



REPORT TO EXECUTIVE

PORTFOLIO AREA: ALL

Date of Meeting: 29th June 2009

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: KEEPING CHILDREN & YOUNG PEOPLE SAFE – APPROVAL
OF PROCEDURES

Report of: DIRECTOR OF COMMUNITY SERVICES

Report reference: CS 36/09

Summary:

The report presents a background to the development of the procedures to be adopted by the authority for **Keeping Children & Young People Safe** which will enable the Council to fulfil its statutory requirements under the Children's Act 2004, which placed a duty to co-operate on all local authorities to ensure they have arrangements in place to safeguard and promote the welfare of children/young people.

Recommendations:

It is RECOMMENDED that the Executive considers the keeping Children and Young People Safe Policy & Procedures and adopts them on behalf of the Authority.

Contact Officer: Rob Burns

Ext: 7352

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1. BACKGROUND INFORMATION

- 1.1 In the Children's Act 2004, it placed a statutory duty on Local Authorities to co-operate and to put in place arrangements for safeguarding children and young people.
- 1.2 The Children's Act 2004 also required that Local Safeguarding Children's Boards were established in every county and that key agencies were represented on such Boards. The objective is to ensure that all agencies whose work impacts on the welfare of children work in co-operation and share information to ensure that all contribute fully to securing that children and young people are safe.
- 1.3 The City Council is represented on the Cumbria Board by the Director of Legal and Democratic Services.
- 1.4 Cumbria Local Safeguarding Children's Board has a monitoring role in relation to agency compliance with safeguarding procedures/requirements and part of this role is fulfilled through an inspection regime authorised by the Board.
- 1.5 In March 2008 Cumbria Local Safeguarding Board inspected Carlisle City Council's compliance with their safeguarding procedures using an Audit Tool under the provisions of Section 11 of the 2004 Act.
- 1.6 Requirements arising from that inspection included developing generic safeguarding policy/procedures that complied with Cumbria Local Safeguarding Children's Board framework and this Policy is the Council's response. The Local Safeguarding Board produced a template of the procedures which were recommended to be adopted by the various agencies (including District Councils) represented on the Board. They are to some extent standardised in order to ensure that, once adopted, they will be consistent with the Local Safeguarding Board's County wide requirements but tailored (in Carlisle's case) to pick up any specific local characteristics and processes.

2. CONSULTATION

- 2.1 All departments of the City Council have been included in the development of the Policy, with advice from relevant external sources and all staff have been issued with an information leaflet which gives a summary of the Guidelines.

3. RECOMMENDATIONS

- 3.1 It is RECOMMENDED that the Executive considers the keeping Children and Young People Safe Policy & Procedures and adopts them on behalf of the Authority.

4. REASONS FOR RECOMMENDATIONS

It is a statutory requirement that Carlisle City Council works in partnership with Cumbria Local Safeguarding Children's Board and has in place arrangements i.e. policies and procedures to safeguard and promote the welfare of children/young people consistent with all the other safeguarding agencies represented on the Board.

5. IMPLICATIONS

Staffing/Resources There will be an as yet indeterminate impact on staff resources particularly from personnel, children and young people's team and legal dept , in terms of monitoring, implementing and maintaining the policy.

Financial - There are no financial implications associated with the implementation of the policy and procedures on 'Keeping Children and Young People Safe'. However, any future cost implications associated with this should be contained within existing budgets or be subject to a further report to the Executive.

Legal – The Council has a statutory duty to work in partnership with all the other agencies represented on the Local Safeguarding Board and to ensure that it has procedures and working practices in place to play its part in the contribution to the safeguarding machinery across the County. The section 11 Audit carried out last year identified the need for the Council to have in place a composite set of procedures in one document preferably, which acted as a point of reference and information on how the authority would fulfil its safeguarding role. Confirmation has been given to the Safeguarding Board's inspectorate that a set of procedures will be formally adopted by the authority in compliance with the inspector's recommendations and therefore formal approval of the procedures set out in the attached document is requested of the Executive as evidence that the authority has done this. As is stated elsewhere in this report, the procedures are to a large extent prescriptive as they must be consistent with the Board's County wide safeguarding framework to provide a consistent coverage across all agencies, and so officers

have followed the template recommended by the 'Safeguarding Board' in setting out the procedures. There will be other follow up work required in terms of awareness training for relevant staff, particularly those working closely with children and young people and the Head of Personnel has this in hand. Adoption of the procedures should enable the Council to establish full compliance with the inspectorate's requirements during their anticipated follow-up visit later this year.

Corporate – The safeguarding responsibilities under the legislation affect the authority as a whole and awareness training and information dissemination has and will take place for cross sections of the Council's staff depending on the extent to which their job involves working closely and coming into contact with children and young people.

Risk Management The effective operation and management of this policy is fundamental to reducing the Council's risk of prosecution under the Children's Act and to improving its reputation as a responsible employer and provider of services to children and young people.

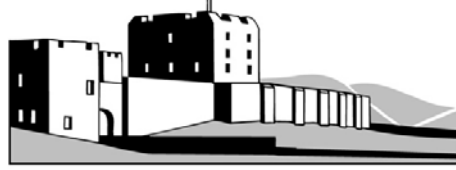
Equality Issues The policy covers all issues of equality and will help ensure that children and young people are subject to the same care across all the services of the Council

Environmental - None

Crime and Disorder - The policy is intended to highlight instances of illegal or unreasonable behaviour or attitude directed towards children and young people

Impact on Customers - The policy will help ensure that children young people and parents/carers can be confident of the highest standards of care will be implemented in the provision of services to children and young people.

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KEEPING CHILDREN & YOUNG PEOPLE SAFE

Policy & Procedures

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A Policy for Everyone

This policy applies to all situations within the operation of Carlisle City Council which involve children or young people. It covers the wide variety of contact that staff, Elected Members or volunteers may have with children/young people; from where small children are running around in a reception area to a home visit with young people present or with young people who are living in accommodation managed by Carlisle City Council in addition to those staff whose main role is working directly with children/young people e.g. sports.

Young people (under 18) may be working within the Council's buildings, either as part of the staff team, on modern apprenticeships or a work experience placement. All of these individuals are children and as such are protected by this policy and associated procedures.

Although your work may not directly impact on or relate to children or young people it is important that you can recognise and respond to child protection situations and concerns appropriately.

1. Introduction

The welfare of children is paramount and every child has the right to live a life to the fullest of their potential, to be protected, to have the opportunity to participate in and enjoy activities and to be treated with dignity and respect.

Carlisle City Council (the Council) has both a moral duty and a legal duty to ensure the highest possible standard of care for the children and young people who receive its services. The Children Act 2004 imposes a duty on key statutory agencies to safeguard and promote the welfare of children. The Act embodies five principles that are central to well being in children and young people:

- Being Healthy
- Staying Safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well being

2. Policy Statement

Carlisle City Council believes that it is always unacceptable for a child or young person to experience abuse of any kind. It is committed to implementing procedures to safeguard their well being and protect them from abuse when they are engaged in services organised or provided by the Council or should Elected Members or staff encounter situations in the course of their duties where children may be suffering from abuse or neglect.

Although the Council is not a child protection investigative or intervention agency it will provide support and assistance to Cumbria County Council Children's Services and other organisations which work with children and their families, particularly through the Carlisle Children's Planning Group and the Cumbria Local Safeguarding Children Board.

The Cumbria Local Safeguarding Children Board (LSCB) continues to develop procedures, guidance and protocols, which provide a clear framework for agencies in Cumbria to work together to ensure children and young people are kept safe from harm and these can be found at www.cumbrialscb.com. The guidance within this policy has been produced within the spirit of a co-ordinated multi- agency approach to protecting the interests of children and young people.

3. The Scope of this Policy:

- In referring to the Council this policy covers all of the Council's functions and services, as well as the operations of partners, contractors, voluntary and third party organisations that deliver services on its behalf. Those third parties must maintain or develop their own child protection statements to reflect this document.
- There may be circumstances where the Council is involved in delivering activities with clubs or private organisations or where activities take place on Council land when there is no direct contractual arrangement with the organisers. Child Protection issues must be resolved on a scheme by scheme basis and should be addressed as a matter of fact and degree.
- The terms 'children' or 'young people' are used to refer to anyone under the age of 18 years i.e. up to 18th birthday.
- The principles and ethos of this policy will apply to vulnerable people over the age of 18 years. 'Vulnerable adults' are broadly defined as those people covered by the community care legislation, including adults with physical or learning disabilities or those being supported because of mental or ill health and/or addiction but in each instance it will depend on the circumstances.
- The Council will also refer to the multi-agency procedures and guidelines developed by the Cumbria Safeguarding Adults Partnership when dealing with safeguarding concerns in respect of vulnerable adults. These can be downloaded from www.cumbrialscb.com, see 'Vulnerable Adults'.
- The term 'parent' is used as a generic term to represent parents, carers and guardians.
- The terms 'Elected Members', 'staff', and 'volunteers' are used to refer to all people and organisations that work on behalf of, deliver services for, advise or represent the Council in any capacity either paid or unpaid employees, district councillors or volunteers.
- This policy extends to all sectors of the community. Child abuse occurs in all cultures, ethnic groups and social strata. All children have the right to equal protection from all types of abuse irrespective of age, culture, disability, gender, language,

racial heritage, religious belief, social status and sexual orientation or identity.

4. Aim of this policy

The aim of this policy and its associated procedures is to facilitate the best possible professional practice by Carlisle City Council, its staff, volunteers and Elected Members. There are three main elements:

- Prevention
- Protection
- Support

Prevention: Elected Members, staff and volunteers will endeavour to ensure that all children and young people using the Council's Services, do so safely and are treated with respect and understanding by providing safe and healthy environments within services to avoid situations where abuse or allegations of abuse may occur. The Council will also ensure that staff and volunteers who work with children and young people are recruited safely and that all necessary checks are made.

Protection: The Council will take all reasonable steps to protect the rights, health and well being of children and young people who take part in activities or receive/use the services or assistance of the Council. It will give guidance and training about how to respond to allegations or concerns and share information. It will also increase awareness about child protection while actively improving good practice.

Support: The Council recognises that issues around the protection of children and young people can be emotive and the Council will offer suitable impartial support to Elected Members, staff or volunteers affected by this policy, whether directly or indirectly. Appropriate Child protection training will be made available to all who work or come into contact with children and young people.

5. Strategic Responsibility for Safeguarding

Carlisle City Council has procedures in place to ensure strategic accountability for safeguarding children and young people. It will work in partnership with Children's Services and other stakeholders to accept its moral and legal responsibilities to protect children and young people from harm and report instances of suspected abuse.

The role of the Corporate Child Protection Officer is to:

- establish contact with the senior member of Children's Services
- be responsible for child protection within Carlisle City Council
- provide support, information and advice on child protection within the Council;
- ensure that Carlisle City Council's Keeping Children and Young People Safe Council's Policy and Procedures are implemented/ followed and inform social services/health boards of relevant concerns about individual children;
- be aware of the work of the Local Safeguarding Children Board and be familiar with local procedures;
- ensure that appropriate information is available at the time of referral and that referrals are confirmed in writing, under confidential cover as quickly as possible;
- liaise with children 's services and other agencies, as appropriate;
- keep relevant people within the Council, particularly the Chief Executive informed about any action taken and any further action required, eg disciplinary action against a member/s of staff;
- ensure that an individual case record is maintained of the action taken by the Council, the liaison with other agencies and the outcome;
- advise the Council of child protection training needs; and attend appropriate Child Protection training at least once every two years.
- deal with the aftermath of an incident in the Council.

Corporate Child Protection Officers (CCPO)			
Name	Post	Child Protection Role	Work Tel
John Egan	Director of Legal & Democratic Services	Corporate Child Protection Officer	01228 817004

6. How Might Abuse Come To Your Attention?

Concern about physical, sexual or emotional abuse of children or their neglect can cover a wide range of circumstances and all allegations, reports or suspicions of abuse will be treated seriously and with sensitivity. (See Appendix 5 for definitions of abuse.)

There are various ways in which you may become aware of the actual or likely occurrence of abuse. These include:

- a child might tell you;
- someone else might report that a child has told them or that they strongly believe that a child has been or is being abused;
- a child might show some signs of physical injury for which there appears to be no satisfactory explanation;
- a child's behaviour may indicate to you that it is likely that she or he is being abused;
- something in the behaviour of another member of staff or volunteer, or in the way that a member of staff or volunteer relates to a child, alerts you or makes you feel uncomfortable in some way; or
- you may observe a child abusing another.

7. Disclosure by a Child or Young Person

Abused children and young people will only tell people they trust and with whom they feel safe. By listening to what a child or young person is saying you are already helping. The following points are a guide to help you respond appropriately:

- **Stay calm**
- **Listen** carefully to what is said and be supportive
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - **do not promise to keep secrets**
- **Allow** the child or young person to continue at their own pace.

- **Ask questions for clarification only**, and at all times avoid asking questions that suggest a particular answer.
- **Reassure** the child or young person that they are not to blame and have done the right thing in telling you.
- **Tell them** what you will do next and with whom the information will be shared.
- **Record** in writing as soon as possible, what was said using the child's own words - see Appendix 3, Children's Services Referral Form and Appendix 4, CAF Pre-assessment Checklist.
- Contact the **Corporate Child Protection Officer**

8. Recording Information

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency. You must use the appropriate forms which can be found in Appendix 3 and Appendix 4.

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future be used in evidence in court. The record should be stored securely and shared only with those who need to know about the incident or allegation. Keeping such a record may also help to protect the Council.

9. Information Sharing

"As a general rule you should treat all personal information you acquire or hold in the course of working with children and families as confidential and take particular care with sensitive information"

(What to do if you're worried a child is being abused, HM Government, 2006)

It is important to note however, that law does permit disclosure of confidential information without permission if it is necessary to safeguard a child or children.

The need to safeguard children from harm should be considered within the parameters of the Data Protection Act 1998 which requires that personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; accurate, relevant and not held for longer than is necessary; and kept securely. Also, Article 8 of the European Convention on Human Rights states that information should only be disclosed for "the

protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime... Disclosures should be appropriate for the purpose and only to the extent necessary to achieve that purpose”.

Information relating to concerns that a child is at risk of significant harm should not be withheld on the basis that it is believed it is unlawful under either of the above. When in doubt, advice should always be sought from someone experienced in dealing with these issues.

10. Referral of Allegations or Suspicions of Abuse

This section of the policy is relevant to everyone; it identifies the actions that staff, Elected Members and volunteers should take if they have concerns or encounter a case of alleged or suspected child abuse. Confidentiality cannot be promised to anyone who might disclose details of abuse.

There is a duty of care to refer any allegations or suspicions that a child or young person is suffering from, or is at risk of significant harm to Cumbria Children’s Social Care.

Carlisle City Council assures staff that it will fully support and protect anyone, who in good faith reports his or her concern. All matters of this kind will be dealt with in the strictest confidence.

You may discuss your concerns first with your line manager and/or other senior colleagues as you think appropriate. If you still have concerns you must make a referral to Children’s Services through a customer adviser at:

Carlisle Area Office
3 Alfred Street North
Carlisle
CA1 1PX
Telephone: 01228 227002

The office is open from 9.00am each day. It closes at 5.00pm Monday to Thursday and at 4.30pm on Fridays.

In an emergency, when the office is closed, you should contact the Out of Hours Service on 01228 526690.

If you are uncertain about whether to refer a child you can ask to speak to a duty social worker who will discuss your concerns and give you advice.

Referrals that suggest an immediate risk to a child will be taken by telephone but staff should refer children using the Children’s Services Referral Form (see Appendix 3) and the CAF pre-assessment checklist (see Appendix 4) to make non-urgent referrals or confirm an urgent referral in writing. You must

also send a copy of the Referral Form to the Corporate Child Protection Officer.

The referral process is explained diagrammatically in Flow Chart 1, Appendix 7. More detailed guidance on making child protection referrals and the process that Children's Services will follow on receipt of referral can be found at www.cumbrialscb.com, see Chapter 6, Safeguarding Children: Handling Individual Cases. Links to other child protection agencies in Cumbria can be found in Appendix 7.

11. What Happens if the Concern or Allegation is about a Member of Staff, Elected Member or Volunteer?

It is important that you take the allegation seriously and consider it to be potentially dangerous to the child or young person. You are not responsible for deciding whether abuse has occurred, this is the task for the professional child protection agencies following a referral to them of concern about a child.

You should record any allegation or concern in writing using the Children's Services Referral Form (see Appendix 3) and the CAF pre-assessment checklist (see Appendix 4). You must inform the Senior Management Officer (SMO) immediately of any concerns or cases of alleged or suspected abuse about a member of staff, Elected Member or volunteer. If the SMO is not available then the Deputy SMO must be informed.

In addition to the possibilities of a child protection investigation and a criminal investigation there may be a disciplinary or misconduct investigation. The referral process is explained diagrammatically in Flow Chart 2, Appendix 6

It is not your role to judge or investigate but to inform.

Senior Management Officer (SMO)			
Name	Post	Child Protection Role	Work Tel
David Williams	Head of Personnel & Development	Senior Management Officer	01228 817082
Jean Cross	Personnel Manager	Deputy SMO	01228 817081

12. The Role of the Senior Management Officer

If the nature of the allegation or suspicion suggests that someone who works with children has:

- behaved in a way that harms or may have harmed a child;
- possibly committed a criminal offence against a child or;
- behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.

The allegation must be reported by the SMO (or the Deputy SMO if the SMO is unavailable or is the subject of the allegations) to the Local Authority Designated Officer (LADO) within 24 hours.

The SMO via an emergency meeting of the management team, in line with the recommendations of the Cumbria Children's Safeguarding Board will decide what to do about the allegation and take appropriate measures. In reaching its decision the emergency meeting should be guided by advice from the LADO.

Details of how to contact the LADO will be published on the LSCB website at www.cumbrialscb under Chapter 7 procedures. The LADO for Cumbria is Robert Parks, telephone 01900 706453, email robert.parks@cumbriacc.gov.uk.) If the LADO is not available then the concerns or allegations should be reported to the relevant children's services office which is usually the office in the area of the child's main residence.

The LADO will give advice as to whether the matter needs to be referred to the Children's Services Social Care team. Any referral to Children's Services should be made using the forms and following the procedures set out in Section 5 above (ie how to refer a child). The referral will be made by the person who was first concerned or alerted to the possibility of an incident of abuse.

The making of a referral to Children's Services must not be delayed if any of the relevant officers cannot be contacted and there is evidence that a crime has been committed which may require urgent police investigation.

If the matter does not meet the criteria for referral to Children's Services the matter will be dealt with by the SMO acting under the advice and guidance of the LADO. Any disciplinary action will follow the Council's 'Disciplinary Procedure - APT and Council Staff'.

If the allegation is reported to the police it should be reported to the designated force liaison officer without delay who should report it to the LADO within 24 hours (*contact DS North Cumbria Police Command Unit on 01768 218479 or 01768 218463*)

In addition to the possibilities of a child protection/criminal investigation there would also be internal Carlisle City Council disciplinary procedures followed in terms of Gross Misconduct.

13. Recruitment, Selection and Training Procedures for Safeguarding Children

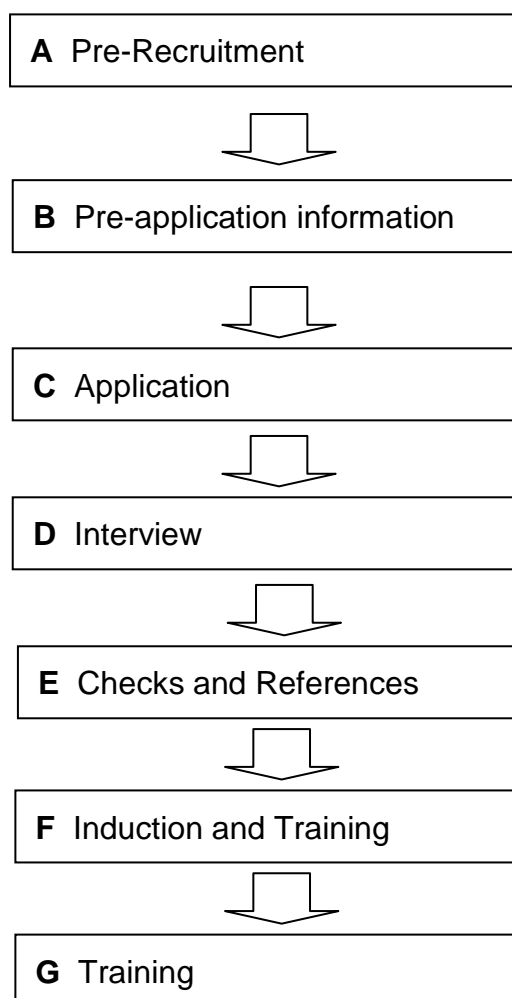
The Council will take reasonable steps to ensure that unsuitable people are prevented from working with children and young people by implementing consistent and appropriate personnel procedures.

This section sets out the recruitment procedures for safeguarding children which apply in addition to the Council's Recruitment and Selection procedures to all posts which involve direct work with children.

The Personnel Manager will maintain and review a list of the posts to which these provisions apply. Examples of situations where staff work direct with children include teaching or supervision children engaged in sporting activities, initiatives by officers to promote health of children in schools and learning opportunities provided by the museum.

Where contractors or sub-contractors are working on behalf of the Council it is the responsibility of the officer managing the contract to ensure that satisfactory safeguards including recruitment and vetting procedures are in place for those who work with children.

The fundamental stages of the procedure for recruiting and selecting staff and volunteers who will be working directly with children or young people:



Section heads (or a designated recruiting officer) should ensure that the following checks and procedures are carried out when recruiting staff and volunteers whose work involves (or creates the potential to involve) opportunities requiring substantial access to children and young people:

A. Pre-recruitment

Interviewers involved in the Recruitment and Selection process must complete a training module specifically for appointing staff to work with children and the Council is expected to produce evidence to the Local Safeguarding Children's Board that training of an adequate standard has been provided. Personnel will provide additional procedural advice where required.

The Job Advert should be drawn up in accordance with the Council's Recruitment and Selection Procedure and must make clear if disclosures will be sought from the Criminal Records Bureau (CRB).

B. Pre-application information

The Council should send pre-application information (application pack) to interested or potential applicants and this should contain:

- Job Description including roles and responsibilities, detailing type and characteristics of children and young people for whom the service is provided and making reference to the need to keep children safe.
- Person Specification requiring skills/ability to protect children from abuse.
- Application Form including a clear statement if disclosures will be sought from the CRB
- Council's Criminal Records Policy
- Guidance on Safer Working Practice for Adults who Work with Children and Young People as part of the terms and conditions of employment. (See Appendix 1)

All documents should be drawn up in accordance with the Recruitment and Selection Procedure.

C. Applicant Information

The following information must be provided by the applicant on the application form:

- Name and address
- Past employment, relevant interests, voluntary activities and any gaps in employment and reasons for leaving

- Relevant experience, educational qualifications, job specific qualifications and training
- The names of at least 2 people (not related) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people where it is a requirement of the job. Ideally this will be the current or most recent employer.

It should be made clear that effective measures are in place to ensure confidentiality of information under Data Protection legislation.

D. Interview

Arrangements for the interview should be made by the recruiting department in collaboration with Personnel. The interview will take place before a panel which will explore information contained in the application form against the qualities and skills needed in the post. Applicants will be asked a question about their understanding of safeguarding, what they would do if they encountered a child showing signs of abuse and about their understanding of acceptable practice. The panel will be encouraged to probe if they feel that the answer is not satisfactory. The panel will also probe any gaps in employment history.

The panel will check documentation relating to applicant's identity and relevant qualifications.

E. Checks and References

Staff and volunteers must be checked during recruitment to ensure there are no irregularities which may give reason for concern if their role meets one of the following criteria:

1. Those having unsupervised access to children or vulnerable adults (regardless of regularity or duration)
2. Those which entail supervised access to children or vulnerable adults on a regular basis
3. Those based in a setting regularly occupied by children or vulnerable adults e.g. in a leisure centre, park or museum unless the presence is exclusively before or after children/vulnerable adults are on the premises
4. Entails visits to domestic residences or has indirect contact with children or vulnerable adults via telephone or internet.

Checks will comprise the following:

- The Council will request an Enhanced Criminal Record Certificate (ECRC) from the CRB for all new and existing staff, and volunteers, if the role involves working with children, (see Section A above)

- References from at least 2 people who are not family members and ideally have first hand knowledge of the applicant's experience of work with young people. One of the references must be provided by the applicant's most recent employer for work with children and referees will be asked to comment on the applicant's suitability work with children. If the applicant refuses for this referee to be contacted the appointing manager has a discretion not to appoint the applicant
- All such referees must be contacted in person by the appointing manager which allows an opportunity to explore any issues or concerns arising from the reference
- Proof of eligibility to work in the UK
- Proof of identity will be obtained either through the CRB check or other means prior to completion of the appointment
- Medical clearance for all employed staff
- Before the appointment is made, the Corporate Child Protection Officer must complete and sign the Safe Recruitment Check Form to establish accountability and confirm that the safe recruitment and selection procedures have been followed. (See Appendix 2)
- Elected Members will require an Enhanced CRB Check and require proof of eligibility to work in the UK if their role meets any of the criteria in 1-4 above.

F. Induction and Training

It is important that the recruitment and selection process for those working with children is followed by relevant induction and training in order to further safeguard children and young people from possible abuse. Training will enable individuals to analyse and improve their own good practice, identify where practise across the organisation can be improved and report concerns or allegations of abuse. Training will aim to develop:

- Basic child protection awareness appropriate to the specific role which should include:
 - definitions of abuse
 - legal and procedural context
 - signs and indicators of abuse
 - vulnerability of disabled children
 - myths and stereotypes about perpetrators and victims

- impact of abuse on children
- responding to a child disclosing abuse
- what to do - organisational procedures
- overcoming barriers to taking action
- child sexual abuse and disclosure
- child protection process and inter-agency working
- An understanding by line managers that this policy document should be read and understood by new and existing staff and volunteers. All of these should sign and date a policy declaration, similar to the one that can be found on the last page of this document.
- Clarification of the specific job expectations, role and responsibilities with regard to children and young people and child protection training appropriate to the specific role.
- Awareness and advisory information about the Guidance on Safer Working Practice for Adults who Work with Children and Young People adopted by the LSCB in Cumbria.
- The ability to identify further training needs

Other areas of training:

Relevant staff must obtain or be in possession of a national first aid certificate and additional training is required for the Corporate Child Protection Officer.

G. Supervision

All staff and volunteers work more effectively when they are well informed, trained and supported. Line Managers should be sensitive to any concerns about abuse, act on them and at an early stage offer support to those who report.

It is always the responsibility of Line Managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service
- Staff appraisals, mentoring and providing feedback on performance
- Children and young people's feedback on the activities or services

14. Safe Working Practice for Elected Members, Staff and Volunteers

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

There are adults who deliberately seek out, create or exploit opportunities to abuse children and it is possible to limit the situations where abuse may occur by promoting good practice to all staff working with children.

The following basic guidelines are a summary taken from the Guidance on Safer Working Practice for Adults working with Children and Young People which is endorsed by the Cumbria Local Safeguarding Children Board and must be adopted by all staff working with children or young people as part of their terms and conditions of employment (See Appendix 1). They aim to promote positive practice and are examples of care, which should be taken by staff, Elected Members and volunteers while working with children and young people.

You must:

- treat all children and young people with respect and provide a safe and positive environment;
- provide an example of good conduct and at all times demonstrate integrity, maturity and good judgement in a way that you wish others to follow;
- ensure that whenever possible there is more than one adult present during activities with children and young people or that you are at least within sight or hearing of others;
- ensure that where physical contact occurs regularly it is part of a formally agreed plan or within the parameters of established, agreed and legal professional protocols eg National Governing Body of Sport Guidelines;
- respect a young person's right to personal privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care;
- remember that someone else might misinterpret your actions no matter how well intentioned and if your responsibilities necessitate intimate or personal care, work in pairs and ensure that there are sufficient numbers of male and female staff to supervise the group;
- be aware that physical contact with a child or young person may be misinterpreted and should only take place with consent of the

child or young person and the purpose of the contact should be clear;

- operate within the Council's guidance and procedures; and
- challenge unacceptable behaviour and report all allegations or suspicions of abuse.(See the procedures outlined in Section 5 above).

You must not:

- spend unreasonable amounts of time alone with children or young people or take them alone on a car journey, take them alone to your home or arrange to meet them outside an organised activity or service unless with the full prior knowledge and consent of your line manager and the child or young person's carer;
- exchange your personal contact details to children or young people, including mobile telephone numbers or internet or web-based communication channels for sending personal messages unless the need to do so is agreed with senior management and parents or carers;
- have inappropriate physical, verbal or electronic contact with children or young people;
- allow yourself to be drawn into inappropriate attention seeking behaviour, make suggestive or derogatory remarks or gestures in front of children;
- jump to conclusions or make assumptions about others without checking facts;
- exaggerate or trivialise child abuse issues;
- show favouritism or preferential treatment to any individual;
- rely on your good name or that of the Council to protect you;
- believe "it could never happen to me";
- take a chance when common sense, policy or practice suggests another more prudent approach; or
- possess indecent images of children in any circumstances or you will be viewed as a significant and potential threat to children.

15. Monitoring and Implementation

The Council will make available the resources required to implement the Child Protection Policy and develop an Action Plan for the introduction of the policy, making sure that arrangements are in place to monitor compliance.

16. Working with the Aftermath

In addition to protecting staff, Elected Members and volunteers by increasing awareness and understanding of the issues around the protection of children and young people, the Council will work with the aftermath of any investigation. The LADO will provide advice to the SMO on appropriate steps to take after any police or social care investigation is complete.

After an allegation or suspicion about a child protection concern, has been looked into there are likely to be strong feelings from staff, parents and children and possibly within the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, of the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and posts held

Careful thought should be given to the sharing of information and the provision of appropriate support e.g. counselling. The opportunity to debrief after the event should be routinely considered and deciding who should be involved in this will be related to the extent of knowledge about the concern and the impact on other individuals.

17. Review

This policy will be revised when the Council feels it is appropriate in the light of changing needs, changes in legislation and guidance. Ultimate accountability for the Child Protection Policy will sit with the Corporate Child Protection Officer.

18. Links with Other Policies, Procedures and Guides

- Code of Conduct for Employees
- Complaints Procedure
- Confidential Reporting Code
- Criminal Records Bureau Disclosure Information Policy
- Data Protection Policy
- Disciplinary Procedure - APT and Council Staff
- Equal Opportunities and Diversity policies and guidance
- Grievance Procedure
- Guidance on Safer Working Practice for Adults Working with Children and Young People
- Dignity and Respect Policy
- Health & Safety Policy
- Physical contact and restraint
- Recruitment and Selection Procedure
- Supervision Policy
- Use of images of Children.

Link to Cumbria Safeguarding Children guidance and procedures (LSCB)
www.cumbrialscb.com (Please note this document is only available electronically)

Declaration

Carlisle City Council is fully committed to safeguarding the well-being of children by protecting them from physical, sexual and emotional harm.

As an employee of the Council it is therefore important that you have taken the time to thoroughly read the Child Protection Policy. By being made aware of the policy, it is our intention to ensure that all employees are pro-active in providing a safe

environment for the young people in their care. Any disciplinary measures required as a result of this policy will be dealt with in accordance with normal disciplinary procedures. Copies of which are available from Personnel.

(Should there be a need to investigate an alleged breach of this policy occurring during an Active Sports activity, the Council will liaise with the relevant Sports National Governing Body (County or Regional Officer) and the Local Authority within whose boundaries the alleged incident took place.)

Record of receipt – Safeguarding Children

Name (please print):

Directorate:

Service

- I have received and read the guidance document *Keeping Children and Young People Safe*
- I have read the Council's *Policy and Procedures for Keeping Children and Young People Safe*
- I agree to apply the policy procedures and guidance when carrying out my job for Carlisle City Council.

Signed

Date

If you have any queries or questions relating to this, please discuss with your line manager.

Once signed, please return to Personnel & Development Services, Civic Centre, Rickergate, Carlisle CA3 8QG