



Leeds City Council Activity Centres Safeguarding & Child Protection Policy 2025



Leeds Safeguarding
Children Partnership

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As a service we are committed to safeguarding and promoting the welfare of all children. We believe all staff, students, volunteers and visitors have an important and unique role to play in child protection.

We believe:

- Activity Centres can contribute to the prevention of abuse.
- Children need to be safe and feel safe in our setting.

All children and vulnerable adults have the right to be protected from harm.

- Children and families need support which matches their individual needs, including those who may have experienced abuse.

Date policy is effective from	Designated Safeguarding Leads
1 st May 2025	Natalie Hague Donna Russell

Policy Review date	Date Ratified by Advisory Board	Date Shared with staff
May 2026	25/06/2025	26/06/2025

Child Protection and Safeguarding Advice Contact List

Role / Agency	Name and role	Contact Details
Designated Safeguarding Lead (DSL) / Child Protection Coordinator	Natalie Hague - Activity Centres' Business Manager	07562 439619 Natalie.hague@leeds.gov.uk
	Donna Russell - Centre Manager (Herd Farm)	07891 203768 0113 3783088 Donna.russell@leeds.gov.uk
Service Lead	Saira Mumtaz-Jones – Lead for Health & Wellbeing Services, Early Help	07891277197 Saira.m.jones@leeds.gov.uk
CSWS Duty and Advice / Front Door Safeguarding Hub	Urgent Child Protection concerns / initial referral	Professionals – 0113 3760336 Members of the public - 01132223301
CSWS Emergency Duty Team (out of hours)	Urgent Child Protection concerns	0113 535 0600 childrensEDT@leeds.gov.uk
Education Safeguarding Team	Advice / Training / Safeguarding Audit	0113 3789685 estconsultation@leeds.gov.uk
Local Authority Designated Officer	Allegations against adults in service	0113 3789687 lado@leeds.gov.uk
NSPCC Whistleblowing Helpline	Allegations against adults	0800 028 0285
Family Hubs	Outer South Family Hub, Rothwell Community Hub	Kayleigh Wells Kayleigh.Wells@leeds.gov.uk
	Inner South Family Hub, Dewsbury Road Community Hub	Lorraine Kupelian Lorraine.Kupelian@leeds.gov.uk
	Outer West Family Hub & Horsforth Community Hub	Bacon, Hannah Hannah.Bacon@leeds.gov.uk
	Inner West Family Hub, Armley Community Hub	Lynda Rushton Lynda.Rushton@leeds.gov.uk
	Early Help Front Door	Jonathan Roberts Jonathan.Roberts@leeds.gov.uk
	(North East Family Hub), Deacon House Community Hub	Annette Simpson Annette.Simpson@leeds.gov.uk
	Outer East Family Hub, Chapeltown Childrens Centre	Rosaline Morley Rosaline.Morley@leeds.gov.uk
	Inner East Family Hub, Compton Centre Community Hub	Lauren Dunstan Lauren.Dunstan@leeds.gov.uk
PREVENT Team	Prevent training/advice	0113 535 0810 prevent@leeds.gov.uk

The service is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

All staff refers to all adults, volunteers, or students on placement, working in any capacity in the setting or in activities organised by the service which brings them in to contact with children and families.

Child Protection refers to the multi-agency arrangements to identify and protect children who are or may be at risk of or suffering significant harm.

Safeguarding refers to the protection, safety and promotion of the welfare of all children.

Child is anyone under the age of 18.

Young children refers to children aged under 5 years.

Safeguarding (adults) refers to protecting an adult's right to live in safety, free from abuse, neglect and self-neglect.

Target groups refer to the groups and families the team identifies as having needs or circumstances that require intervention and/or additional support.

Glossary

- DSL Designated Safeguarding Lead
- SENDCo Special Education Needs and Disabilities Coordinator
- CSWS Childrens' Social Work Services
- EYFS Early Years Framework Services
- LCC Leeds City Council

Visitors to setting

All visitors must sign in on arrival at reception and be shown noticeboards which outline Child Protection and Safeguarding procedures and how to report any concerns regarding a child or another adult in the setting. Staff must ensure that visitors are supervised as appropriate in clearly designated areas and wear ID badges as outlined below.

LCC Employee visitors - ID badges must be worn at all times when on site.

LCC Contractors or subcontractors - ID badges must be worn at all times when on site or branded uniform where ID badge is not practical.

Meeting room visitors – Sign in on 'visitor record signing in sheet'. Host must hand this in at the end of the visit. Meeting room hosts are given a leaflet which contains safeguarding information.

Part One:

1. Aims

1.1 The service aims to contribute to the prevention of abusive experiences in the following ways:

- Clarifying standards of behaviour for staff and children
- Staff are properly trained in recognising and reporting safeguarding issues
- We work on the understanding that it is everyone's responsibility to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements within our organisation to identify, assess, and support children who are, or who may be, suffering harm
- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- Encouraging child and parental participation in safeguarding practice
- A culture of vigilance is created and maintained to ensure that we will also act in the best interests of children to protect them online and offline
- Systems for reporting abuse are well promoted, easily understood and easily accessible for children

To contribute to the protection of our children in the following ways:

- Implementing child protection policies and procedures
- Ensure all children feel safe, are treated as individuals and their rights, values and beliefs are respected.
- Working in partnership with children, parents and agencies

To contribute to supporting our children and families in the following ways:

- Identifying individual needs
- Regular review of the effectiveness of intervention and prevention work in protecting target children and families and securing their wellbeing.

The responsibilities set out in this policy apply (as appropriate) to all members of the service including children, staff, visitors/contractors, volunteers, casual staff, students on placement and trainees working within the service. It is fully incorporated into the whole service ethos.

2. Legislation and guidance

2.1 This policy is in compliance with the guidance and the procedures set out by the Leeds Safeguarding Children Partnership.

2.2 This policy is also based on the following legislation and guidance:

[The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children

[Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by Female Genital Mutilation (FGM)

[The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children

Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

Statutory [Guidance on the Prevent duty](#), which explains registered childcare providers duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

[Guidance for safer working practice](#) for those working with children and young people in education settings (2022)

The [Childcare \(Disqualification\) Regulations 2018](#) and [Childcare Act 2006](#), which set out who is disqualified from working with children

Childcare providers are under a statutory duty to cooperate with the published LSCP arrangements. This policy conforms to locally agreed inter-agency procedures [LSCP - Local protocols for Leeds practitioners \(leedsscp.org.uk\)](#)

[Working Together to Safeguard Children 2023](#) A guide to multi-agency working to help, protect and promote the welfare of children.

Department for Education's Statutory guidance on [Keeping Children Safe In Education 2024](#).

3. Definitions

3.1 **Safeguarding and promoting the welfare of children** means:

- Protecting children from maltreatment
- Preventing impairment of children's mental or physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

3.2 **Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

3.3 Appendix 1 explains the different types and indicators of abuse.

3.4 **Children** includes everyone under the age of 18.

4. Equality statement

4.1 Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

4.2 We give special consideration to children who:

- Have special educational needs or disabilities
- May experience discrimination due to their race, ethnicity, disability, religion, gender reassignment, sex or sexual orientation.
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of Female Genital Mutilation (FGM), exploitation, or radicalisation
- Are asylum seekers
- Are in care, previously looked after or any children not growing up with their birth family (this covers private fostering and all kinship arrangements)

5. Roles and responsibilities

- 5.1 Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff (including those not directly employed by the service) and volunteers. All staff are expected to read this policy as part of their induction arrangements as well as the documents referenced in section 5.2 (All staff) below and any updates therein.
- 5.2 Our policy and procedures also apply to off-site activities such as the delivery of activities at schools or at events throughout the city.

5.2.1 All staff will be aware of:

- Our systems which support safeguarding, including reading and understanding their professional responsibilities as outlined in Guidance for Safer Working Practice (2022).
- The early help process and their role in it, including being alert to emerging problems that may warrant Early Help intervention. All staff should be reporting emerging problems that may warrant early help intervention to the DSL.
- That children's behaviours can be indicative of their emotional wellbeing and can be linked to mental health. They should be aware of behaviours that may communicate that poor wellbeing can be an indicator of factors such as abuse, neglect or exploitation. Staff should understand that children's experiences such as abuse, neglect, trauma and adverse childhood experiences can impact on children's mental health, behaviour & education.
- The process for making referrals to local authority children's social work service (CSWS) and for statutory assessments that may follow a referral, including the role they might be expected to play. Fig 1: **Summary of procedures to follow where there are concerns about a child** (Page 13) illustrates the procedure to follow if you have concerns about a child's welfare. Wherever possible, speak to the DSL first to agree a course of action. In the absence of a DSL being available, staff must not delay in directly contacting children's social work Duty and Advice team or the police if they believe a child is at immediate risk of significant harm.
- Our work in partnership with other agencies is in the best interests of children. Requests for service to CSWS will (wherever possible) be made by the DSL, to the CSWS Duty and Advice team (0113 3760336). Where a child already has a child protection social worker, the setting will immediately contact the social worker

involved or in their absence, the team manager of the child protection social worker.

- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as Female Genital Mutilation (FGM), and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- In service procedures for recording any cause for concerns and passing information on to DSLs in accordance with service recording systems.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child exploitation (CE), FGM, radicalisation.
- The nature/types of abuse adults can suffer, which may impact on their parenting capability/and or present a risk to their children may include:
 - **Physical abuse** - includes hitting, kicking, misuse of medication, inappropriate sanctions or unlawful / inappropriate restraint
 - **Domestic abuse** – is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partner or family member regardless of sexuality.
 - **Sexual abuse** - includes rape and sexual assault or sexual acts to which the adult at risk has not consented or could not consent or was pressured into consenting.
 - **Psychological abuse** - includes threats of harm or abandonment, humiliation, blaming, controlling, coercion, harassment, verbal abuse.
 - **Financial and material abuse** - includes theft, fraud, exploitation, pressure in connection with financial matters, or the misuse of someone else's finances.
 - **Modern slavery** - includes human trafficking, forced labour and domestic servitude.
 - **Neglect and acts of omission** - includes ignoring medical or physical care needs, and the withholding of necessities, such as medication and adequate nutrition.
 - **Discriminatory abuse** - includes abuse, such a harassment, slurs or hate crime based on a person's race, sex, disability, faith, sexual orientation, or age.
 - **Organisational abuse** - where any of these forms of abuse noted above are caused by the way an organisation practices, this is called 'organisational abuse'.
 - **Self-neglect** - includes situations where a person is declining support with their care needs, hygiene, health or their environment, and this is having a significant impact on their overall wellbeing.

Ref: Leeds Adult Safeguarding Board website

Appendix 1 details different kinds of abuse.

Appendix 2 provides guidance to staff on how to respond to children who report abuse

5.3 The designated safeguarding lead (DSL) staff.

5.3.1 Our Designated Safeguarding Leads (DSL) are:

Natalie Hague - Activity Centres' Business Manager (West Leeds Activity Centre) (South Leeds Youth Hub) (Herd Farm)	07562 439619 Natalie.hague@leeds.gov.uk
Donna Russell - Centre Manager (Herd Farm)	07891 203768 0113 3783088 Donna.russell@leeds.gov.uk

The DSL's take lead responsibility for child protection and wider safeguarding.

5.3.2 The optimal scenario is to have a trained DSL available on site. The DSL will be available during opening hours for staff to discuss any safeguarding concerns.

5.3.3 Where this is not possible, a trained DSL will be available to be contacted via phone or online video.

5.3.4 When the DSL is absent, other DSL's will act as cover.

5.3.5 If the DSL's are all not available, the Service Lead, Saira Mumtaz-Jones, will act as cover remotely or contact CSWS Duty and Advice/Front Door safeguarding Hub 0113 376336 CSWS Emergency Duty Team – out of hours 0113 5350600

Saira Mumtaz-Jones – Lead for Health & Wellbeing Services, Early Help	Saira.m.jones@leeds.gov.uk 07891277197
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5.3.6 The DSL will be given the time, training, resources and support to carry out the role of the DSL.

The role of the designated persons are to ensure:

- Safeguarding policy and procedures are followed
- Ensure they know and staff know how to deal with a safeguarding concern
- Act as a source of advice and seek further advice from professionals and the governing bodies when required
- Ensure that appropriate records are kept and is kept safely and securely
- Liaise with other relevant DSLs in passing on concerns (school based)
- Ensure information which needs to be shared is shared only to the appropriate persons.
- Provide advice and support to other staff on child welfare and child protection matters
- Refer suspected cases, as appropriate, to the relevant body (children's social care Duty and Advice team, Channel programme, and/or police).
- The designated safeguarding lead should liaise with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children (2023).

5.4 The Service Lead

5.4.1 The Service Lead Saira Mumtaz-Jones will approve this policy at each review and provide appropriate support and challenge to ensure its implementation.

5.5 The Service Lead, DSL's, and Activity Centre Teams are responsible for the implementation of this policy by:

- Ensuring that staff (including temporary and casual staff) and volunteers are informed of this policy as part of their induction.
- Communicating this policy to partners and stakeholders.
- Ensuring that the DSL has appropriate time, training and resources, and that there is always adequate cover if the DSL is absent.
- Ensuring that all staff undertake appropriate safeguarding and child protection training and that they update this every three years.
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff (including casual staff) or volunteer, where appropriate.
- Ensuring that all recommendations made by the Local Authority in relation to strengthening the services' safeguarding arrangements are actioned in a timely fashion.
- Ensuring the relevant staffing ratios are met, where applicable.

5.6 Logging an Incident

- Any concerns or allegations should be brought to the attention of a DSL via the cause for concern form.
- All staff should document concerns, facts, allegations and actions.
- Such concerns must be discussed with the DSL.
- If all DSL's are unavailable, the service lead should be contacted or Duty & Advice (see Fig.1).
- The Cause for concern form must be fully completed, with support from DSL if needed.
- The completed Cause for concern must be signed by the staff member and DSL.
- The original Cause for concern must be forwarded to the designated person, to ensure that the correct outcome is achieved.
- The Cause for concern will be filed in a secure office.

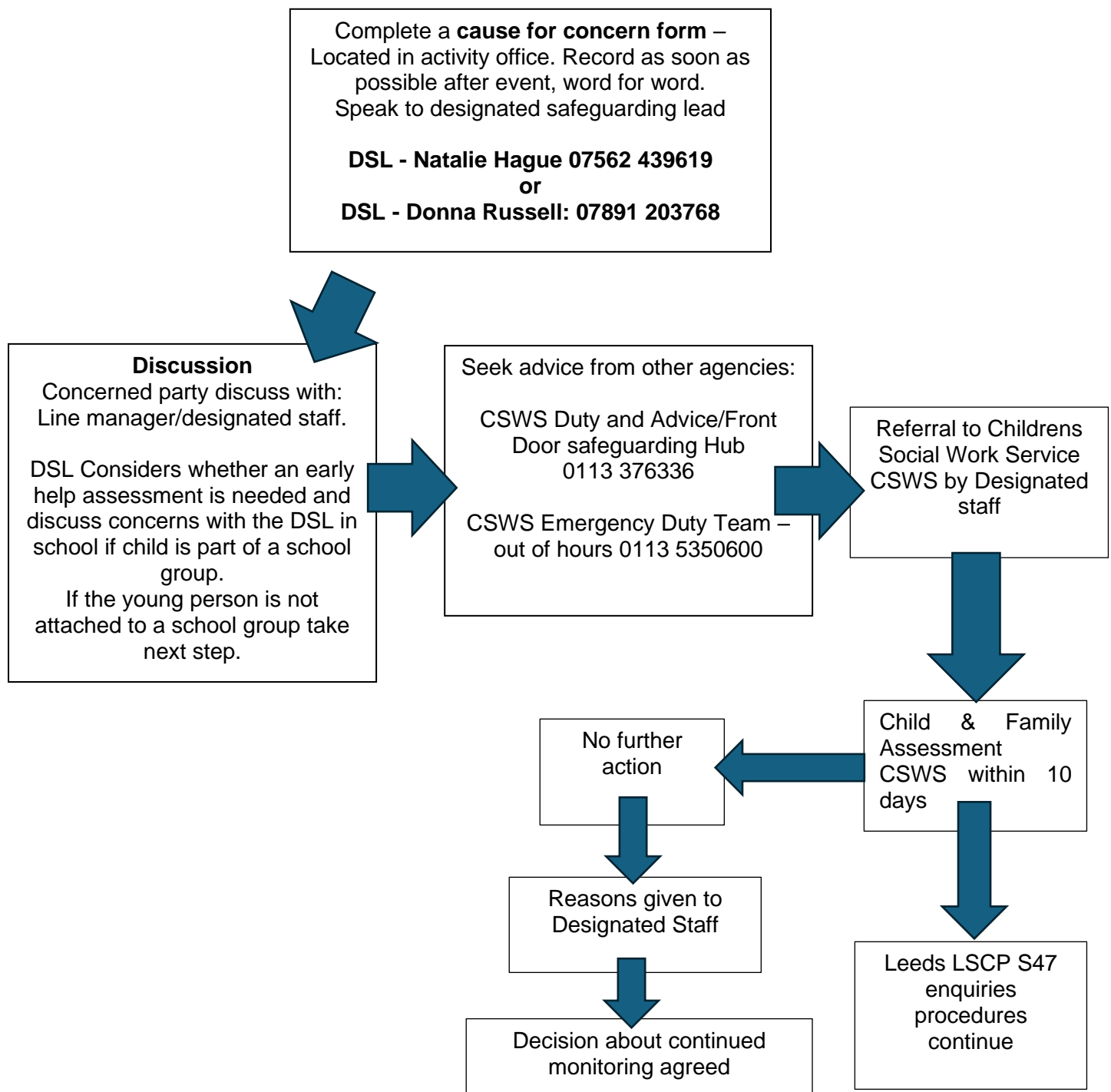
Whilst it is not the role of individual staff members to investigate allegations, all staff and volunteers must bear in mind that it is their responsibility to take any safeguarding concerns seriously.

The decision to refer to Children's Social Work Service will be made following a discussion between staff member and the DSL (Fig 1 outlines the process).

Where a young person is part of a school group the Activity Centres' DSL should contact the School DSL with their Cause for concern and discuss whether an Early Help assessment is needed following the process in Fig 1.

Fig 1: Summary of procedures to follow where there are concerns about a child

Procedures to follow where there are concerns about a child



** If unhappy about the outcome of the referral to Children's Services Social Care, please refer to: Leeds LSCP Local Protocol: [http://www.leedslscb.org.uk/Practitioners/Local-protocols/Concerns Resolution](http://www.leedslscb.org.uk/Practitioners/Local-protocols/Concerns%20Resolution).

6. Confidentiality and Information Sharing

- 6.1.1 Confidentiality is an issue that needs to be understood by all those working with children and families, particularly in the context of safeguarding.
- 6.1.2 The service recognises that the purpose of confidentiality in this respect is to benefit the child/ and or the vulnerable adult (for example in cases of domestic violence and abuse). Staff/volunteers should never promise a child that they will not tell anyone about an allegation/report of abuse and must pass any cause for concerns immediately to a designated safeguarding lead.
- 6.1.3 Confidentiality is addressed throughout this policy with respect to record-keeping (see section 20), dealing with reports of abuse (see Appendix 2), allegations of abuse against staff (see section 16), information sharing and working with parents.
- 6.1.4 Timely information sharing is essential for effective safeguarding. The service will share safeguarding information as appropriate in keeping with the principles outlined in the government guidance document, [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(DfE 2024\)](#). This guidance has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and promotes their well-being.
- 6.1.5 All staff must have due regard for the relevant data protection principles which allow them to share (in the context of their role) and withhold personal information, as provided for in the Data Protection Act 2018 and GDPR.

6.2 Working with parents and other agencies to protect children

- 6.2.1 Parents/carers will be made aware of our in-service procedures in respect to taking any reasonable action to safeguard the welfare of children. In cases where the setting has reason to be concerned that a child may be suffering significant harm, ill treatment, neglect or other forms of harm, staff will follow the procedures for responding to suspected cases of child abuse or neglect outlined in this policy document and contact CSWS Duty and Advice team to discuss their concerns.
- 6.2.2 In general, we will discuss concerns with parents/carers before approaching other agencies and will seek to inform parents/carers and receive their consent when making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. The exception to this rule will be in situations where a member of staff has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child.
- 6.2.3 Parents/carers are informed about our Safeguarding & Child Protection policy and a safeguarding & child protection statement is prominent in the foyer/reception area, and when engaging in Family Services provision.

6.3 Multi-agency work

- 6.3.1 We will co-operate with CSWS in accordance with the requirements of the Children Act 1989 and allow access to child and child protection records for them to conduct section 17 or section 47 assessments.
- 6.3.2 In the best interests of children, we will work with all relevant professionals and agencies as required to safeguard children and promote their welfare.

6.3.3 In the best interests of vulnerable adults, we will work with all relevant professionals and agencies as required to safeguard and promote their welfare.

7. Opportunities to teach safeguarding

Our child protection policy cannot be separated from the general ethos of the centres and their services, which should ensure that children are treated with respect and dignity, feel safe, and are listened to, we aim to reduce/remove inequalities and barriers to engagement for all.

8. Our role in supporting children

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

Where children have exhibited sexually inappropriate/harmful behaviour and/or abused others, the DSL will ensure the appropriate support is offered by using the AIM (Assessment, Intervention, Moving on) Harmful Sexual Behaviour checklist and made contact with Children's Social Work Service if appropriate.

We will ensure the centre works in partnership with parents / carers and other agencies as appropriate.

9. Children with additional needs

We recognise that while all children have a right to be safe, some children *may* be more vulnerable to abuse e.g. those with a disability, special educational need, mental health issues or those living with domestic violence or drug/alcohol abusing parents, parents mental health issues, learning disabilities, children who are in care or previously looked after, children experiencing adverse childhood experiences etc.

10. Children at risk of specific forms of abuse

We follow the Leeds LSCP www.leedsLSCP.org.uk online locally agreed multi-agency procedures, in circumstances where children are at risk of or experiencing specific forms of abuse.

11. Intimate Care

Activity Centres do not provide intimate care support. Any young person in need of intimate care should be accompanied by a parent / guardian or carer who can provide this.

These guidelines should be viewed as expectations for staff, which are designed to protect both children and staff. In exceptional circumstances where an individual needs support and it is in the best interests of the child to assist them, a staff member should assist but notify a second staff member of their involvement. In this scenario, this should be communicated via the session write ups.

In situations where a member of staff potentially breaches these expectations, other staff should be able to question this in a constructive manner.

12. Radicalisation and Terrorism

- 12.1 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.
- 12.2 If staff are concerned about a change in the behaviour of an individual or see something that concerns them **(this could be a colleague too)** they must seek advice appropriately with the DSL who must contact the Education Safeguarding Team or the Prevent Education Officer– Helene Heath, 07891 271011 for further advice (see [appendix 7](#)).
- 12.3 Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children, and what support may be available.

13. Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the service may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

14. Children missing from setting

The law requires all children and young people between the ages of 5 and 16 to be in full time education. A young person going missing from education is a potential indicator of abuse or neglect. Children and young people who are not attending school or not being home-educated may be particularly vulnerable.

15. A Safer Culture

The appropriate manager/DSL will ensure that the following appropriate policies, and procedures are in place and shared with staff at the point of induction, in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare:

- Whistle Blowing/Confidential reporting policies (guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken when staff have concerns about any adult's behaviour)
- Guidance on Safer Working Practice (2022) and [Employee Code of Conduct](#)
- Safeguarding and Child Protection policy
- The names, roles and responsibilities of the designated safeguarding leads
- Social Media Guidance part of Acceptable Use Protocol

16. Safer Recruitment, selection and pre-employment vetting

- 16.1.1 The service pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures.
- 16.1.2 The service will be able to evidence that the relevant vetting checks required have been completed including: a barred list check, DBS check at the correct level, identity, qualifications, and right to work in the UK.
- 16.1.3 All recruitment materials will include reference to the service commitment to safeguarding and promoting the wellbeing of children. (see [appendix 6](#))
- 16.1.4 The service will ensure that all recruitment panels include at least one person that has undertaken the safer recruitment training as recommended by the Local Authority/Leeds SCP.
- 16.1.5 or individuals who have lived or worked outside the UK, in addition to the same checks as all other staff, the service will complete any additional checks required to satisfy themselves that the individual is suitable to work with children. This should include additional criminal records check (or checks if more than one country) and obtaining a letter from the professional regulatory authority in the country (countries) in which the candidate has worked confirming that they have not imposed any sanctions or restrictions, and /or that they are aware of any reason why they are unsuitable to work with children where possible.
- 16.1.6 The service will ensure that written risk assessments are undertaken in situations where information provided on DBS certificates necessitates so. Advice and support for carrying out risk assessments can be accessed through HR or the Education Safeguarding Team.

16.2 Managing allegations or safeguarding concerns against a member of staff or person in service procedures.

- 16.2.1 These procedures must be followed in any case in which it is alleged that a member of staff (including casual staff), visiting professional or volunteer has met the harm test, this includes where an adult has:
- a) behaved in a way that has harmed a child or may have harmed a child
 - b) possibly committed a criminal offence against or related to a child
 - c) behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children
 - d) behaved or may have behaved in a way that indicates they may not be suitable to work with children. *(This includes any behaviour that may have happened outside of work or online that might make the individual unsuitable to work with children. This is known as transferable risk.)*
- 16.2.2 All adults working in the service have a duty to disclose to their line manager where their relationships and associations both within and outside of the workplace (including online) may have implications for safeguarding children in the setting.
- 16.2.3 Examples of behaviours that would warrant an allegation or safeguarding concern by a member of staff could include:
- Physical, for example intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.

- Emotional, for example intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, sex, disability or sexuality.
 - Sexual, for example sexualised behaviour towards children, grooming, sexual assault and rape.
 - Neglect which may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.
- 16.2.4 A safeguarding complaint that meets the above criteria must be reported to the appropriate manager immediately. If the complaint involves the manager then the next most senior member of staff must be informed.
- 16.2.5 Where it is determined that a safeguarding allegation does not meet the harm threshold in line with the criteria above the matter will be managed by a designated case manager with appropriate safeguarding training. It is important for senior leaders to carefully consider who is best placed to manage concerns that do not meet the harm threshold and ensure appropriate action is taken given the sensitive and confidential nature of the information relating to staff over time.
- 16.2.6 All staff must fully understand that any adult behaviours that deviate from the Guidance for Safer Working Practice/Employee Code of Conduct including inappropriate conduct outside of work are a concern, even if they are low-level. Low-level concerns are concerns that do not meet the harm test/allegations threshold. Examples of such behaviour may include:
- *Being over familiar with children*
 - *Having favourites*
 - *Taking photographs of children on their mobile phone*
 - *Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or*
 - *Using inappropriate sexualised, intimidating or offensive language.*
 - *Humiliating children*
 - *Developing relationships outside of work with vulnerable service users and their children*
- 16.2.7 The case manager should ensure that the child is not at risk and where appropriate ensure that the child is referred to the local authority Duty and Advice team.
- 16.2.8 The case manager should gather as much information about the alleged incident as necessary to establish whether there is substance to the allegation. In situations where the case manager determines that the harm test has not been met the case manager must ensure that there is a clear record of the incident, include any actions (including whether any HR advice had been sought and actioned) taken to address the concern raised. This record must be kept confidential, stored securely, and comply with the Data Protection Act 2018 and the UK GDPR (2018).
- 16.2.9 In situations where the case manager has sufficient information to suggest that the harm test/allegations threshold has been met, the case manager must use the local authority designated officer (LADO) notification form (see [Appendix 10](#)) in order to assess the level of concern, **prior to contacting the LADO**. As part of this initial consideration, the case manager should consult with their HR Advisor or in the case of a casual member of staff the casual agency safeguarding lead/senior manager. The completed LADO notification form must be sent to lado@leeds.gov.uk **within one working day of the allegation being made**. This will assist the case manager and HR/casual agency senior manager in consultation

with the LADO to decide on the most appropriate course of action. This includes when to inform the member of staff of the concerns raised. Parents or carers of the child or children involved should be told about the allegation as soon as possible if they do not already know of it.

16.2.10 The case manager **must not** carry out an investigation or **directly interview** an individual about whom there is a concern until the above process has been duly completed and relevant partners have been consulted.

16.2.11 Multi-agency allegations management meeting may be arranged to look at the complaint in its widest context. The case manager must attend this meeting, which will be arranged by the LADO. All issues must be recorded and the outcome reached must be noted to ensure closure.

16.2.12 In many cases it may be appropriate to provide further training and support to staff/volunteers and ensure that they are clear about expectations for their conduct.

16.2.13 In more serious cases, allegations may be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where children may be at further risk and/or evidence/witnesses may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff/volunteer may be appropriate and should be considered in line with the Local Authority Disciplinary Policy.

16.2.14 Any staff/volunteers who are dismissed by the service for gross misconduct or cumulative misconduct relating to safeguarding of children will be referred to the DBS for consideration of barring. Similarly, where the service has a reasonable belief that the member of staff/volunteer would have been dismissed had they been employed at the time of the conclusion of investigations, they will be referred to the DBS. The service will keep written records of all of the above.

- **LADO Contacts: Claire Ford/Jo Peake Tel: 0113 3789687**
- **Advice can also be sought from Amanda Ashe, Children's Centre & Early Start Lead 0113 3784500 Carole Cooper, Education Safeguarding Team 0113 3789636 (see Appendix 9)**

16.2.15 Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, staff can contact any of the professionals named in the above paragraph, in addition to other whistleblowing channels which may be open to them.

16.2.16 The Leeds City Council whistleblowing policy states that concerns can be raised by the following methods:

- Whistleblowing hotline 0113 3788008 (dedicated hotline answered by a member of the Internal Audit team or an answerphone).
- E-mail concerns@leeds.gov.uk
- In writing Internal Audit, 3rd Floor West, Civic Hall, Leeds, LS1 1JF
- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday and Email: help@nspcc.org.uk.

17. Mobile phones, cameras & other electronic devices

Staff and volunteers must not, under any circumstances, use personal mobile phones/cameras and other electronic devices including smart watches to take or circulate photographs of children or young people they are working with.

The use of a personal mobile phone is limited to areas where children are not present.

Adults attending the Activity Centres (not part of a school group) are informed in their briefing they cannot take photos of children or young people.

Photographs of people including children may be considered personal data, as defined by the Data Protection Act 2018, if an individual can be identified from the photograph or image. Photographs may not be displayed in a public place including Leeds City Council buildings or facilities or on Social Media accounts without the specific consent of their parent/carer. This includes displays created by members of staff, departmental publicity or marketing material or material created by any external organisation.

Centres have a designated admin phone/lpad for social media use. All images must have consent.

18. Adults in areas designated for children's use

It is important to remember that adults will be present in Activity Centres when leaving or collecting children or when adults are visiting or a user of the centre's facilities and activities. Such visits are managed with the centre manager e.g. timing and appropriate length of visit.

Visitors should be made aware of the Child Protection policy and know who they should discuss concerns with that relate to children, families, or staff members.

Staff must be watchful of adults behaving in ways which may threaten a child's safety and be responsive to children's concerns. This is a very sensitive area and staff should be cautious, but the child's welfare must come first.

- Concerns about an adult's behaviour should be immediately shared with a manager or contracted member of staff who will ensure the service DSL is informed and the matter reported to the relevant authorities.
- If necessary, the adult should be asked to leave the area.

19. Training and Support

19.1 All staff members will be made aware of our systems that support safeguarding and these will be explained to them as part of our staff induction. This includes: the service safeguarding and child protection policy; and their professional responsibilities outlined in the Guidance for safer working practice (2022) and the whistleblowing procedures outlined in Leeds City Council [Whistleblowing Policy](#).

19.2 We recognise the stressful and traumatic nature of child protection work. Support is available for any member of staff from designated safeguarding staff. Access to regular and timely supervision is an essential form of support for all designated safeguarding staff. Children's Services Education Safeguarding Team are also available for advice and support (Tel: 0113 3789685). In addition, the council employee assistance programme is also available for staff: [03303 800 658](tel:03303800658) wellbeing@leeds.gov.uk

- 19.3 The service must put appropriate arrangements in place for the supervision of all staff who have contact with children and families.

“Effective supervision provides support, coaching and training for staff and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision should provide opportunities for staff to:

Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns, identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness”

Safeguarding is included as a standard topic at team meetings to provide opportunities for training, support and to raise any concerns.

- 19.4 Designated Safeguarding staff will have attended the 3-day DSL training course. They will attend refresher training at least every two years.
- 19.5 The service will ensure all staff including temporary staff, casual staff and volunteers receive an induction and training appropriate to their roles and responsibilities, especially staff new to the service. All staff will access basic child protection training as part of the service induction arrangements and refresher training at least every three years. All staff should have regular safeguarding updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Access to safeguarding and child protection training can be accessed via Children’s Services Education Safeguarding Team and the LSCP.
- 19.6 All managers involved in staff recruitment must complete the National Safer Recruitment Training and refresh this training at least every five years.
- 19.7 Staff should seek advice from their designated safeguarding lead in the first instance.
- 19.8 Staff can also contact the Education Safeguarding Team for information and advice.
- 19.9 Should you contact any of the above, you must complete a record of the concern and the advice given, which should be placed in a locked safeguarding file.
- 19.10 At least one person who has a current first aid (FA) certificate must be on the premises when children are present. FA training must be renewed every three years and be relevant for workers caring for children. All children and young people on school trips must be accompanied by at least one member of staff who is first aid trained.

20. Child Protection Records

- 20.1 The responsibility to maintain, process, share, transfer and store child protection and safeguarding records in accordance with the Data Protection Act 2018 and the GDPR principles is the responsibility of the DSL. Child protection information will be held securely, with access being restricted to the DSL and the management teams at the Activity Centres.

The following information must be kept securely with restricted access, whether paper or electronic:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A warning Indicator recorded on young person's record on Core+
- Cause for Concern Form - Running Record (summary of significant events and the actions and involvement of the service)
- Cause for concern (Appendix 4) to include the following:
 - A note of any action taken, decisions reached and the outcome.
 - All completed child protection cause for concern records
 - Records of discussions, telephone calls and meetings with colleagues and other agencies or services
 - Professional consultations
 - Letters and emails sent and received relating to child protection matters

20.2 Cause for concern forms will be transferred in a secure manner, for example, through secure electronic file transfer or in a sealed envelope via a school member of staff. When sending records through secure electronic file transfer, a delivery and read receipt of the must be retained for audit purposes.

20.3 For audit purposes a note of all child cause for concern forms transferred will be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent, and the date sent and/or received. A copy of the child protection chronology (see appendix 3) will also be retained for audit purposes and kept securely.

21 Children's and parents' access to child protection files

21.1 Under Data Protection legislation (General Data Protection Regulation & Data Protection Act 2018) a child or their nominated representative have a number of legal rights in respect of information relating to them. These rights include the right to access and the right to rectification of inaccurate data. Therefore, all information will be accurately recorded, objective in nature and expressed in a professional manner.

21.2 Any child who has a child protection file has a right to request access to it. However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:

- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
- could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
- is likely to prejudice an on-going criminal investigation; or
- information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.

21.3 It is best practice to make reports available to the child or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice can be sought from the Leeds Adults, Health and Childrens Information Governance Hub.

Contact email: IMG.AC@leeds.gov.uk

Telephone: 0113 3784251.

21.4 The service report to the child protection conference will (wherever possible) be shared with the parent at least two days before the conference.

Appendix 1 Definitions and indicators of abuse

Reference: Working Together to Safeguard Children (DfE 2023).

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 maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- Provide suitable education

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples which may indicate neglect (it is not designed to be used as a checklist):

- Hunger
- Tiredness or listlessness
- Child dirty or unkempt
- Poorly or inappropriately clad for the weather
- Poor attendance or often late for nursery
- Poor concentration
- Affection or attention seeking behaviour
- Untreated illnesses/injuries
- Pallid complexion
- Stealing or scavenging compulsively
- Failure to achieve developmental milestones, for example growth, weight
- Failure to develop intellectually or socially
- Neurotic behaviour

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.

Examples which may indicate physical abuse (not to be used as a checklist):

- Patterns of bruising; inconsistent account of how bruising or injuries occurred
- Finger, hand or nail marks, black eyes
- Bite marks
- Round burn marks, burns and scalds
- Lacerations, wealds
- Fractures
- Bald patches
- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include

non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Examples which may indicate sexual abuse (it is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- Inability to concentrate, tiredness
- Refusal to communicate.
- Thrush, Persistent complaints of stomach disorders or pains
- Attention seeking behaviour
- Aggressive
- Unusually compliant
- Regressive behaviour, Enuresis, soiling
- Frequent or open masturbation, touching others inappropriately
- Bruises, scratches in genital area

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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child in participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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

Examples which may indicate emotional abuse (it is not designed to be used as a checklist):

- Over-reaction to mistakes, continual self-deprecation
- Delayed physical, mental, emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Compulsive stealing
- Masturbation (self soothing)
- Soiling, smearing faeces, enuresis
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or no attachment
- Aggressive behaviour towards others
- Frozen watchfulness, particularly in pre-school children

N.B.: Some situations where children stop communication suddenly (known as “traumatic mutism”) may indicate maltreatment.

Responses from parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- An unexpected delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation of minor injuries
- Unrealistic expectations or constant complaints about the child
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home
- Violence between adults in the household

Children with special educational needs and disabilities

When working with children with special educational needs and disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child. The LSCP have a multi-agency protocol to support professionals in making informed judgements for bruising in non-independently mobile children.
<https://www.leedsscp.org.uk/LSCB/media/Images/pdfs/Multi-agency-Bruising-Protocol-for-Children-Not-Independently-Mobile-V4.pdf>
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification e.g. deprivation of liquid medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances
- Invasive procedures

Appendix 2 Responding to children who report abuse.

When a child tells me about abuse they have suffered, what must I remember?

- Stay calm
- Do not transmit shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- Do not take photographs or make videos of any injuries reported by a child.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not a staff member's role to investigate reports of abuse. Their role is to observe that something may be wrong, ask about it, listen, be available and respond appropriately.

Immediately afterwards

You must not deal with this yourself. All reports of abuse must be recorded and responded to in keeping with the professional roles and responsibilities outlined in Fig 1: Summary of procedures to follow where there are concerns about a child (Page12)

Appendix 3 Chronology of key events


Strictly Confidential

Guidance Notes: Briefly summarise decisions reached, the services offered and/or provided to the child(ren) and family, and other action taken.

Name of child.....

Date	Event – CFC/Meeting/Telephone Call/Email/Review	Names of family member/professional involved.	Outcome/Follow up action

Appendix 4 Cause for Concern Form

		Children's Services Activity Centres	
Cause for Concern			
Name of staff member completing form			
Day	Date	Time	Place
<i>Of observed behaviour/discussion/disclosure</i>			
Name of Child		Date of Birth	
Nature of incident/concern including relevant background (Record child's word verbatim and any wishes and feelings expressed)			
Signed: _____			
Action/passed to: _____			

For: Designated Safeguarding Lead use

Name: _____ **Date:** _____ **Time:** _____

Action taken	By whom	Outcome
Contact parents/carers Please tick Telephone call ____ Meeting ____		
Refer to Social Care		
Monitor (what, by whom & desired outcome)		
Other (please specify)		

Part Two:

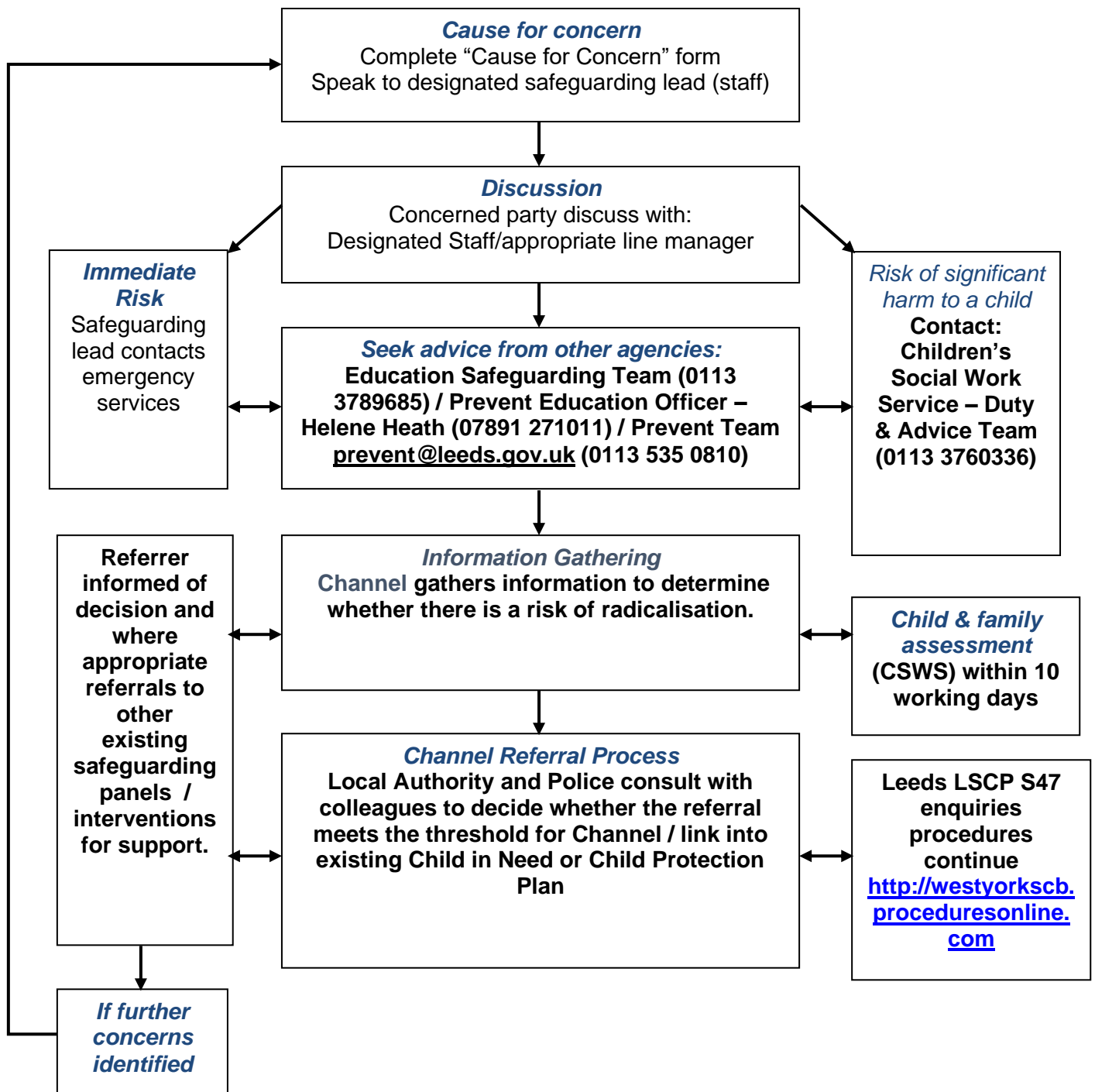
The following Appendices reflect our LSCP referral pathways and procedures for responding to specific circumstances, which must be read and followed by all staff as appropriate when responding to individual concerns and circumstances and pre-appointment checks.

Appendix 6 Recruitment and Selection Checklist

	Initials	Date
Vacancy advertised. Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Application form on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment and signed to confirm that the applicant accepts the content is true.		
Two References. Sought directly from referee on short-listed candidates. This should be the most senior manager within the organisation or the head teacher if the referee is named as a school; ask recommended specific questions around suitability to work with children.		
Completed Criminal Records Self – Disclosure form.		
Interview arrangements - Supporting evidence to verify that at least one member of the interview panel for recruitment has completed safer recruitment training.		
Copy of Interview notes - Explores applicants' suitability for work with children as well as for the post		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
Identity - copies of relevant documents kept in file		
Qualifications - copied of relevant documents kept in file and confirmation of professional standing if qualification is from overseas		
Evidence of permission to work in UK /overseas checks if required		
DBS certificate - DBS certificate checked		
DBS Barred list – person is not prohibited from taking up the post		
Childcare(Disqualification) Regulations 2009 Letter- For staff who work in childcare provision or as defined in the statutory guidance (EYFS).		
Health – the candidate is medically fit		
Evidence of safeguarding induction		
Each member of staff must have been given a copy of the following documents, with signed verification of receipt and that they have read and understood them		
Copy of organisation's safeguarding and child protection policy		
Copy of Guidance for safer working practice and Local Authority Employee Code of Conduct		
Copy of organisation's whistleblowing procedures		
Copy of the Local Authority ICT Acceptable use policy & Social Media Guidance		
Copy of the organisations online safety policy		

Appendix 7 Radicalisation Response Checklist

Summary of procedures to follow where there are potential radicalisation concerns about a child/family or a member of staff



Further information and relevant guidance documents are available from the Prevent Team

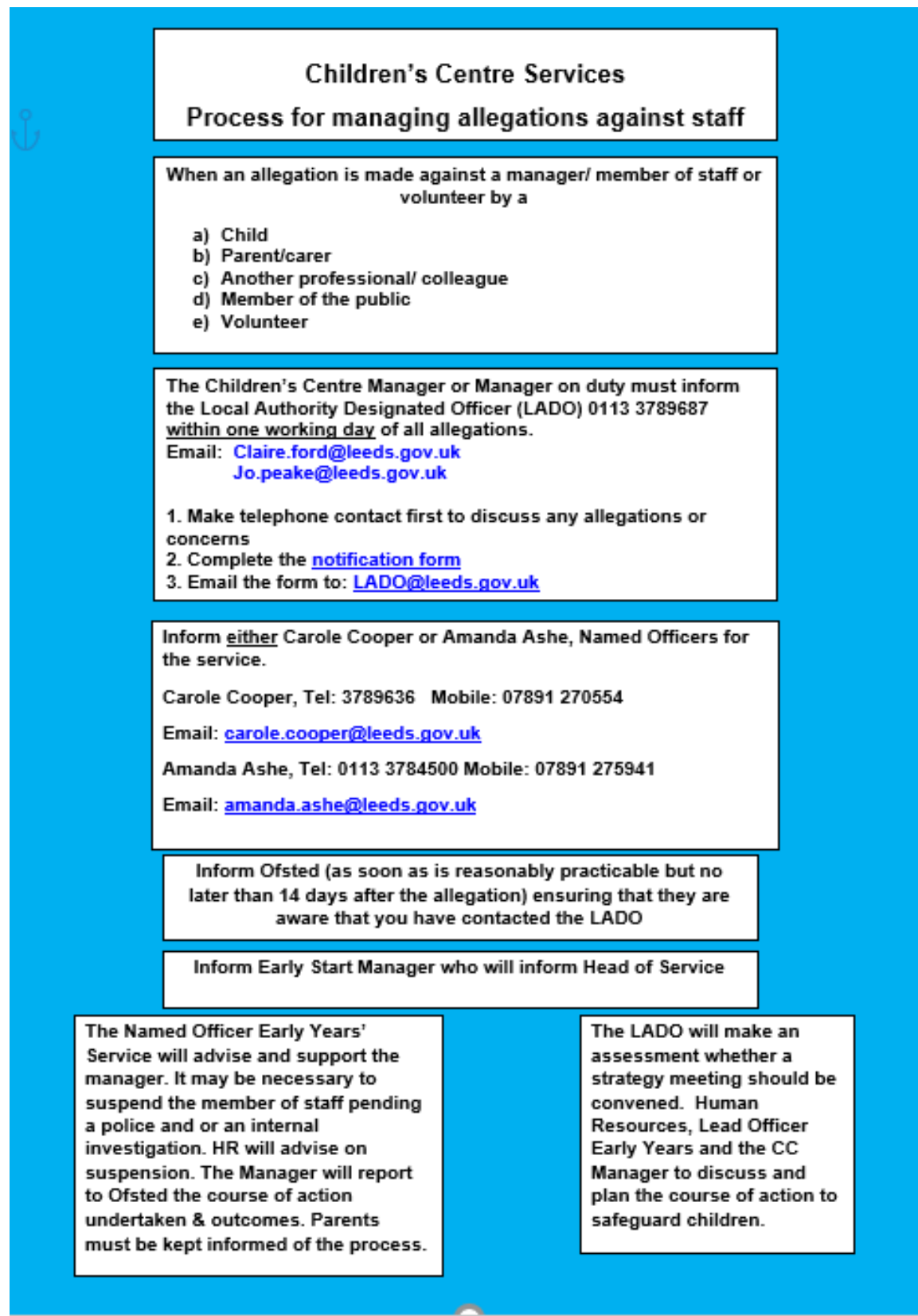
Appendix 8 Prevent Referral Form

REFERRAL PROCESS	
<p>Once you have completed this form, please email via secure email arrangements to: prevent@leeds.gov.uk and nectu.fimu@westyorkshire.pnn.police.uk</p> <p>All public sector organisations (including schools) have appropriate email security in place. Please contact prevent@leeds.gov.uk if you wish to refer from outside this sector.</p> <p>If you have any questions whilst filling in the form, please call: 0113 535 0810 (Leeds City Council Prevent Team) or 0113 395 4141 (Police Prevent Team).</p>	
INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS	
Forename(s):	First Name(s)
Surname:	Last Name
Date of Birth (DD/MM/YYYY):	D.O.B.
Approx. Age (if DoB unknown):	Please Enter
Gender:	Please Describe
Known Address(es):	Identify which address is the Individual's current residence
Nationality / Citizenship:	Stated nationality / citizenship documentation (if any)
Immigration / Asylum Status:	Immigration status? Refugee status? Asylum claimant? Please describe.
Primary Language:	Does the Individual speak / understand English? What is the Individual's first language?
Contact Number(s):	Telephone Number(s)
Email Address(es):	Email Address(es)
Any Other Family Details:	Family makeup? Who lives with the Individual? Anything relevant.

DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Prevent.
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • How / why did the Individual come to your organisation's notice in this instance? • Does it involve a specific event? What happened? Is it a combination of factors? Describe them. • Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How? • Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact? • Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information? • Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly? • Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider <i>any</i> extremist ideology, group or cause, as well as support for "school-shooters" or public-massacres, or murders of public figures. • Please describe any other concerns you may have that are not mentioned here. 	

COMPLEX NEEDS	Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense?
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Victim of crime, abuse or bullying. • Work, financial or housing problems. • Citizenship, asylum or immigration issues. • Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. • On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. • Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. • Educational issues, developmental or behavioural difficulties, mental ill health (see Safeguarding Considerations below). • Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. 	
OTHER INFORMATION	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc..
Please Describe	

Appendix 9 Managing Allegations Flowchart





Children's Services
Integrated Safeguarding Unit
Notification to Local Authority Designated Officer
(Managing Allegations)

ALLEGATIONS OR CONCERN ABOUT A PERSON WORKING WITH CHILDREN

This form has been designed to help all agencies working with children record and refer information when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children.

**PLEASE PROVIDE AS MUCH INFORMATION AS YOU CAN AND SEND TO
LADO@leeds.gov.uk WITHIN ONE WORKING DAY**

Date of Notification:	
Date of Alleged Incident:	
Name of Referrer:	
Agency:	
Contact Details:	

Professional's Details :

Name :	D.O.B :	Employment Sector:	Occupation:	Employer:

Home Address :

Child/ren's Details (if applicable):

Name :	D.O.B :	Legal Status i.e. Looked after child (S.31,S.20,LASPO)	Social Worker or Case Worker:	Independent Reviewing Officer:

Address :

Detail of Allegation	Referral Details (to include name of referrer, date, time, detail of allegation and professional (s) involved)
-----------------------------	---

Child or young person's view	Has the young person's views been sought: Yes/No (to include: when, by whom and detail of interview) If not please specify reason and date when young person will be seen)
Parent or carer's view	Has the parent/carer been notified and their views sought: Yes/No (to include: when, by whom and detail of interview) If not please specify reason)

Have you discussed this concern with the appropriate Line Manager and Human Resources within your organisation?
What is their view

Does the professional have children of their own? if known please give names & ages

Previous concerns of a safeguarding nature:

Please identify (in chronological order) any previous/historical concerns of a safeguarding nature by the professional concerned.

Does the professional work with children in any other capacity?

Does the professional acknowledge the concern?

Please consult with HR if advice is required about talking to the member of staff

What is their view

Do you believe that the individual concerned poses a current risk of significant harm to children and young people in your organisation?

Please explain your rationale for both a Yes or No response.

In your professional opinion what action should be taken in regard to the individual facing the allegation or concern?

If the professional who these concerns are about, is not a member of staff directly employed by your organisation (*i.e. an agency worker*). Have you discussed this concern with the appropriate Line Manager for the organisation concerned? (*If not, please contact the employer and complete the section below, prior to submitting this notification*)

What is their view

Name of employer:

Contact details:

LADO Discussion

Please provide relevant details

Form Completed by:

Contact details:

Information entered on MOSAIC: YES ☐

NO ☐