

<b>Manual:</b>	Aycliffe Secure Services
<b>Title:</b>	Child Protection (AS/3.26)
<b>Last Reviewed:</b>	01/11/2017
<b>Next Review Due:</b>	01/11/2019

## Statement of Policy

The protection and safe care of children must be the paramount concern for all staff working in a residential setting.

Failure of an employee to report an instance of abuse or suspected abuse in a Children's Home to an appropriate person may result in disciplinary action being taken against the member of staff.

These procedures set out the expectations placed on staff in Children's Homes so that they know what actions to take when faced with child protection issues.

All allegations of ill treatment, physical, sexual or emotional abuse will be dealt with under Aycliffe Secure Centre Child Protection Policies and Procedures. These override the centre's complaints procedure in these instances.

This policy should therefore be read in conjunction with the Local Safeguarding Procedures Manual.

## Guidance

### Abbreviations and Definitions

LSCB	Local Safeguarding Children's Board
Registered Manager	Person who has overall responsibility for a group of Home Managers
Duty Manager	Person with day to day responsibility for keeping staff and young people safe.
Homes Manager	Person in charge of a Child Protection team
Ofsted	Regulatory Inspectorate
YCS	Youth Justice Board
LADO	Local Authority Designated Officer

## **RESPONSIBILITIES**

Registered Manager – Must ensure that all Child Protection Procedures are ratified by the Local Safeguarding Children’s Board.

Home Manager – Must ensure that all staff within the home understand and have access to the Durham Local Safeguarding Children’s Board procedures must provide suitable training for residential staff in regard to dealing with child protection issues. Staff meetings, supervision and training should increase awareness of the issues relating to emotional, physical and sexual abuse.

All Staff – Must become familiar with all aspects of child protection and act in accordance with the LSCB procedures.

### **Duty Of Care**

All staff at the unit – regardless of service area – have a legal “duty of care” to safeguard and promote the welfare and safety of all young person there.

Staff can help to safeguard children if they are alert to young peoples’ needs, and willing and able to act if they have concerns about any young person’s welfare.

### **Role of Staff**

Information regarding child abuse or suspected child abuse can come from a child or young person at any time and during any situation often when it is least expected.

When working with young people in regard to child abuse allegations or child protection concerns it is important that the member of staff understands that children in need teams are expert in this area and should be consulted at the earliest possible instant. This is to ensure that staff can be guided through the process or step back to allow specialist social workers/police to undertake their crucial role whilst the home provides personal support for the young person.

However it is important to listen to a young person when they are ready to disclose information and staff should use the following basic guidelines:

- Be open to what young people want to say by being aware and alert to both verbal and nonverbal cues;
- Be sure that the young person knows that you cannot guarantee confidentiality in situations regarding child protection;
- Listen to what a young person has to say, re-assure them that you are listening and believe what they tell you;
- Do not ask leading questions while clarifying the information being disclosed;
- Do not prompt and do not promise anything you cannot do or deliver;
- Make thorough and accurate notes signing and dating each record immediately afterwards;
- It is important to be aware of issues relating to 'interviewing' and 'evidence' and accept that the police are experts in dealing with these matters and work closely with child protection social workers to ensure, client centred, fair and just process.

Where a member of residential staff is concerned that a child in that the harm or risk establishment may have experienced abuse or is at risk of significant harm, these may include suspicions or allegations that the harm or risk may relate to members of the child's family, professional staff or other children or young people:-

- The member of staff must report their concerns to the Duty Manager without delay;
- If the allegation, or concern, relates to the Centre Manager/Registered Manager, the member of staff must report the matter to the Service Manager;
- If the Duty Manager or Line Manager are unavailable, or are failing to respond appropriately to the concern, the member of staff must contact the Senior Manager's for their section or Direct to the Children in Need/Child Protection team in the Area Office where the child's Social Worker is based.

Where allegations/concern relates to a member of staff, the specific procedure relating to this must be followed. The duty manager will inform the LADO via the appropriate proforma of the situation at the same time as referring the situation to the first response team. A nominated person shall be responsible for liaison with any member of staff subject to an allegation requiring Child Protection referral.

The member of staff must make careful written notes and provide a copy to the Duty Manager/Line Manager and the Child Protection Team later the same day.

The Duty Manager must ensure that in addition to following the above policy and procedure the Ofsted, Local Authority, Youth Custody Service and Parent/Carer are immediately notified as to the investigation and outcome of any Child Protection enquiry. A timescale should be set for responding to the Ofsted on the outcome of any Child Protection enquiry. \*Parent /Carer may not be informed where it is not reasonably practicable or would place the child's welfare at risk. Where notification is by telephone this must be confirmed by fax or letter without delay.

**Where staff, become aware or have a suspicion of any young person being at risk of harm they must first protect the child and then report to the Duty Manager (who will take appropriate action).**

Once informed the duty manager will ensure that an initial safety plan is in place, the situation will be referred to the first response service who will allocate the case to the appropriate child protection team. This may be out of the local area if the situation relates to historical abuse.

The duty manager will complete the referral and liaise with the CP team in the first instance, completing the necessary referral form and centre chronology, there will also be notification to OFSTED to complete. (This may include LADO notification if allegation is against staff).

Any follow up, participation in strategy meetings and updating documentation including notifications will then be undertaken by the particular home management team. The home management team will then be responsible for ensuring the ongoing safety of the young person, facilitating any investigation and recoding all details of the case including its conclusion. Following conclusion the home management team will ensure all parents/carers and professional involved are updated.

## **Staff Awareness and Training**

All staff receive awareness training in relation child abuse and neglect and sexual exploitation this is done during induction and on an ongoing basis via e-learning. It is each individuals responsibility along with their line managers to ensure the training is facilitated and undertaken, recording completion and refresher schedules via the training Matrix which is a home's management requirement.