, advice and information to the LSCB, for example, in respect of policy development or performance management.

## **B. NAMED SENIOR OFFICER (NSO)**

Susan Gardner-Craig	HR Manager	Named Senior Officer (NSO) Tel: 01954 713285 e-mail: <a href="mailto:susan.gardnercraig@scamb.gov.uk">susan.gardnercraig@scamb.gov.uk</a>
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### **Summary**

A Senior Manager with strategic responsibility for ensuring that the Safeguarding Children Named Senior Officer responsibilities (as specified below) are carried out effectively within their organisation.

### **Responsibilities**

1. Each LSCB partner agency/organisation should have a NSO who has overall responsibility for:
  - ensuring that their organisation acts in accordance with LSCB procedures for dealing with allegations
  - resolving any inter-agency issues;
  - liaising with the LSCB on strategic issues relating to allegations.

### **Role**

1. The name and contact details of the NSO should be readily available within the organisation's policy and procedures relating to allegations against adults. The NSO should be the first contact point for the person to whom the allegation is made. The NSO then takes the lead in dealing with the allegation within their organisation.
2. The NSO ensures that no investigation is undertaken at this stage. The NSO contacts the Local Authority Designated Officer (LADO) for consultation about the allegation. The decision is then made about how the allegation will be dealt with (e.g. potential police investigation, internal enquiry, etc.). The NSO relays the decision to his/her organisation.
3. The NSO participates in any ensuing Complex Strategy Meetings about the alleged perpetrator and is part of decision-making processes.

### **Fulfilling the NSO's roles and responsibilities**

1. This will require the NSO ensuring that
  - the organisation's procedures are compliant with LSCB requirements;
  - the organisation's staff are aware of the relevant procedures and implement them consistently;
  - the name and contact details of the NSO are readily accessible to staff;

- effective reporting and recording arrangements are in place within the organisation;
- any learning points from particular cases are reviewed and appropriate changes made.

2. The NSO will further be expected to :

- receive a strategic lead and support from within his/her own organisation;
- have access to accurate and relevant information regarding the management of allegations;
- respond in timely fashion to all allegations;
- be the organisation's contact point with the LADO and to work in close cooperation with the LADO;
- contribute positively to the resolution of any inter-agency issues which impede the implementation of LSCB procedures.

### C. SERVICE DESIGNATED OFFICER

Helen Brown	ASB Case Worker  Community & Customer Services	Service Designated Officer - Community & Customer Services Tel: 01954 713070 e-mail: <a href="mailto:helen.brown@scambs.gov.uk">helen.brown@scambs.gov.uk</a>
Tracey Cassidy	Supported Housing Manager  Housing Services	Service Designated Officer - Housing Tel: 01954 713271 e-mail: <a href="mailto:tracey.Cassidy@scambs.gov.uk">tracey.Cassidy@scambs.gov.uk</a>
Sue Carter/Heather Wood	Housing Advice and Options Manager  Housing Services	Service Designated Officer - Housing Tel: 713044 e-mail: <a href="mailto:sue.carter@scambs.gov.uk">sue.carter@scambs.gov.uk</a> or <a href="mailto:heather.wood@scambs.gov.uk">heather.wood@scambs.gov.uk</a>
Marjorie Veale	Housing Advice and Homelessness Team Leader  Housing Services	Service Designated Officer - Housing Tel: 01954 713391 e-mail: <a href="mailto:majorie.veale@scambs.gov.uk">majorie.veale@scambs.gov.uk</a>
Alan Clarke	DLO Manager, Waterbeach  Housing Services	Service Designated Officer - Housing Tel: 01954 713494 e-mail: <a href="mailto:alan.clarke@scambs.gov.uk">alan.clarke@scambs.gov.uk</a>
Jane Lampshire	Sports Development Officer  New Communities	Service Designated Officer – New Communities Tel: 01954 713349 e-mail: <a href="mailto:jane.lampshire@scambs.gov.uk">jane.lampshire@scambs.gov.uk</a>
Maureen Nudds	Home Improvement Agency Manager  Health & Environmental Services	Service Designated Officer – Environmental Health Tel: 01954 713330 e-mail: <a href="mailto:maureen.nudds@scambs.gov.uk">maureen.nudds@scambs.gov.uk</a>

Vacant	Head of Revenues Finance & Support Services	Service Designated Officer – Finance & Support Services Tel: 01954 713110 e-mail:
Katie Brown	Debt Recovery & Rent Collection Team Leader Finance & Support Services	Service Designated Officer – Finance & Support Services Tel: 01954 713109 e-mail: <a href="mailto:katie.brown@scams.gov.uk">katie.brown@scams.gov.uk</a>
Brian Heffernan	Environmental Protection Team Leader Health & Environmental Services	Service Designated Officer – Environmental Health Tel: 01954 713143 e-mail: <a href="mailto:brian.Heffernan@scams.gov.uk">brian.Heffernan@scams.gov.uk</a>
Geoff Keerie	Principal Environmental Health Officer Health & Environmental Services	Service Designated Officer – Environmental Health Tel: 01954 713133 e-mail: <a href="mailto:geoff.keerie@scams.gov.uk">geoff.keerie@scams.gov.uk</a>
Nigel Blazeby	Team Leader – Planning Planning Services	Service Designated Officer - Planning Tel: 01954 713165 e-mail: <a href="mailto:nigel.blazeby@scams.gov.uk">nigel.blazeby@scams.gov.uk</a>
Melissa Reynolds	Team Leader – Planning Planning Services	Service Designated Officer - Planning Tel: 01954 713237 e-mail: <a href="mailto:melissa.reynolds@scams.gov.uk">melissa.reynolds@scams.gov.uk</a>

**Role:**

A Designated Officer has responsibility for ensuring that their Safeguarding responsibilities (as specified below) are carried out effectively within their service.

**Responsibilities:**

The designated person takes responsibility for the overview of child protection cases. Because of the 'jigsaw' nature of child protection work, it is important that the designated person can keep clear up-to-date records and be able to co-ordinate any information that is received from staff/volunteers and other sources. Confidentiality is important and fine judgements are necessary in many cases to assess what the staff/volunteers as a whole need to know and what needs to be kept confidential for the sake of the child and the family in line with Data Protection and Information Sharing Protocols.

The following are duties that a designated person is expected to undertake:

- Ensure that all staff, including volunteers, feel equipped to handle a disclosure and that everyone is clear about the need to pass on 'nagging doubts'.
- Design contingency plans for times when both you and other designated personnel might not be available.
- Liaise with Social Care Children's Services and/or the Police (and/or any other appropriate agencies e.g the Child Protection Review Manager) as necessary to safeguard the welfare of children.
- Represent your setting in Inter-Agency working.
- Work with your staff to reinforce appropriate lone working procedures for the children in your care.
- Ensure that you have access to opportunities to further your own knowledge and keep up to date.
- Gather information from relevant sources to prepare reports for children, as required, whose cases are going to a child protection conference.
- Gather information from all relevant sources to contribute to an assessment at Core Group meetings/Children in Need meetings. Co-ordinate the implementation of any aspects of the Child Protection Plan/Child in Need Plan to which you have agreed.

#### **D. CO-ORDINATING DESIGNATED OFFICER**

Anita Goddard	Housing Services Manager	Coordinating Designated Officer Tel: 01954 713040 e-mail: <a href="mailto:anita.goddard@scamb.gov.uk">anita.goddard@scamb.gov.uk</a>
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#### **Role**

There will be one co-ordinating officer for the Council whose role is to provide a co-ordination role and specifically to –

- Collate and monitor all referrals made to social care
- Report monthly to the Safeguarding Children Champion on referrals made and any concerns
- Take a lead role on an annual self-assessment.

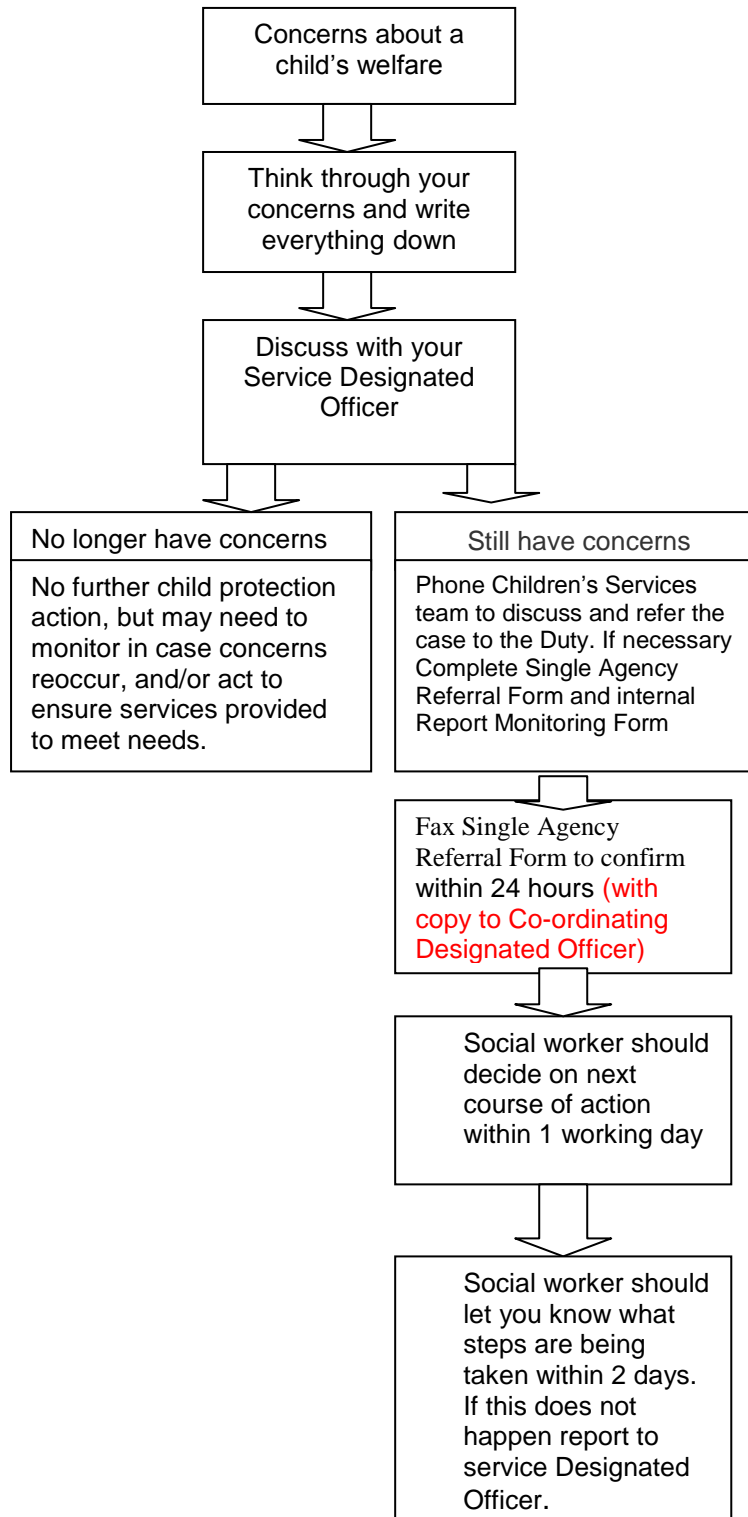
#### **Responsibilities**

- Read and be familiar with the contents of the Cambridgeshire Local Safeguarding Children's Board (LSCB) Child Protection Procedures (available to download from [www.cambslscb.org.uk](http://www.cambslscb.org.uk)). Make sure there is at least one copy of each document in your establishment and that it is kept in a central place so that all staff/volunteers have access to it as necessary. Ensure it has up-to-date information about local services (including telephone numbers)
- Keep child protection records in a locked cabinet, separate from children's other records. These records are only accessible to designated personnel within the Council.

**What to do if you're worried a child is being abused: Guidance to be followed by South Cambridgeshire District Council staff**

**A FLOW CHART FOR REFERRAL**

**NOTES**



What have you seen? What have you heard directly or from others?

You and your line manager/team leader should proceed with the process on this chart without delay. However, if you need further advice you can contact the Designated Officer for your service.

Referral should include:

- details of the child and family (if known)
- info about communicating with them (language spoken, disability etc)
- your concerns – what you have seen etc
- what you have done
- whether the parent(s) or carer(s) are aware of your referral, and what you have told them.

**You should contact the Childrens Services team on 01223 718011 or 08450 455203 (Mon – Sat 8am to 8pm) or outside these hours to the Emergency Duty Team on 01733 234724 Fax: 01480 376748**

**APPENDIX 5**

**SINGLE AGENCY REFERRAL FORM**

Please use Single Agency guidance

Referral to: ..... Date: .....

*\*Please note that you only need fill out those sections that are applicable\**

Child/Young Person's Details				
Surname:		First Name:		AKA/previous names:
Male	Female	Unknown	Date of Birth or EDD:	
Address:			Contact Tel. No:	E-mail Address:
			(Include one of these ID's if available)	
			One ID:	
			NHS No:	
			School/Education UPN:	
Preschool/Nursery/School Attended/Employment Details:			GP:	
			Tel No:	
SEN status:		School attendance?		Does the child have a Child Protection Plan?
Levels of attainment:				
Does the child have a disability? If so, please describe:			Is the child looked after?	
Name(s) of parents/carer or other significant adult:			Parents/carer's address (if different from above):	
Child/Young Person's Ethnicity				
Child's ethnicity (including Traveller status)				
Child's first language		Second language		Parent/Carer's First Language
Are there any additional communication needs?				
Religion:			Child's Nationality:	
Home Office Registration No:			Date of arrival in UK (if relevant):	

**Reason for referral:**

**Desired timescale/outcome:**

**What support or strategies prior to referral have been implemented?**

**Other Agencies child/young person has previously/simultaneously been referred to**

Agency	Contact Details	Date Referred	Outcome

**Additional Information (including risk or details of other significant Adults)**

<b>Referrer:</b>	<b>Agency &amp; Address:</b>	<b>Tel No:</b>
		<b>Email:</b>
<b>Signature of Referrer:</b>	_____	Date:
	_____	
<b>Line Manager:</b> <i>(if appropriate)</i>		
<b>Signature of Line Manager:</b>	_____	Date:
	_____	

***If this form is being filled out electronically please ensure that the consent to share information as part of the referral is recorded within your own systems.***

**Consent for information sharing to support this referral**

- ◆ We/I understand the information that is recorded on this form and that it will be shared and used for the purpose of providing services to the child/young person
- ◆ We/I give consent to the involvement of the identified Service
- ◆ We/I are/am aware of this referral

<b>Parent /Carer:</b> <i>(if appropriate)</i>		
<b>Signature of Parent/Carer:</b>	_____	Date:
	_____	
<b>Child/Young Person:</b> <i>(if appropriate)</i>		
<b>Signature of Child/Young Person:</b>	_____	Date:
	_____	





Name	Address	Child/rens name and date of birth	Date of referral	Date of feedback
Reasons for referral:				
Referral Source:				
Date	Action			

## **Safeguarding Children Report Monitoring Form**