

Oadby & Wigston Borough Council

Policy and Procedure for Safeguarding Children and Young People October 2018

IMPORTANT

Remember it is not up to you to decide if abuse has taken place, that is the role of Leicestershire's social care services, but it is up to you to report ANY concerns to one of the Council's Designated Safeguarding Officers.

We have a legal responsibility to respond to any issues that may concern us even if they do not involve our staff or services.

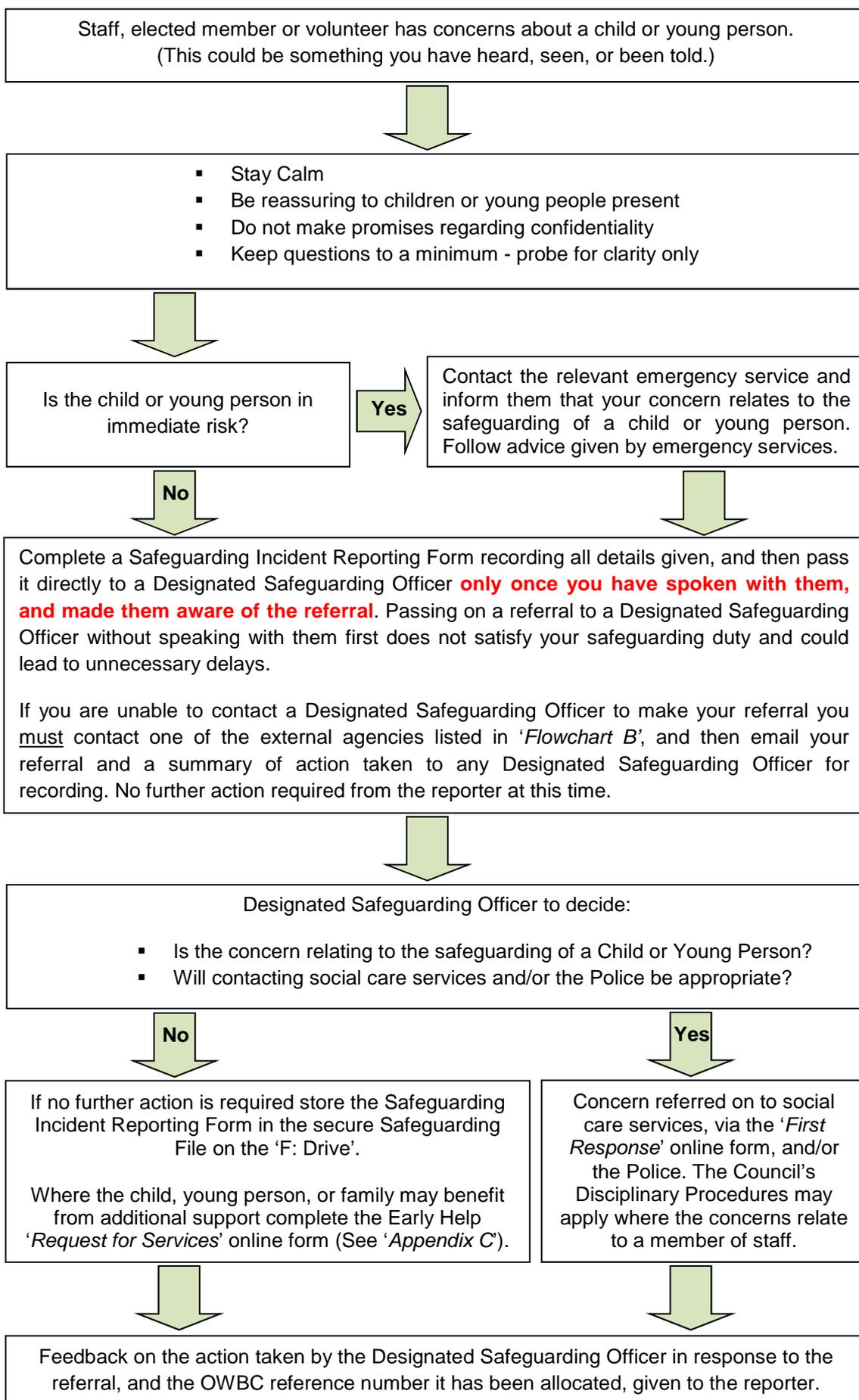
Committee Approval	Policy, Finance and Development
Policy Owner	Mark Smith
Review Date	30 September 2019



Oadby & Wigston
BOROUGH COUNCIL

Section	Contents	Page
Flowchart A	Guide for Managing Concerns Relating to a Child or Young Person	3
Flowchart B	Who are the Designated Safeguarding Officers (DSOs)?	4
Flowchart C	Communication and Accountability Structure	5
1.0	Introduction	6
1.1	Legal Framework	7
1.2	Policy Statement	8
1.3	Definitions	8
1.4	Principles	9
2.0	Reporting and Managing Incidents and Concerns	9
2.1	Responding to Suspicions	10
2.2	Responding to Disclosure	10
2.3	Support for Staff, Elected Members, or Volunteers Raising External Concerns	11
2.4	Confidentiality	12
2.5	Sharing Concerns with Parents or Carers	13
2.6	Safeguarding Incident Reporting Form	13
3.0	Allegations Against Members of Staff, Elected Members, or Volunteers	14
3.1	Support for Staff, Elected Members, or Volunteers Raising Internal Concerns	15
3.2	Types of Investigation	16
4.0	Systems and Structures	17
4.1	Key Contacts	17
4.2	What is the Role of the DSO?	17
4.3	What is the Role of the Safeguarding Lead?	18
4.4	Escalation of Referrals	18
Appendix A	Child Sexual Exploitation Guidance	19
Appendix B	Preventing Violent Extremism (“PREVENT”) Guidance	20
Appendix C	Early Help Services in Leicestershire	21
Appendix D	Safeguarding Provision in Contract and Grant Arrangements	22
Appendix E	Safeguarding Incident Reporting Form	30

FLOWCHART A – GUIDE FOR MANAGING CONCERNS RELATING TO A CHILD OR YOUNG PERSON

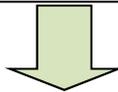


FLOWCHART B – WHO ARE THE DESIGNATED SAFEGUARDING OFFICERS?

A full list of the Council's current Designated Safeguarding Officers ("DSO") can be found on the Council's Intranet under 'Useful Docs' (<http://staffintranet.owbc.net/useful-docs/>) where you can find a copy of the most recent Safeguarding Poster.

This poster should also be displayed in each office and communal staff area owned by the Council, and contains the direct dial numbers for each DSO.

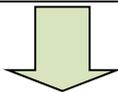
You can contact any DSO within the Council, not just the one that works within your service area or office. In the unlikely event that you are unable to get in direct contact with a DSO via their direct extension, please try the following number;



Oadby & Wigston Borough Council - Safeguarding Mobile

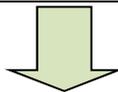
0782 462 3655

If you cannot get hold of a DSO via the above methods, contact one of the following;



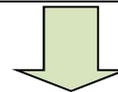
Children's Social Care
Enquires (Office Hours)

0116 305 5500



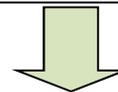
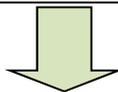
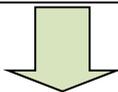
First Response Children's
Duty (24 hours)

0116 305 0005



NSPCC Action Helpline
(24 hours)

0808 800 5000



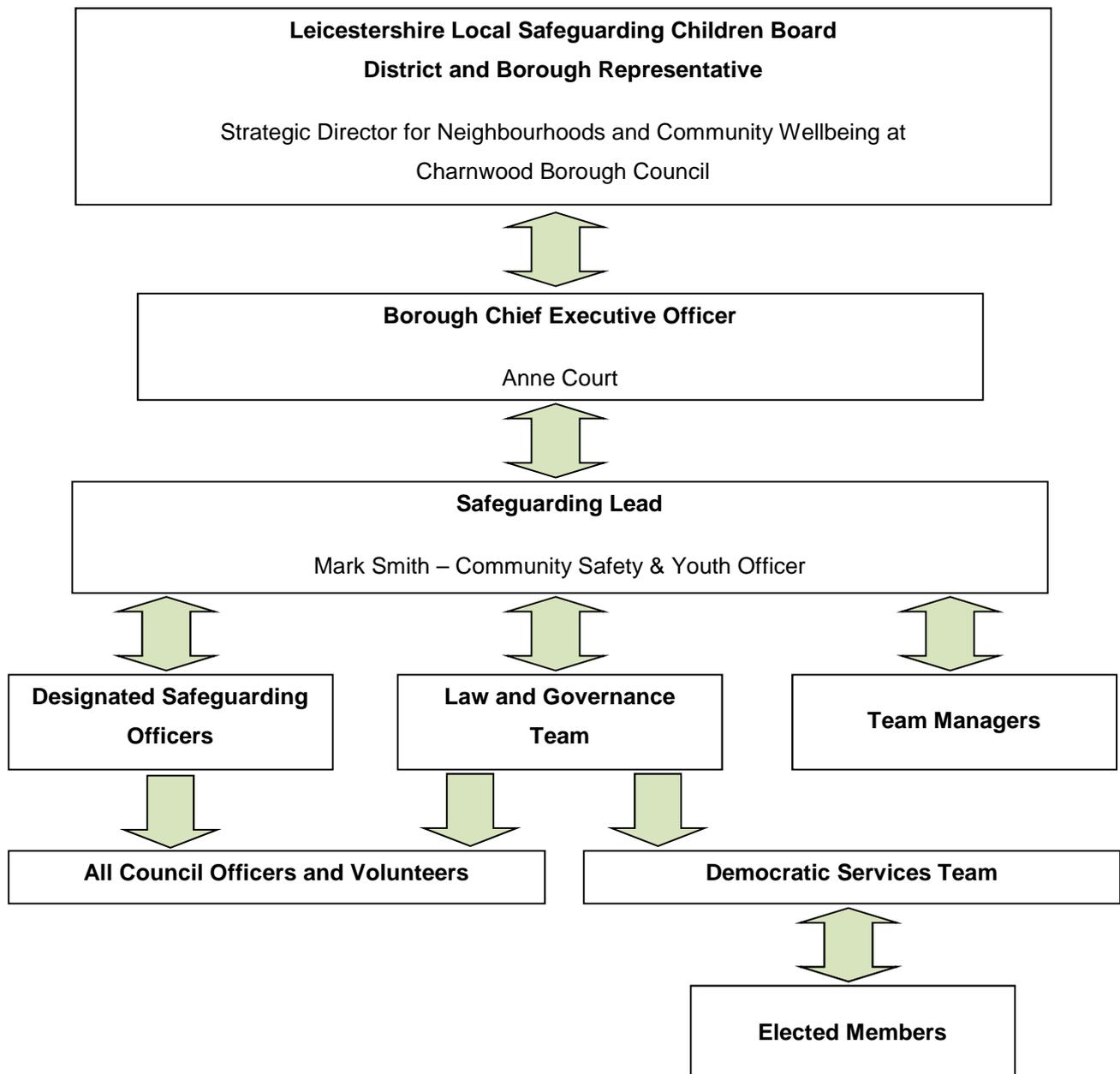
Always follow the reporting procedure back to the DSOs.

999!

If you feel there is an immediate risk always contact the Emergency Services.

You must then inform a DSO at the earliest opportunity.

FLOWCHART C – COMMUNICATION AND ACCOUNTABILITY STRUCTURE



1.0 INTRODUCTION

Every Child and Young Person has the right not to be abused.

1.0(a) WHAT DOES 'SAFEGUARDING' MEAN?

The Government guidance on *Working Together to Safeguard Children* (2015) defines safeguarding children and promoting their welfare 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, and
- Taking action to enable all children to have the best outcomes.

1.0(b) WHO IS THIS POLICY FOR?

This policy is for you if you are a member of Oadby & Wigston Borough Council ("The Council") staff, an elected member, a volunteer or anyone working on behalf of the Council, or someone delivering a service for, or representing, the Council.

It is important to be aware that the Council has both a moral and legal obligation to fulfill the duty of care for children across all of its services. Council staff may come across cases of suspected abuse either through direct contact with children and young people, e.g. running a sports event, or as a peripatetic staff visiting homes as part of their day to day duties.

The Council is committed to ensuring that all children and young people are protected and kept safe from harm whilst engaged in services organised by itself.

1.0(c) WHAT DOES THIS POLICY COVER?

This policy equips you with the information you need regarding what actions to take if you suspect, or are told about, abuse and what will happen next. This may be the tool that helps you save a child's or young person's life.

While it is not our job to establish whether or not abuse is taking place it is our responsibility to report any concerns we have over the welfare of children and young people. This duty extends to the identification of abuse, poor practice by members of Council staff and elected members, as well as allegations brought to the attention of the Council by members of the public or community.

This policy outlines that your primary concern is to ensure that you record relevant information and pass it on to the DSOs, without delay, so that they can discuss any action or referral to the relevant authority.

1.0(d) SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The legal obligations concerning children and young people are underpinned by *Section 11* of the *Children Act* (2004). Further guidance is available from *Working Together to Safeguard Children*.

The Council is a statutory partner of the Leicestershire and Rutland Safeguarding Children Board ("LSCB") as defined in *Section 13* of the *Children Act*. As such employees, elected members, and volunteers should follow LSCB guidance, on which this policy document is based, which can be found at www.lrsb.org.uk.

1.1 LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children and young people, namely;

- *United Convention of the Rights of the Child* (1991),
- *Adoption and Children Act* (2002),
- *Sexual Offences Act* (2003),
- *Children Act* (2004),
- *Protection of Freedoms Act* (2012),
- *Preventing Violent Extremism [“Prevent”] Strategy* (2015),
- *Working Together to Safeguard Children* (2015),
- *Data Protection Act* (2018),
- *General Data Protection Regulations* (2018), and
- Relevant Government guidance on safeguarding children and young people.

Section 11 of the *Children Act* (2004) places a duty on;

- Local Authorities and District Councils that provide children’s and other types of services, including children’s and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services, and
- A range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need of safeguarding and promote the welfare of children and young people.

As children and young people are vulnerable to exploitation, particularly Child Sexual Exploitation (CSE), the Council has adopted a set of CSE guidelines for our staff; these are included at ‘*Appendix A*’.

Children and young people are also at significant risk from Domestic Abuse in the home. Alongside mental health and substance misuse the presence of Domestic Abuse is frequently a key aggravating factor when a child has been killed or seriously injured in the home.

The *Adoption and Children Act* (2002) extended the definition of ‘harm’ as stated in the now superseded *Children Act* (1989), to include “impairment suffered from seeing or hearing the ill treatment of another”. Children suffer harm from Domestic Abuse whether or not they are present they are in the room when an incident occurs.

As part of this policy the Council has included guidance from the Government’s *Preventing Violent Extremism [“Prevent”] Strategy* (2015). The Government intends that the *Prevent Strategy*;

- Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views,
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support, and
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The *Prevent Strategy* covers all forms of terrorism, including far-right extremism, and some aspects of non-violent extremism. Details on the Council’s adopted guidance on the *Prevent Strategy* can be found in ‘*Appendix B*’.

1.2 POLICY STATEMENT

The Council accepts the moral and legal responsibility to implement procedures to provide a duty of care to children and young people, safeguard their well-being, and protect them from abuse when they are engaged in services organised and provided by the Council.

We aim to do this by;

- Respecting and promoting the rights, wishes and feelings of children and young people,
- Raising the awareness of the duty of care responsibilities relating to children and young people throughout the Council,
- Promoting and implementing appropriate procedures to safeguard the well-being of children and to protect them from harm,
- Ensuring all staff receive safeguarding training at a relevant level as set by the LSCB,
- Creating a safe and healthy environment within all of our services and avoiding situations where abuse, or allegations of abuse, may occur,
- Recruiting, training, supporting, and supervising staff, elected members, and volunteers to adopt best practice to safeguard and protect children and young people from abuse, and to minimise risk to themselves,
- Ensuring that relevant commissioned services are compliant with safeguarding expectations as set out by the LSCB,
- Responding to any allegations of misconduct or abuse of children or young people in line with this policy and implementing, where appropriate, the relevant disciplinary and appeals procedures,
- Requiring staff, elected members, and volunteers to adopt and abide by the Council's '*Policy and Procedure for Safeguarding Children and Young People*', informed by the requirements of the LSCB,
- Reviewing and evaluating this policy and procedures document on an annual basis, and
- Retaining safeguarding information for 100 years in line with LSCB policy.

1.3 DEFINITIONS

This policy, and the procedures found herein, is based on the following definitions;

- The term 'Child' or 'Young Person' is used to refer to anyone under the age of 18 years,
- The term 'Parent' is used as a generic term to represent parents, carers, and guardians,
- The terms 'Staff', 'Elected Members' and 'Volunteers' are used to refer to employees of the Council, borough councillors, volunteers, and anyone working on behalf of, delivering a service for, or representing the Council including commissioned services, and
- The understanding that children and young people are vulnerable to abuse from adults and from other children and young people.

There are four broad types of child abuse; physical abuse, sexual abuse, emotional (psychological) abuse, and neglect (including acts of omission). Full definitions of these can be found in the LSCB Procedures available via <http://lrsb.org.uk/advice-and-information-on-types>.

LSCBs have an important role in monitoring the effectiveness of partner agencies and are key to improving multi-agency working, as well as supporting and enabling partner organisations to adopt their practice and become more

effective in safeguarding children. The LSCB maintain a portfolio of 7 policies, procedures, and guidance documents. All partner agencies are signed up to these and they are regularly updated. Procedures and guidance relating to assessing need and safeguarding in specific circumstances, e.g. CSE and Safeguarding Children with Disabilities are all provided on the LSCB website: <http://lscb.proceduresonline.com/chapters/contents.html>.

LSCBs also conduct and publish Serious Case Reviews with associated findings and recommendations after a child has been seriously harmed or died. Collectively, this is the practice guidance that informs the actions of DSOs.

1.4 PRINCIPLES

The Council recognises that;

- The welfare of children and young people is the primary concern,
- No children or young people must be treated any less favourably than others in being able to access services which meet their particular needs,
- All children and young people without exception have the equal right to protection from harm and abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief, and/or sexual orientation,
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues,
- Local agencies, including those in universal services and those providing services to adults with children, should understand their role in identifying emerging problems and sharing information with other professionals to support early identification and assessment,
- Working in partnership with children, young people, their parents, carers, guardians, and other agencies is essential in promoting the welfare of children and young people,
- It is everyone's responsibility to report any concerns about abuse,
- Professionals working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information, and to work together to provide children and young people with the help they need,
- All incidents of alleged poor practice, misconduct, and abuse will be taken seriously and responded to swiftly and appropriately, and
- All personal data will be processed in accordance with the requirements of the *Data Protection Act (2018)* and the *General Data Protection Regulations (2018)*.

2.0 REPORTING AND MANAGING INCIDENTS AND CONCERNS

This policy and its procedures inform all staff, elected members, and volunteers of what response actions they should take if they have concerns or encounter a case of alleged, or suspected, child abuse.

Council staff may come across cases of suspected abuse either through direct contact with children or young people, e.g. through running a holiday activity, or as peripatetic staff visiting homes as part of their day to day duties. It is not your responsibility to decide whether or not a child or young person has been abused; it is, however, your responsibility to report your concerns.

Your primary concern is to ensure that any relevant information is passed on to the DSOs who will then discuss any action or referral to the relevant agency, e.g. Police or social care services, without delay.

The process on how to respond to concerns is detailed in the '*Flowchart A*'.

2.1 RESPONDING TO SUSPICIONS

You are not expected to investigate suspicions or concerns. Other agencies are trained to do this.

Most suspicions arise because a member of staff notes a pattern of occurrences or a significant incident happens.

If you have a concern about the safety or welfare of a child or young person you should;

- Note the concerns and your reasons for them using the Safeguarding Incident Reporting Form,
- Report to a DSO, and
- Maintain confidentiality in line with *Section 2.4* of this policy.
- **Do not undertake further investigations yourself.**

You may choose to discuss a referral with your line manager who will support you in reporting your concerns to a DSO.

When there are ongoing concerns regarding a parent in relation to the alleged abuse of a child or young person the parent should not be contacted about the allegation of abuse; social care services and/or the Police will do this at an appropriate time.

2.2 RESPONDING TO DISCLOSURE

Abused children or young people are more likely to disclose details of abuse to someone they trust, and with whom they feel safe. By listening and taking seriously what the child or young person is saying you are already helping the situation.

The following points are a guide to help you respond appropriately.

2.2(a) WHAT TO DO IF A CHILD OR YOUNG PERSON DISCLOSES INFORMATION TO YOU;

- React calmly as not to frighten the child or young person,
- Take what the child or young person says seriously, recognising the difficulties inherent in interpreting what is being said by a child or young person who has a speech impediment or differences in language,
- Do clarify your understanding of what the child or young person has said but avoid asking detailed or leading questions. They may subsequently be formally interviewed by the Police or social care services and they should not have to repeat their account on several occasions,
- Reassure the child or young person that they were right to tell but **do not** make promises of confidentiality or potential outcomes,
- Be open and honest; explain to them that you will have to share your concerns with a DSO who has the authority to act,

- Immediately record all details in writing using the child or young person's own words,
- As soon as possible fill out the incident reporting form again including all of the details that you are aware of and what was said, again using the child or young person's own words, and
- Attach your original notes to the incident reporting form and give these to a DSO.

The process on how to respond to concerns is detailed in '*Flowchart A*'.

2.2(b) ACTIONS TO AVOID

The person receiving the disclosure should not;

- Dismiss the concern,
- Panic,
- Allow their shock or distaste to show,
- Attempt to investigate the disclosure themselves,
- Probe for more information than is comfortably offered (do not overpressure for a response). Inappropriate and excessive questioning at an early stage may impede the conduct of a subsequent criminal investigation,
- Speculate or make assumptions,
- Make negative comments about the alleged abuser,
- Make promises or agree to keep secrets,
- Discourage anyone from reporting concerns,
- Suggest any actions and/or consequences that may be undertaken in response to the disclosure, or
- Leave a message of their concerns/the disclosure on voicemail.

Remember: Listen. Write it down. Report it.

2.3 SUPPORT FOR STAFF, ELECTED MEMBERS, OR VOLUNTEERS RAISING EXTERNAL CONCERNS

In the event of having a concern you may choose talk to your line manager in the first instance who will support you in reporting your concerns to a DSO.

When a member of staff, an elected member, or a volunteer raises a concern with a DSO that officer will ensure that;

- The procedures are followed appropriately in consultation with the relevant social care services,
- The appropriate agencies, staff members, and parents are informed,
- Information is recorded and stored appropriately, and
- Staff involved are supported as required in line with the Council's employee well-being policies. This includes access to a confidential counselling service.

The Council recognises that when concerns relate to a colleague's conduct reporters could be under additional stress. The Council will fully support and protect all staff and elected members who, in good faith (without malicious intent), report their concern about a colleague's practice or the possibility that a child or young person may be being abused (See *Section 3.0* of this policy).

2.4 CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and young people. Information should be handled and disseminated on a 'need to know' basis only. Your line manager and the DSOs will guide you as to who needs to know information about the case but this can include;

- Additional DSOs,
- Social care services,
- The Police,
- The parents of the child or young person who is alleged to have been abused,
- The person making the allegation,
- Legal advisors,
- Head of Service / The Head of Law and Governance / Senior Management where appropriate, and
- The alleged abuser (and parents if the abuser is a child).¹

The responsible DSO will;

- Where concerns are raised, ensure that the parents of the child or young person are dealt with in a sensitive way, and in consultation with social care services and the Police. It is important that the timing of this does not prejudice the investigation.
- Any individual under supervision has the right to be notified about the cause for concern. This should be done via a DSO in joint consultation with social care services and the Police, and may include a Head of Service, or the Head of Law and Governance, as appropriate. It is important the timing of this does not prejudice the investigation.
- Recorded information should be stored in a secure place with limited access, e.g. only accessible to the DSOs, and in line with the *Data Protection Act (2018)* e.g. that information is accurate, regularly updated, relevant and secure.
- If enquires arise from the public, including parents, or any branch of the media it is vital that all staff and elected members are briefed so that they do not make any comments regarding the situation.
- Staff and elected members should be informed who the relevant designated Council spokesperson will be and all enquiries directed through them. Staff and elected members should reply "no comment" to all questions or enquires.

It is extremely important that allegations or concerns are not discussed unnecessarily as any breach of confidentiality could be damaging to the child or young person, their family, or any investigations that may follow.

¹ Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice **should first** be sought from the Council's Law and Governance Team, the Police and/or social care services; delay should not occur.

There may be occasions where a child or young person expresses a wish for concerns not to be pursued. Decisions about whether to respect the person's wishes must have regard to the level of risk to the individual and/or others, their capacity to understand the decision in question, and to make decisions relating to it. In some circumstances the person's wishes may be overridden in favour of consideration of safety for the person or other children and young people. Where possible this decision will be the product of discussions between the line manager and DSOs.

Where a member of staff is approached regarding an allegation issues of confidentiality should be clarified early in the discussion. The reporter should be informed that the member of staff will, at the very least, have to disclose the conversation to a DSO and, depending on the severity of the information, may need to refer the report on to the Police or social care services.

2.5 SHARING CONCERNS WITH PARENTS OR CARERS

Whilst delivering our services to children and young people there is a commitment to work in partnership with parents or carers, and share concerns about their child or young person. Therefore, in most circumstances, it would be important to talk to parents or carers to clarify any concerns (but not the alleged abuser). For example if a child or young person seems withdrawn there may be a reasonable explanation which a parent can provide. In most cases this decision will be taken and followed up by social care services as the professional body on protection issues.

2.5(a) WHEN IT IS INAPPROPRIATE TO SHARE CONCERNS WITH A PARENT OR CARER

There are circumstances when children or young people can be placed at greater risk by sharing concerns with their parents or carers e.g. where the parent or carer is the one who may be responsible for the abuse. In these circumstances, or where concerns still exist despite an explanation from parents or carers, any suspicion, allegation, or incident of abuse must be reported to a DSO immediately and recorded.

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child or young person the parent or carer should not be contacted about the allegation of abuse. Social care services and/or the Police will do this at an appropriate time.

2.6 SAFEGUARDING INCIDENT REPORTING FORM

You need to complete an incident reporting form for all concerns, suspicions, and disclosures relating to the safeguarding of children and young people. This needs to be completed as soon as is practical to ensure that all the facts are recorded. Editable copies of the incident reporting form can be found on the Council's Intranet, under 'Useful Docs' (<http://staffintranet.owbc.net/useful-docs/>), or from a DSO. The same form is used for all disclosures, allegations and suspicions.

Remember: If you have to ask someone other than a DSO for help in order to find this form do not discuss your safeguarding concern with them.

Do not worry if all of the sections do not apply to your situation; they are purely to help you to remember as much relevant information as possible.

You then need to email it to a DSO (see 'Flowchart B'). Remember, it is your responsibility to check that a DSO has received the form and can action it within an appropriate timescale. It is highly recommended that you verbally discuss the referral with a DSO before submitting to them in order to ensure they are in the office to receive it, and that the referral can be actioned within the required timescale.

The incident reporting form is an important tool for DSOs to keep track of concerns, to ensure that the necessary action is being taken, and to help to draw out the relevant information.

If you have to fill in a form, please include all relevant facts about you, about the incident, and about the victim. Please talk to a DSO for advice and guidance.

3.0 ALLEGATIONS AGAINST MEMBERS OF STAFF, ELECTED MEMBERS, OR VOLUNTEERS

It can be very worrying to have concerns about a child or young person's safety or welfare that relate to the conduct of a colleague. The Council recognises that this can involve additional stress for those reporting concerns.

Full support will be given in line with the Council's *Confidential Reporting ["Whistleblowing"] Policy* which ensures that mechanisms are in place to ensure that staff are confident that concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services. The Head of Law and Governance should be contacted for more information on the *Whistleblowing Policy*.

When you have concerns about a colleague the reporting procedures should be followed in exactly the same manner as outlined above. You may need to give regard to which DSO (and line manager if you wish) it is appropriate to report your concerns to.

You can report to

- Your Line Manager
- The Head of Law and Governance

You must report to

- A DSO

Remember: The safety of the child or young person is paramount.

There may be circumstances where allegations are about poor practice rather than abuse; this should always be communicated to a DSO for guidance and appropriate action. Managers wishing to seek further advice can refer to *Section 3.9* of the Leicestershire and Rutland Safeguarding Children Board procedures available from <http://llrscb.proceduresonline.com/chapters/contents.html>.

Where an allegation is made against an elected member this should be referred to a DSO who will then engage with the Monitoring Officer, or Deputy Monitoring Officer, who has responsibility to address member code of conduct related issues.

Any allegation or concern regarding a member of staff, officer, or volunteer involving conduct towards a child or young person should be referred to a DSO. The DSO will then engage with the Head of Law and Governance who have the responsibility to refer to the Local Authority Designated Officer (“LADO”) Team. The LADO Team will then;

- Provide advice and guidance to employers and voluntary organisations,
- Liaise with the police, and
- Monitor the progress of all cases to ensure that they are dealt with quickly and consistently.

Contact details for the LADO Team can be found in Section 4.1 of this policy.

In the case of an allegation being made about a DSO this should be brought to the attention of the Safeguarding Lead for further action.

3.1 SUPPORT FOR STAFF, ELECTED MEMBERS, OR VOLUNTEERS RAISING INTERNAL CONCERNS

Strong feelings may be generated by the discovery that a member of staff or an elected member may be abusing a child or young person. This can raise concerns amongst other members of staff or elected members and create difficulties in reporting such matters.

The Council will fully support, and protect, any members of staff or elected members who, in good faith (without malicious intent), report their concern about a colleagues practice, or the possibility that a child or young person may be being abused.

If an allegation is made towards another member of staff or elected member full support will be given in line with the Council’s *Whistleblowing Policy*. Contact the Head of Law and Governance for more information and/or a copy of the Policy.

3.1(a) NSPCC WHISTLEBLOWING ADVICE LINE

In response to the failures to protect children from sexual exploitation in Rotherham the NSPCC has launched a ‘whistleblowing advice line’, commissioned by the Home Office, providing free advice and support to professionals wanting to anonymously and confidentially raise concerns as to how child and young person protection issues are being handled in their own, and other, organisations. The advice line was born from the Government’s *Tackling Child Sexual Exploitation* (2015) report.

Anyone can call the whistleblowing advice line if they have a concern about a child or young person and how that concern is being handled. Professionals are encouraged to contact the whistleblowing advice line as soon as they believe;

- Their own, or another, employer will cover it up,
- Their employer will treat them unfairly for complaining, or
- Their concern hasn’t been sorted out and they have already told their employer about it.

The advice line provides free help and advice to people who suspect their organisation might be putting children at risk even if they’re not certain that this is the case. The advice line can be called regarding an incident that happened in the past, is happening now, or that you believe might happen in the near future.

Callers making a disclosure to the NSPCC, as a whistleblowing body, relating to any children and young people protection concerns are protected in England by law if their concern meets either of the following categories;

- The health or safety of any individual has been, is being or is likely to be endangered, or
- A criminal offence has been committed, is being committed or is likely to be committed.

The whistleblowing advice line is not intended to replace any current practices or responsibilities of organisations working with children and young people. Professionals are still encouraged to raise any concerns about a child or young person with their employer in the first instance.

The whistleblowing advice line can be contacted by calling **0800 028 0285**. During your call a trained practitioner will discuss;

- Details of the case, and
- The possible protection available to you where relevant.

If a child or young person is in immediate danger the helpline practitioner will take action such as referring the case on to the appropriate statutory bodies.

3.2 TYPES OF INVESTIGATION

Where there are allegations of abuse or concerns about poor practice of an employee or elected member there may be three strands of investigation;

1. Child or Young Person Safeguarding Investigation (externally led by social care services),
2. Criminal Investigation (externally led by the Police), or
3. A Disciplinary or Misconduct Investigation (internally led).

In the first two instances the Council will not be involved in any form of the investigation unless requested to be by the social care services or the Police. Feedback on the outcomes of any investigation will not usually be fed back to the DSO involved unless there are outstanding misconduct issues to address.

In the third instance the Council will assess each individual allegation against an employee or elected member on its own, taking into account the findings of any criminal investigation, and respond to the outcome of the investigation in line with Council policy and procedures. Depending on the outcome of the investigation the Council will assess the appropriateness of the individual returning to work in their previous environment.

A decision to withdraw permission for the individual to work with vulnerable groups may lead to the Council having a legal duty to report the individual to the Disclosure and Barring Service (formally the Independent Safeguarding Authority). This also applies in instances where the Council would have withdrawn permission for the individual to engage in regulated or controlled activity had that individual not resigned, retired, been made redundant, or been transferred to a position that is not a regulated or controlled activity.

4.0 SYSTEMS AND STRUCTURES

Districts and Boroughs in Leicestershire have developed systems and structures for internal use and in line with the Leicestershire and Rutland Safeguarding Children Board procedures for multi-agency working; these can be found at www.lrsb.org.uk. For more information contact the Safeguarding Lead.

4.1 KEY CONTACTS

If you have a concern, **during normal working hours**, about anything you have seen or heard you should contact one of the **DSOs** (See 'Flowchart B').

If a DSO is unavailable you can contact the **Children's Social Care Enquires** team at Leicestershire County Council on **0116 305 5500**. This service is available between 9am and 4pm, Monday to Friday only.

If you require immediate advice or have an immediate concern **out of normal working hours** you should contact the **24 hour First Response Children's Duty** on **0116 305 0005**. If there is an immediate risk to life, or a crime has been committed, call the **Police or relevant Emergency Service** on **999**. A DSO must be informed of these actions at the earliest opportunity available.

If you are unsure if you should ring for advice or to raise a concern, **RING ANYWAY!** Your information could be more important than you think.

4.1(a) OTHER KEY CONTACTS

- **Child Abuse Investigation Unit** – 0116 248 5500 (caiu referrals@leicestershire.pnn.police.uk)
- **Local Authority Designated Officer (LADO) Team** – 0116 305 7597 or 0116 305 4532
- **NSPCC Childline** – 0800 1111 (www.childline.org.uk / www.nspcc.org.uk)

4.2 WHAT IS THE ROLE OF THE DSO?

All suspicions, concerns and disclosures have to be reported immediately to a DSO (See 'Flowchart B' for a list of DSOs).

The DSOs have the responsibility to;

- Ensure that arrangements are made to identify staff that require training in children and young people protection issues within their responsive area,
- Receive the appropriate training,
- Ensure that Incident Report Forms and copies of the policy and procedures are available across the Council,
- Receive information from staff, volunteers, and others who have concerns and record them using the identified forms and procedures,
- Ensure that the procedures for reporting concerns are followed appropriately in consultation with social care services,
- Ensure that the appropriate agencies are informed,
- Ensure that information is recorded and stored appropriately,

- Provide information to staff reporting concerns about the support available to them, and
- Represent the Council on formal investigations into allegations of abuse led by social care services.

Where a matter appears urgent and a DSO is not available delay should be avoided; at such times contact should be made with the appropriate service directly as per 'Flowchart A' and 'Flowchart B'.

4.3 WHAT IS THE ROLE OF THE SAFEGUARDING LEAD

The Safeguarding Lead has the responsibility to;

- Ensure that arrangements are made to identify staff that require training in child protection issues,
- Support staff in the organisation,
- Map training needs,
- Ensure that all staff have access to relevant level training,
- Develop and review policies,
- Manage safeguarding incident reporting forms,
- Retain an overview of all incidents reported,
- Ensure partnerships are in place,
- Represent the Council on formal investigations into allegations of abuse led by social care services,
- Check and challenge structures,
- Drive safeguarding agenda to Team Managers and the Chief Executive,
- Ensure communication strands are strong, and
- Ensure elected members are appropriately informed.

4.4 ESCALATION OF REFERRALS

In situations where a DSO has concerns that advice from First Response or social care services **not to refer** a case to them, or where a social care decision of “**No Action**” has been taken, and the DSO believes this is not the correct course of action **based on their own awareness and understanding of a case**, they should do the following;

- Contact the Safeguarding Lead to discuss the concerns and the rationale for an escalation of the case to social care services.
- Safeguarding Lead, in conjunction with the DSO raising the concern, to contact the relevant social care agency with referral information and an explanation of the reason for escalation of case.
- If it is felt that there is still a failure to respond appropriately to the concern raised the Safeguarding Lead is to raise concern with the Chief Executive to arrange a highest level organisational complaint.
- All actions are to be recorded internally using the established procedures.

APPENDIX A – CHILD SEXUAL EXPLOITATION GUIDANCE

Child sexual exploitation is completely unacceptable and anyone who has been abused, or is at risk of abuse, should be safeguarded from further harm.

What is Child Sexual Exploitation?

The following definition of child sexual exploitation is taken from the Department for Education's '*Child Sexual Exploitation: Definition and Guide for Practitioners*' (2017) document;

"Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

What are the signs of Child Sexual Exploitation?

Signs of sexual abuse vary significantly but can include;

- Being estranged from their family,
- Having poor mental health, mood swings or physical injuries,
- Regularly missing school,
- Regularly going missing from home or returning home late,
- Changes in physical appearance or possession of unexplained gifts,
- Being in a relationship or associating with an older person,
- Inappropriate sexualised behaviour,
- Alcohol or substance misuse, and
- Repeat sexually transmitted infections, pregnancy or terminations.

Your Responsibility

Oadby & Wigston Borough Council has a duty to ensure that the needs of all children and young people who are involved in, or are at risk of, being sexually exploited, are assessed and that appropriate multi-agency engagement and interventions are undertaken.

Child sexual exploitation is never the victim's fault, even if there is some form of exchange: all children and young people under the age of 18 have a right to be safe and should be protected from harm.

If you suspect or become aware of any incidents of child sexual exploitation or are concerned about a child or young person, you should follow the safeguarding procedures outlined in this policy and complete a Safeguarding Incident Reporting Form **without delay**. Do not make promises regarding confidentiality. The form should then be sent to a DSO who will take appropriate action.

For further information on child sexual exploitation see the Leicestershire and Rutland Safeguarding Children Board website (<http://rspb.org.uk/cse>).

APPENDIX B – PREVENTING VIOLENT EXTREMISM (“PREVENT”) STRATEGY GUIDANCE

The overall aim of Prevent is to stop people becoming terrorists or supporting violent extremism by raising awareness of the issues and supporting people who may be vulnerable.

The Prevent Strategy has three main objectives;

- **Ideology:** To respond to the ideological challenge of terrorism and of those extremist views conducive to it,
- **Individuals:** To prevent vulnerable people from being drawn into terrorism by developing and expanding programmes to identify who they are, and then to provide them with community-based support, and
- **Institutions:** To work within the wide range of sectors and institutions where the ideology, the ideologues and vulnerable people come together and where there are either risks of radicalisation or opportunities to prevent it, or both. That means education, health, faith, charities, prisons and probation, and the internet.

Prevent is not about catching terrorists; it is about identifying people who may be at risk of radicalisation and supporting them to change direction in a way that will help them.

It is not ‘spying on communities’. Those suspected of being engaged in illegal activity will be managed through the criminal justice system in accordance with normal criminal justice processes. Prevent is about working with communities to help them support vulnerable people and build resilience to groups or individuals who seek to create divisions and cause harm.

There are only a very small number of people who support terrorist activity, or are likely to. The vast majority of people, in all communities, want to see terrorism prevented and want to play their part as good citizens in helping to make that happen.

Prevent work covers all forms of potential terrorism such as Al Qaeda inspired, the far right, Irish republican, animal rights and others. There is a growing concern about the risk of far right violence, especially since the killings in Norway in 2010, and ‘neo Nazi’ activity elsewhere in Europe.

One of the main elements of Prevent work is a programme called ‘Channel’ whereby people who are assessed as being vulnerable to supporting violent extremism are provided with multi-agency support. Channel covers all forms of extremism. The support that is offered is tailored for each case and could consist of help with family problems, mental health support, mentoring, religious support and others. People who are referred to Channel are not criminals but may be at risk of committing an offence if not supported.

Any agency or member of the public can make a referral to Channel. Potential referrals from Oadby & Wigston Borough Council should be made via the Safeguarding Incident Reporting Form (See ‘Appendix E’) and followed up with the Safeguarding Lead. The Safeguarding Lead, or another DSO in the event of the Lead being unavailable, will then refer your concern on to the Police’s Prevent Team directly via the 101 number; this is in line with directions adopted in February 2016.

For generic Prevent or Channel advice the Leicestershire County Council Community Safety Team can be contacted via **0116 305 6056**.

Further information and resources on Prevent can be found at <http://lrsb.org.uk/prevent>.

APPENDIX C – EARLY HELP SERVICES IN LEICESTERSHIRE

Services previously offered via the 'Common Assessment Framework' are now included as part of Leicestershire County Council's 'Early Help' offer. Early Help is an umbrella term that describes the work of many universal services/single agencies engaged with children and families (examples include NHS, Education, Housing, Libraries, Leisure and Voluntary Sector Services).

In Leicestershire all of these agencies recognise that prevention and earlier intervention is more cost effective and successful than later, or more formal, interventions. All are engaged in work that seeks to avert problem development, prevents the escalation of difficulties or the deterioration of circumstances which could adversely affect children, young people and families.

Preventative work in this way may be with an individual, with a family or can take a whole population approach. We often refer to 'universal' or 'open access' services which are available to all and can provide advice, guidance and support to families when they need it. There is usually no referral route or detailed collection of outcomes. For the vast majority of families this is the only help they will need.

Examples of universal and open access services include;

- Childcare and Educational Settings,
- Parks, Playgrounds, Sports and Leisure Activities,
- General Practitioners (GPs), School Nurses and Health Visitors,
- Police, Fire and Rescue Services, and
- Housing.

Leicestershire County Council have brought together their existing early help and prevention services into a consolidated 'Early Help and Family Support Service'. The language of the Common Assessment Framework is no longer used and Early Help systems and processes have been developed.

The Early Help and Family Support Service has a two-fold approach;

- Commitment to proactively working with all partners, including local communities to support them in the shared goal to improve outcomes for children, young people and their families, and
- In addition, the provision of targeted early intervention and support to those children, young people and families who are struggling with a range of additional needs and are more vulnerable to poor outcomes.

Where a child, young person or a family may benefit from an Early Help intervention rather than a safeguarding referral a First Response 'Request for Services' online form should be completed (Found here: <https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/early-help-for-children-and-young-people>). The key information required on this form is the identification of the circumstances and needs which are causing concern for a child, young person or family and, importantly, what more needs to happen to improve the situation. You must have permission from the family and young person to refer. Existing referral routes remain in place where professionals already know which service is required (for example the Youth Offending Service, Youth Service, local Children Centre team).

Should a safeguarding referral be more appropriate the DSO in receipt of the initial Safeguarding Incident Reporting Form will follow the procedure presented in 'Flowchart A' of this policy document.

APPENDIX D – SAFEGUARDING PROVISION IN CONTRACT AND GRANT ARRANGEMENTS

Any service engaged by the Council should be provided on the basis of agreed terms or a contract. Safeguarding compliance should be included in all arrangements.

Section 8.14 (Safeguarding Children) of the Council's 'Contract Procedure Rules' document states;

“All services commissioned by the Council must operate within the requirements of the Council's Safeguarding Policy and meet the relevant legislative standards. Where appropriate, procuring officers will need to ensure that contractors demonstrate that they meet these requirements. As an indicator, contractors/agencies must have in place the following:

- Senior Management Commitment to Safeguarding,
- A clear, accessible Statement of Responsibility (including Safeguarding Policy, Complaints, Equal Opportunities and Incident Monitoring Procedures),
- Clear mechanisms for identification and investigation/action regarding safeguarding concerns,
- A clear Line of Accountability for Reporting Safeguarding Concerns,
- A Child and Family conscious service planning and delivery,
- A Staff Training programme for Safeguarding,
- A Safer Recruitment Policy, and
- An Information Sharing procedure.”

It is expected that the lead officer on any commissioning project be responsible for ensuring that any contract includes proper provision for the safeguarding of children, young people, and adults with care and support needs; this also includes making reasonable requests for evidence from contractors/providers that the above requirements, where applicable, are in place or ready to be implemented.

Where there is any confusion about the need for the inclusion of safeguarding in a contract arrangement clarification and/or advice should be sought from the Safeguarding Lead. This should particularly take place if any contracted work meets the following distinctions;

1. Involves direct contact with children, young people, or adults with care and support needs,
2. Takes place in, or overlooks, an area which children, young people, or adults with care and support needs regularly use, or
3. Includes access to data concerning children, young people, or adults with care and support needs.

In any of these circumstances safeguarding measures should be detailed within either the Request for Quotation, or Invitation to Tender, that require the contractor/provider to make appropriate and proportionate provision regarding the protection of children, young people, or adults with care and support needs.

The three tiers of contracted work are outlined overleaf with the respective Council expected standards detailed.

TIER ONE: CONTRACTORS/PROVIDERS HAVE DIRECT CONTACT WITH CHILDREN, YOUNG PEOPLE, AND ADULTS WITH CARE AND SUPPORT NEEDS.

Expected Standards:

- A. Contractor/Provider has their own safeguarding policy and procedures as declared in any tendering process.
- B. If the Contractor/Provider does not have their own safeguarding policy and procedures: Written evidence presented to show compliance with, and promotion of, the principles shown in the Council's safeguarding policy and procedure documents ('*Children & Young People*' and/or '*Adults with Care and Support Needs*') pending development of their own safeguarding policy and procedures.
- C. There are complaints and disciplinary procedures in place to manage concerns about the behaviour and conduct of staff.

TIER TWO: WORK TO BE CONTRACTED TAKES PLACE IN, OR OVERLOOKS, AN AREA WHICH CHILDREN, YOUNG PEOPLE, OR ADULTS WITH CARE AND SUPPORT NEEDS REGULARLY USE.

Expected Standards:

- A. Contractor/Provider has provided written evidence to show how they comply with either their own safeguarding requirements or the Council's policy and procedures.
- B. There are complaints and disciplinary procedures in place to manage concerns about the behaviour and conduct of staff.

TIER THREE: CONTRACTORS/PROVIDERS DO NOT HAVE DIRECT CONTACT WITH CHILDREN, YOUNG PEOPLE, OR ADULTS WITH CARE AND SUPPORT NEEDS NOR DOES THE WORK TAKE PLACE IN, OR OVERLOOK, AN AREA REGULARLY USED BY ANY OF THESE GROUPS BUT DOES INVOLVE ACCESSING DATA ABOUT THEM.

Expected Standards:

- A. Contractor/Provider has provided written evidence to show how they comply with confidentiality requirements.
- B. The recruitment process includes appropriate checks where staff are engaged in works where there could be access to information regarding safeguarding concerns.

EVALUATION PROCEDURE FOR COMPLIANCE

- **During the Creation of the Request for Quotation (RFQ) / Invitation to Tender (ITT)**
The lead officer for the RFQ or ITT is responsible for ensuring that safeguarding standards are detailed within the it that require the contractor or provider to make appropriate, and proportionate, provision regarding the protection of children, young people, or adults with care and support needs.
- **During Evaluation**
When evaluating tendered bids these standards should be scored appropriately.

- **At Contract Award Stage and Throughout the Contract**

It is the responsibility of the lead officer for the contract to verify that policies, procedures and practices confirm to the required standards. The 'Safeguarding Checklist' relevant to the tier identified (found on the following pages of this appendix) must be completed by the lead officer; a DSO must then sign off the checks undertaken. All criteria must be in place and a copy of the safeguarding checklist completed, signed, and filed with the rest of the contract documents.

Assistance to the lead officer for the contract is available from any DSO, or the Safeguarding Lead, throughout the process.

<ul style="list-style-type: none"> ▪ Do the procedures contain clear instructions on what to do in the event of an allegation, incident or suspicion of abuse or poor practice? ▪ Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc.? 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<p>3. Prevention</p> <ul style="list-style-type: none"> ▪ Has the organisation identified staff with designated responsibility for safeguarding and protecting children, young people, and adults with care and support needs? E.g. Designated Safeguarding Officer. ▪ Are there procedures for recruitment and selection of staff and volunteers including safeguarding checks (DBS), where appropriate, for those working with children, young people, and adults with care and support needs? ▪ Are there codes of conduct and ethics for staff, coaches, volunteers, and participants? ▪ Are there operating procedures in relation to the organisation's duty of care to children, young people, and adults with care and support needs in place where appropriate to the service being provided? Specifically; <ul style="list-style-type: none"> ▫ Emergency Accident Procedure, ▫ Transport/Travel Risk Assessment, ▫ Transport Registers (Who is travelling in which vehicles?), ▫ Activity Risk Assessment, ▫ Equipment/Resource Safety Checks, and ▫ Use of Photographic Images. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>4. Communication and Partnership</p> <ul style="list-style-type: none"> ▪ Have all reasonable steps been taken to ensure that children, young people, and adults with care and support needs are informed about the policy and procedures, and how they can raise concerns? ▪ Are there processes for holding and sharing information? 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<p>5. Education and Training</p> <ul style="list-style-type: none"> ▪ Are all those working with children, young people, and adults with care and support needs, and those with responsibility for running activities, appropriately trained in safeguarding and protecting children, young people, and adults with care and support needs? ▪ Are coaches, staff and volunteers appropriately skilled and qualified to undertake 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

their role in providing the activity?			
6. Review and Monitoring			
<ul style="list-style-type: none"> ▪ Is it clear when, and by whom, the policy was formally adopted on behalf of the organisation? 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Is it clear how, by whom and when the policy and its implementation will be monitored and reviewed? 	<input type="checkbox"/>	<input type="checkbox"/>	

As the Oadby & Wigston Borough Council Officer responsible for the establishment and monitoring of this contractual arrangement I hereby confirm that the information supplied in this checklist is accurate to the best of my knowledge.

Name:

Signed:

Position:

Date:

Assisting Designated Safeguarding Officer

Name:

Signed:

Position:

Date:

SAFEGUARDING POLICIES AND PROCEDURES CHECKLIST

TIER TWO

Work to be contracted takes place in, or overlooks, an area which Children, Young People, or Adults with Care and Support Needs regularly use.

This Safeguarding Checklist must be completed by the Oadby & Wigston Borough Council officer with responsibility for the contract. A Designated Safeguarding Officer should sign off the checks undertaken. All criteria must be in place and a copy of this checklist completed, signed, and filed with the contract documents.

Criteria	Please tick as appropriate		
	Yes	No	Planned Date
▪ Has the contractor provided written evidence to show how they comply with safeguarding requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Is there an identified individual to whom concerns are reported (which may be the Safeguarding Lead at the Council if no other can be identified) who knows what action may or should be taken when concerns are raised?	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Is there evidence of staff awareness of responsibilities to report concerns through supervision/training/induction materials?	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Does the recruitment process include appropriate checks where staff are engaged in works where there are safeguarding considerations?	<input type="checkbox"/>	<input type="checkbox"/>	

As the Oadby & Wigston Borough Council Officer responsible for the establishment and monitoring of this contractual arrangement I hereby confirm that the information supplied in this checklist is accurate to the best of my knowledge.

Name:

Signed:

Position:

Date:

Assisting Designated Safeguarding Officer

Name:

Signed:

Position:

Date:

SAFEGUARDING POLICIES AND PROCEDURES CHECKLIST

TIER THREE

Contractors/Providers do not have direct contact with Children, Young People, or Adults with Care and Support Needs, nor does the work take place in, or overlook, an area regularly used by any of these groups but does involve accessing data about them.

This Safeguarding Checklist must be completed by the Oadby & Wigston Borough Council officer with responsibility for the contract. A Designated Safeguarding Officer should sign off the checks undertaken. All criteria must be in place and a copy of this checklist completed, signed, and filed with the contract documents.

Criteria	Please tick as appropriate		
	Yes	No	Planned Date
▪ Has the contractor provided written evidence to show how they comply with confidentiality requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Does the recruitment process include appropriate checks where staff are engaged in works where there are safeguarding considerations?	<input type="checkbox"/>	<input type="checkbox"/>	

As the Oadby & Wigston Borough Council Officer responsible for the establishment and monitoring of this contractual arrangement I hereby confirm that the information supplied in this checklist is accurate to the best of my knowledge.

Name: _____ **Signed:** _____

Position: _____ **Date:** _____

Assisting Designated Safeguarding Officer

Name: _____ **Signed:** _____

Position: _____ **Date:** _____

APPENDIX E – SAFEGUARDING INCIDENT REPORTING FORM

This section for Designated Safeguarding Officer use only:	
OWBC Report Reference No. Allocated DDMMYY-SURNAME-INITIAL	Click here to enter text.

This form is used for reporting both suspicions and disclosures of possible abuse of children, young people and adults, and causes of concern including Prevent related issues therefore not all sections may be appropriate. Please complete this form with as much information as possible using verbatim reports from all people involved.

The information contained in this form will be treated in the strictest confidence however it may, where required, be shared with the appropriate agencies.

This Reporting Form relates to:			
Child or Young Person(s) <input type="checkbox"/>	Adult(s) <input type="checkbox"/>	Family <input type="checkbox"/>	

About the Subject(s) of the Reporting Form:	
Name, Gender, Date of Birth of Subject(s)	Click here to enter text.
Current Address	Click here to enter text.
Postcode	Click here to enter text.
Is this a Council owned property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone Number(s)	Click here to enter text.
Ethnicity of Subject(s)	Click here to enter text.
Religion of Subject(s)	Click here to enter text.
Does anyone included have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please give details.	Click here to enter text.

<p>Are there any Communication Barriers that need to be considered?</p> <p>If 'Yes', or 'Unsure', please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Click here to enter text.</p>
<p>What is your reason for contact with the Subject(s)?</p> <p>E.g. Environmental Health investigation, ASB dispute, Customer Services contact, Housing/Support visit etc.</p>	<p>Click here to enter text.</p>
<p>Details of most recent contact with the Subject(s)?</p> <p>Please give Name and Role of Officers Present, Date, Time, Location, who the subject(s) was accompanied by and any actions/interventions taken.</p>	<p>Click here to enter text.</p>
<p>Will you have further contact with the Subject(s)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>What is your concern leading to this referral?</p> <p>Please give as much factual information as possible including specifics such as;</p> <ul style="list-style-type: none"> ▪ Date, ▪ Time, ▪ What Happened, and ▪ Who was Involved. <p>Please include any information that you have from colleagues or partner agencies.</p>	<p>Click here to enter text.</p>

About the Alleged Abuser:	
Name	Click here to enter text.
Relationship to Subject(s)	Click here to enter text.
Address	Click here to enter text.
Postcode	Click here to enter text.
Telephone Number	Click here to enter text.

Is the Subject(s) of the Reporting Form:	
<p>Already known to Social Care?</p> <p>If 'Yes' please give details including if they are on a Child Protection Plan or have been, or are, a looked after child in local authority care.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Click here to enter text.</p>
<p>Known to Early Help or External Services?</p> <p>If 'Yes' please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Click here to enter text.</p>
<p>Aware of this Referral?</p> <p>If 'Yes' please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Click here to enter text.</p>

Parental Responsibility:	
<p>Is the person with Parental Responsibility aware of this referral?</p> <p>Please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Click here to enter text.</p>

<p>Has the person with Parental Responsibility given consent for other agencies to be contacted?</p> <p>If 'Yes' please state agencies consented to and how consent was obtained.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Click here to enter text.</p>
--	--

Are you aware of any of the following in the Household?						
Domestic Abuse	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Substance Misuse	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Disabilities	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Learning Difficulties	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Mental Illness	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Sexual Exploitation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Anti-Social Behaviour	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Radicalisation / Radicalised Behaviour	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
Other	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
<p>If 'Yes' please add details.</p>	<p>Click here to enter text.</p>					

Significant others in Subject's Life including Family:			
Name	Click here to enter text.	Name	Click here to enter text.
Date of Birth	Click here to enter text.	Date of Birth	Click here to enter text.
Relationship to Subject(s)	Click here to enter text.	Relationship to Subject(s)	Click here to enter text.
Occupation/School	Click here to enter text.	Occupation/School	Click here to enter text.

Address	Click here to enter text.	Address	Click here to enter text.
Postcode	Click here to enter text.	Postcode	Click here to enter text.
Telephone Number	Click here to enter text.	Telephone Number	Click here to enter text.
Name	Click here to enter text.	Name	Click here to enter text.
Date of Birth	Click here to enter text.	Date of Birth	Click here to enter text.
Relationship to Subject(s)	Click here to enter text.	Relationship to Subject(s)	Click here to enter text.
Occupation/School	Click here to enter text.	Occupation/School	Click here to enter text.
Address	Click here to enter text.	Address	Click here to enter text.
Postcode	Click here to enter text.	Postcode	Click here to enter text.
Telephone Number	Click here to enter text.	Telephone Number	Click here to enter text.

Key Agencies Involved with Subject(s)		
GP	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.
Health Visitor	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.
School Nurse	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.

Midwife	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.
Social Care	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.
School/College/Nursery	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.
Police	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.
Other (Please Specify)	Name	Click here to enter text.
	Base	Click here to enter text.
	Telephone Number	Click here to enter text.

About You, the Reporter:	
Name	Click here to enter text.
Job Title	Click here to enter text.
Telephone Number	Click here to enter text.
Email Address	Click here to enter text.
Date you are completing this form	Click here to enter text.
Are you reporting these concerns on behalf of someone else?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Click here to enter text.</p>
If 'Yes' what is their Name and Position?	

This section for Designated Safeguarding Officer use only:

Designated Safeguarding Officer Name	Click here to enter text.						
Job Title	Click here to enter text.						
Telephone Number	Click here to enter text.						
Email Address	Click here to enter text.						
When was this form received?	Click here to enter text.						
Any Previous Information on file? If any ticked, provide OWBC Report Reference No's.	<table border="0"> <tr> <td>Same Address</td> <td><input type="checkbox"/></td> <td>Same Family Name</td> <td><input type="checkbox"/></td> <td>Same Child/Adult Involved</td> <td><input type="checkbox"/></td> </tr> </table> Click here to enter text.	Same Address	<input type="checkbox"/>	Same Family Name	<input type="checkbox"/>	Same Child/Adult Involved	<input type="checkbox"/>
Same Address	<input type="checkbox"/>	Same Family Name	<input type="checkbox"/>	Same Child/Adult Involved	<input type="checkbox"/>		
Date Onward Referral Made, if applicable, and to which Service	Click here to enter text.						
Method of Referral Used	Click here to enter text.						
Social Care Reference No. Received If received, write the Reference No. here.	<table border="0"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> Click here to enter text.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Actions Taken	Click here to enter text.						
Date Case Reviewed	Click here to enter text.						
Date Case Closed	Click here to enter text.						