

Leeds Weekend Care Association Safeguarding Children and Young People Procedures

Policy version information

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<i>Reviewed by</i>	<i>Liz Sunderland/Ellie Brown</i>
<i>Policy approved by Board</i>	<i>November 2025</i>
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Introduction

Leeds Weekend Care Association (LWCA) is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where a child or young person is at risk of harm.

This procedure details the steps to be taken in responding to any concern that a child or young person involved in LWCA, or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns – **For everyone**

Section 2: What happens next – **For Safeguarding Lead and organisational response**

LWCA prioritises the safety of children and young people by ensuring clear escalation routes for safeguarding concerns. All concerns must be reported immediately to the Safeguarding Lead. If the Safeguarding Lead is unavailable or implicated, escalation must proceed to the Manager or Trustee Safeguarding Lead. In cases of immediate danger or serious crime, emergency services must be contacted via 999. The organisation will act swiftly to prevent further harm and involve statutory agencies as required.

Information on what to do if a safeguarding issue is identified can be found in the 2 flow charts on pages 4-6 and 7-8 within the body of this document.

KEY SAFEGUARDING CONTACTS

Safeguarding Lead: Chantelle Pearce, Senior Play Leader / Tel: 07962871769

Trustee Safeguarding Lead: Ellie Brown / Tel: 07890085249

LWCA Manager: Liz Sunderland / Tel: 07506722495

Local Authority Safeguarding contact

Email: LADO@leeds.gov.uk Tel: 01133 789687

Training, Support and Supervision

All staff and volunteers will receive safeguarding training appropriate to their role. Regular updates and refresher training will be provided to ensure everyone is aware of current safeguarding issues and procedures. Details of mandatory safeguarding training provided for all LWCA staff and volunteers is set out in [Appendix 2](#). Types and Signs of Abuse, areas of concern to be aware of are detailed in [Appendix 3](#)

All staff must receive regular, planned supervision appropriate to their role. Supervision sessions should provide opportunities to reflect on practice, ensure staff are supported in their safeguarding responsibilities, and identify any training or development needs. Safeguarding must be a standing item in all supervision discussions to promote a culture of vigilance and continuous improvement. Safeguarding is also discussed at every meeting of the Board of Trustees.

Glossary

For more details please see the additional information sections of LWCA Safeguarding Children's Policy.

Child	A person under the age of 18
Child at risk	Definition used in legislation (different in each home nation) for children who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.
Abuse	A violation of a person's physical, emotional, or mental integrity by any other person.
Case Management Group	A group created by a sports organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.
Harm	Damage done to a person's well-being.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding	Work to prevent and to stop abuse and neglect.
Safeguarding Children Team	A team set up to manage the safeguarding of children at risk within an organisation or more commonly across a Local Authority district.
Safeguarding Children's Board (SCB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.
Safeguarding Children Partnership (Northern Ireland)	
Child Protection Committee (Scotland)	

Section 1: Reporting Concerns (For everyone)

Reporting concerns about yourself

If you are experiencing harm within LWCA contact Chantelle Pearce, Safeguarding Lead.

If you are in immediate danger or need immediate medical assistance contact the emergency services 999.

Please contact the Safeguarding Lead Chantelle Pearce.

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the LWCA Manager Liz Sunderland or the Trustee/Senior lead Ellie Brown.

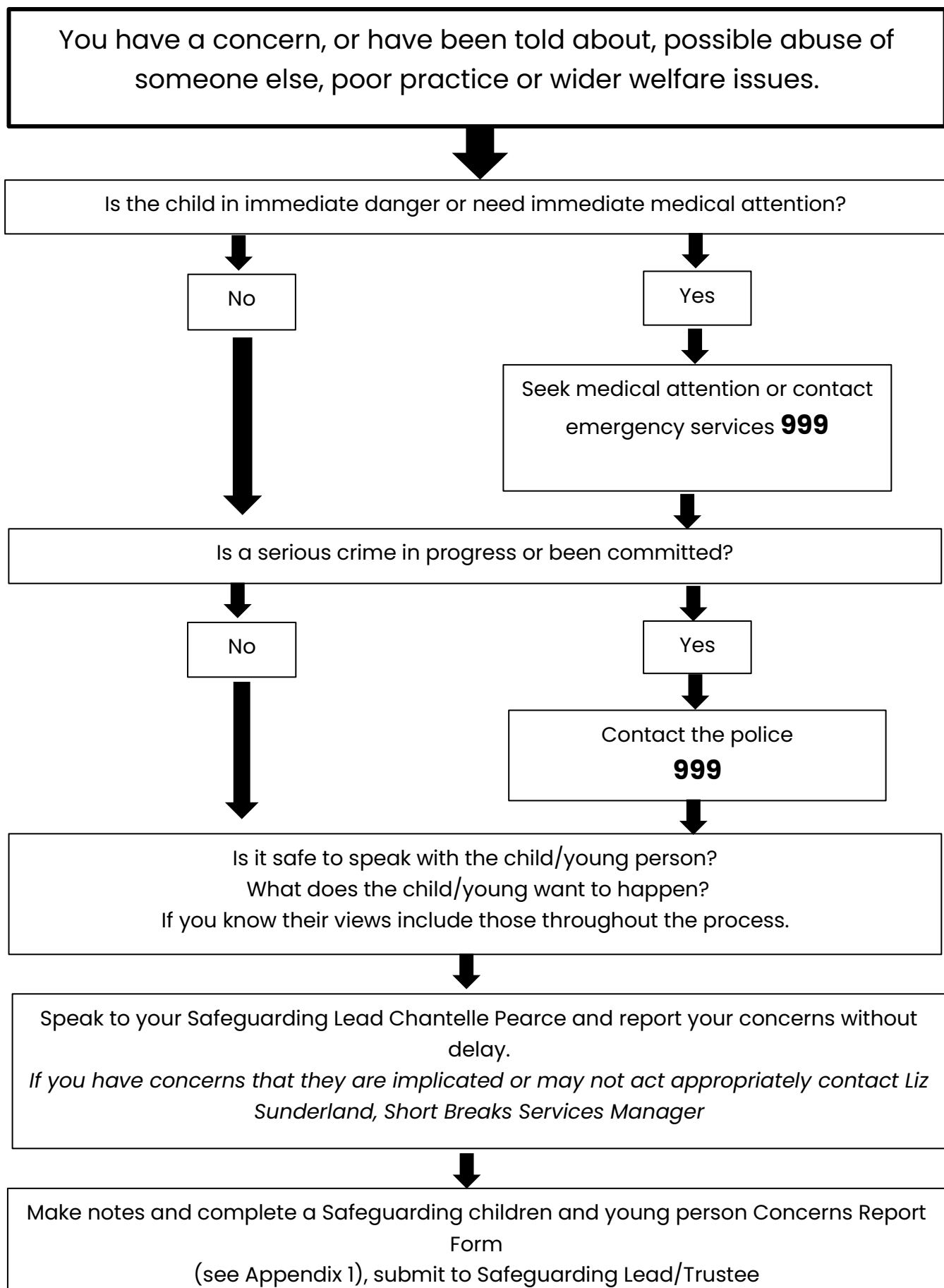
You can also contact the Police, Social Services, your doctor, or other organisations that can provide information and give help and support.

LWCA will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Manager or a member of the management committee.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of upmost importance to LWCA that you can take part in our activities safely and we will take every step to support you to do that.

Reporting Concerns About Others (Flowchart 1)



Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice, or wider welfare issues you must contact the LWCA Safeguarding Lead – Chantelle Pearce (Senior Play Leader) Ellie Brown (Trustee), or Liz Sunderland (Short Breaks Services Manager) as soon as you can.

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the LWCA Manager, Liz Sunderland.

If you are concerned about harm being caused to **someone else**, please follow the guidance below.

- It is not your responsibility to prove or decide whether a child has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the child/young person and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead. **Do not** contact the child before talking to your Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- **Remember not to confront the person thought to be causing the harm.**

Responding to a Direct Disclosure

If a child indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the child to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with LWCA Safeguarding Lead.
- Ask for their consent for the information to be shared outside the organisation.
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support.
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the child's own words as soon as possible.

It is important **not** to:

Dismiss or ignore the concern.

- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Record Keeping

- Complete a Safeguarding child/young person Report Form (see Appendix 1) and submit to the LWCA Safeguarding Lead without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times.

This information must only be shared with your Safeguarding Lead and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.

(Safeguarding Lead and organisational response)

Steps 1-5 **Initial response** (as soon as you receive the Safeguarding referral)

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If you have received a Safeguarding child/young person Report Form check that you understand what is written and the necessary parts are complete
For direct contact request a completed Safeguarding child/young person Report Form (staff and volunteers) or fill in the form with the person making the report.

Inform, reassure, and advise the person making the report e.g. what to do/what not to do.
Explain what will happen next. Reinforce the need for confidentiality.

What are the risks? What are the views of the child/young person?
Are they at risk? Do they need support to make decisions about their safety?
Do you need to contact the child/young person directly? Is it safe for you to do so?

If it is safe to do so – ensure the person at risk has information about what will happen next.

Make sure they have been given information about other organisations that can support them.

Steps 6– 14 **Taking Action**

Step 6 – Consult and Decide

As needed consult Service Manager, Liz Sunderland, Local Authority Designated Officer (LADO), the Police and decide which one or more of the following actions need to be taken.

Step 7

If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 8

If you believe there is an 'child at risk' make a safeguarding children report to the Local Authority

Safeguarding children process led by LADO

Step 9

If harm is suspected of being caused within LWCA
e.g. by an employee, volunteer or member report to relevant manager

Organisation takes **short term steps** within relevant policy to **prevent harm** e.g. suspend employee, volunteer, or member

Step 10

Consult with and inform the child

Organisation decides who will maintain regular contact with the child who have been at risk of harm

Step 11

Take advice from and **coordinate actions** taken by LWCA with those of **other agencies**.
Attend and contribute to Safeguarding children strategy meetings

Step 12

Hold Case Management meeting to coordinate actions by LWCA

Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to organisation
- Referral to Independent Barring Board
- Unsubstantiated – no further action

Possible outcomes e.g.

- LADO enquiries triggered
- Child supported to 'make safeguarding personal'
- Other children at risk identified
- Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any child at risk
- NOT a child at risk – information and advice provided

Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Unsubstantiated – no further action

Possible Outcomes: e.g.

- Child receives information about the process
- Child supported to have their views and experience heard
- Child supported to gain support from other agencies
- Child continues to participate in organisation/sport

Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported, including keeping LADO informed

Once a concern has been passed to the LWCA Safeguarding Lead, they will coordinate the LWCA Safeguarding Children Procedure ([see Flowchart 2 on page 10](#)).

The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the child.

The Safeguarding Lead, where appropriate, in consultation with the Case Management Group, will take the following actions:

Taking Action

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

1. Consult and Decide

If necessary, consult with Liz Sunderland (Manager) and with the LADO/the Police and decide which of the following actions need to be taken.

2. Contact the police (where the crime took place)

If:

- a serious crime has been committed.
- a crime has been committed against someone without the mental capacity to contact the police themselves.
- the child has asked you to make a report to the Police on their behalf because they are unable to themselves.

3. Make a referral/report to the Local Authority Safeguarding Children Team or Multi-Agency Safeguarding Hub (MASH) (where the child lives) if you believe they may be a child at risk

AND

- the child appears not to have the mental capacity to make decisions about their own safety and well-being.
- the risk is from a person employed or volunteering in work with children or young people with care and support needs (including within sports organisations).
- there are other 'children or young people at risk' (e.g. another family member, another club member or other people using a service).
- the child at risk lives in Wales or Northern Ireland (no consent required).
- the child at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If an adult is also at risk you must also make an adult safeguarding referral to the Local Authority.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Children's Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the child or the person who may be causing harm

4. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved in LWCA in whatever capacity inform the Short Breaks Services Manager, Liz Sunderland and/or Trustee, Ellie Brown

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree what short term arrangements can be put in place to enable the child, who may be being harmed, to be able to continue participating in the organisation/their activity.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

5. If statutory agencies are involved **work together with them to agree the next steps. E.g. the Police may need to interview an employee before a disciplinary investigation is conducted.**

Attend and contribute to any safeguarding children's strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop LWCA taking internal steps to safeguard the child. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure.

6. Decide who in the organisation will **maintain contact with the child to consult with them, keep them informed and make sure they are receiving the support they need.**

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the child to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

7. Convene a **Case Management Group meeting** to coordinate actions internally to your organisation:

- share information about what has happened with those within LWCA who have a role in safeguarding the child.
- share the views of the child.
- share any actions being taken by the Police/Local Authority.
- agree who will coordinate between LWCA and other agencies.
- decide what actions LWCA will take.
- Coordinate action by LWCA.

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the child about the safeguarding process, offering support to the child and making any arrangements needed for them to continue their involvement with the organisation/activity.
- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring managers and the management committee are updated as needed.

8. Case Management Group meeting must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.

9. Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to management committee as requested**.

Immediate Response

- 10.** Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the child being harmed.

- 11.** If you have been sent a **Safeguarding child/young person Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding child/young person Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the child themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.

- 12.** Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

- 13.** Consider what is known about the situation, what the risks are, what is known of **the views of the child**, whether they have given their consent to the report being made and whether they might be considered to be an 'child at risk'.

Find out whether the person making the report believes the child has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).

Decide if you need to **contact the child** to get more information, determine their wishes, or explain what actions you need to take.

- 14.** Ensure that the **child has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them.

ONLY do this if you have a known safe way of contacting them.

Key Safeguarding Contacts

Policies, procedures and supporting information are available on the LWCA website:
lwca.co.uk

Safeguarding Lead: Chantelle Pearce, Senior Play Leader / Tel: 07962871769

Trustee Safeguarding Lead: Ellie Brown / Tel: 07890085249

LWCA Manager: Liz Sunderland / Tel: 07506722495

Local Authority Safeguarding contact

Email: LADO@leeds.gov.uk Tel: 01133 789687

Children's Social Work Services (CSWS): 0113 222 4403

Emergency Duty Team (EDT): 0113 376 0469 (out of hours)

Further Information

Childline exists to provide confidential help to children.

Tel: [0800 1111](tel:08001111) (Helpline)

www.childline.org.uk

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: [020 7383 0700](tel:02073830700) or

[0808 808 0700](tel:08088080700) (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

NSPCC a leading authority on child safety.

Tel: [0808 800 5000](tel:08088005000)

Email: help@nspcc.org.uk

www.nspcc.org.uk

Appendices

Appendix 1 – Safeguarding Children/Young Person Report Form

To be completed as fully as possible if you have concerns regarding a child/young person.

If it is safe to do so, it is important to inform the child about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of child/young person (you have concerns about)	
Name of child/young person	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	

Date/ Time	What happened	
Section 4 – Details of the person thought to be causing harm (if known)		
Name		
Address		
Date of Birth/Age		
Relationship/connection to child		
Role in organisation		
Do they have contact with other children at risk in another capacity? E.g. in their work/family/as a volunteer		
Section 5 – Have you discussed your concerns with the child? What are their views, What have they stated about what they want to happen and what outcomes they want?		
Section 5A – Reasons for not discussing with the child		
Discussion would put the child or others at risk. Please explain:		

Child appears to lack mental capacity. Please explain:		
Child unable to communicate their views. Please explain:		
Section 6 – Risk to others		
Are any other children at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6		
Are any adults at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding adult referral form and attach to this.		
Section 7 – What action have you taken if any /agreed with the child to reduce the risks?		
Actions: e.g. person causing harm suspended, session times changed.		
Section 8: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken	
Police		
Ambulance		
Other – please state who and why:		
Section 9: Contact with others within the organisation		
Who else has been informed of this issue? – and what was the reason for information sharing		
Consultation with Safeguarding Lead	Dates and times	

Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	

OFFICE USE ONLY
Section 10 – Sharing the concerns (To be completed by Safeguarding Lead)
Details of your contact with the child at risk of harm. Have they consented to information being shared outside of LWCA?
Details of contact with the Local Authority Safeguarding Team/MASH where the child at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted:
Details of the outcome of this concern:

Appendix 2 – Mandatory Training Schedule & Access Details

All staff and volunteers must complete mandatory safeguarding training every three years.

This includes:

- **Introduction to Safeguarding Children and Young People Training** The Senior Play Leader (Safeguarding Lead on site whilst the play scheme is in operation) must complete **Working Together to Safeguard Children and Young People** (equivalent to NHS Level 3 training – suitable for any member of staff who is considered to be a lead professional for safeguarding in their organisation).
- **Prevent Duty Awareness** (refresher every 3 years)
- **Safeguarding Children & Young People Refresher Training** – Training records are maintained and reviewed by the Office Manager. Access to training is provided via Leeds Safeguarding Children Partnership and internal induction materials.
- **Spot Safeguarding Checks** These are complete by Deputy Play Leaders on site on the date children attend the play scheme. These are hypothetical questions posed to staff (including volunteers) for the purpose of keeping safeguarding in the team's consciousness on a day-to-day basis.
- **Safeguarding Training** is accessed through Leeds Children's Safeguarding Partnership
www.leedsscp.org.uk

Appendix 3 – Types and Signs of Abuse

Here are some of the different types of child abuse and areas of concern to be aware of, including the signs to look out for:

- **Physical abuse**

- When someone hurts or harms a child or young person on purpose.

Signs of physical abuse: bruises, burns or scalds, bite marks, broken or fractured bones, effects of poisoning, head injuries resulting in swelling, being extremely sleepy, breathing problems, vomiting, unusual behaviour, not feeding properly.

- **Emotional abuse**

- Any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse.
- **Signs of emotional abuse:** changes in behaviour, become withdrawn, be overly affectionate to strangers or people they don't know well, seem unconfident, wary or anxious, not have a close relationship or bond with their parent, be aggressive or cruel towards other children or animals.

- **Sexual abuse**

- When a child or young person is forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong, and they might be afraid to tell someone. It can happen in person or online. It's never a child's fault and it's important to make sure children know this. There are 2 types of sexual abuse – contact and non-contact abuse.
- **Signs of sexual abuse:** Changes in behaviour e.g. aggression, being withdrawn, clingy, have difficulties sleeping, have regular nightmares or start wetting the bed, avoiding the abuser or seem afraid of a particular person, display sexually and or age-inappropriate behaviour or language, physical problems e.g. sore genital area, bleeding, discharge, urinary infections. Difficulties concentrating and learning, giving clues, spending more or less time online, having more money than usual or access to expensive gifts.

- **Neglect**

- The ongoing failure to meet a child's basic needs, the most common form of child abuse. A child may be left hungry or dirty, or without proper clothing, shelter, supervision or health care.
- **Signs of neglect:** A child might be hungry or dirty, or without proper clothing. Parents may not act on health needs or there may be housing and family issues, health and development problems, changes in behaviour.

- **Online abuse**

- Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites.
- **Signs of online abuse:** A child or young person experiencing abuse online might spend a lot more or a lot less time than usual online, texting, gaming or using social media. They might seem distant, upset or angry after using the internet or texting. They could be secretive about who they're talking to and what they're doing online or on their mobile phone. They may have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

- **Child sexual exploitation (CSE)**

- Seemingly 'consensual' relationships where sex is exchanged for gifts, attention etc. Links to organised crime including trafficking.
- **Signs of CSE:** Chronic fatigue, unexplained relationships with older adults (e.g. through texts and phone calls), change in appearance; acquisition of expensive clothes, phones, missing school.

- **Child criminal exploitation (CCE)**

- The exploitation, coercion, or manipulation of a child or young person in to engaging in criminal activity, including drug running, county lines and gang related activity.
- **Signs of CCE:** Becoming withdrawn or secretive, talking about new friends that are older or outside of their normal friendship group, having unexplained money, having two phones, missing school, carrying weapons.

- **Domestic abuse**

- Any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It can happen inside and outside the home, over the phone, on the internet and on social networking sites and can continue after the relationship has ended.
- **Signs of domestic abuse:** Signs that a child has witnessed domestic abuse can include aggression or bullying, anti-social behaviour, like vandalism, attention seeking, bed-wetting, nightmares, constant or regular sickness, eating disorders, problems in school or trouble learning, tantrums & withdrawal.

- **Fabricated or induced illness (FII)**

- A form of child maltreatment in which a parent or carer, usually the child's biological mother, seeks to convince professionals, usually doctors, that her child is unwell or more unwell than the child actually is.
- **Signs of FII:** There may be discrepancies in the child's medical history that do not align with reported symptoms. Frequent medical visits. The only person claiming to notice symptoms is the parent/carer. The child's daily activities are being limited far beyond what you would expect for a certain condition (for example, use of a wheelchair if the child is able to walk).

- **Female Genital Mutilation**

- A procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It is illegal in the UK.
- **Signs of FGM:** Difficulty or discomfort walking, standing or sitting, complaints of pain between legs, difficulties urinating, appearing quiet, anxious, or depressed, mentioning that someone did something to them that they are not allowed to talk about, bleeding, discharge, urinary infections, clutching their body

- **Peer on Peer Abuse**

- A child or young person may be abused by or suffer inappropriate behaviour from another child or young person. (physical abuse, sexually harmful behaviour/abuse, bullying, sexting, initiation/hazing, prejudiced behaviour and teenage relationship abuse)
- **Signs of peer on peer abuse:** lack of interest in activities or going to a specific place, where that person may be. Physical injuries which can't be explained, mental or emotional health issues, becoming withdrawn or showing a lack of self-esteem and lack of sleep.

- **Witchcraft**

- The branding of children as witches, having a demon in them or being possessed and the harm caused as a result of punishments and efforts to exorcise them from evil spirits.
- **Signs of witchcraft:** a child talks about being evil, having the devil beaten out of them, using specific words, e.g. kindoki, djinn, juju or voodoo, behaviour changes, changes in appearance, wearing items to 'protect them', suddenly going abroad for a long holiday, injuries.

- **Modern Slavery**

- includes human trafficking, forced labour and domestic servitude.

- **Signs of Modern Slavery:** physical appearance, unusual travel arrangements, poor living accommodation, inappropriate relationships, isolation.
- Financial or Material Abuse Includes theft, fraud, exploitation, the misuse or misappropriation of property, possessions or benefits.
- **Signs of financial or material abuse:** Unexplained loss of money, person unable to access their own money, inability to purchase items that they could normally afford, missing belongings, isolation of a person from friends and family, a person's inability to explain what is happening to their own income
- **Radicalisation and Extremism**
 - Radicalisation is the process which leads to a person supporting terrorism and other forms of extremism. Some individuals have an increased vulnerability to influence by extreme causes and ideas.
 - **Signs of radicalisation and extremism:** changes in mood, patterns of behaviour or secretive behaviour, possession of violent extremist literature or use of inappropriate language/speech, expression of extremist views or sympathy to their causes, isolating themselves, outbursts of anger.
 - **Leeds Prevent:** Call 0113 535 0810 (Monday to Friday, 9am to 4pm)
Email: prevent@leeds.gov.uk
Police Prevent team: Call 0113 241 3386
- **Discriminatory Abuse**
 - Includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.
 - **Signs of discriminatory abuse:** child may feel different, have lower self-belief or self-worth, feel powerless and frustrated, have reduced aspirations, struggle to reach their full potential, experience bullying.
- **Honour Based Abuse**
 - A form of domestic abuse where the perpetrator is motivated by their perception that the target of their abuse will bring shame or dishonour to themselves, their family or their community. Typically, women or girls are the abused person.
 - **Signs of Honour Based Abuse:** Child, young person or adult may have physical injuries, seeing a person being 'controlled' by a partner or family member, significant change in appearance. It may be difficult to see outward indicators of honour-based abuse.

LWCA staff are trained to identify signs and symptoms of each type and respond appropriately.

LWCA promotes a culture of vigilance and encourages open discussion about safeguarding concerns. Staff are expected to:

- Recognise indicators of abuse
- Respond calmly and appropriately
- Record and report concerns accurately
- Participate in regular safeguarding updates