

# **Leeds Weekend Care Association Safeguarding Children and Young People Procedures**

## ***Policy version information***

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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**

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

## Glossary

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

<b>Child</b>	<b>A person under the age of 18</b>
<b>Child at risk</b>	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.
<b>Abuse</b>	A violation of a person's physical, emotional, or mental integrity by any other person.
<b>Case Management Group</b>	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.
<b>Harm</b>	Damage done to a person's well-being.
<b>MASH</b>	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.
<b>Mental Capacity</b>	The ability to consider relevant information, make and communicate a decision.
<b>Safeguarding</b>	Work to prevent and to stop abuse and neglect.
<b>Safeguarding Children Team</b>	A team set up to manage the safeguarding of children at risk within an organisation or more commonly across a Local Authority district.
<b>Safeguarding Children's Board (SCB)</b> (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.
<b>Safeguarding Children Partnership</b> (Northern Ireland)	
<b>Child Protection Committee</b> (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.

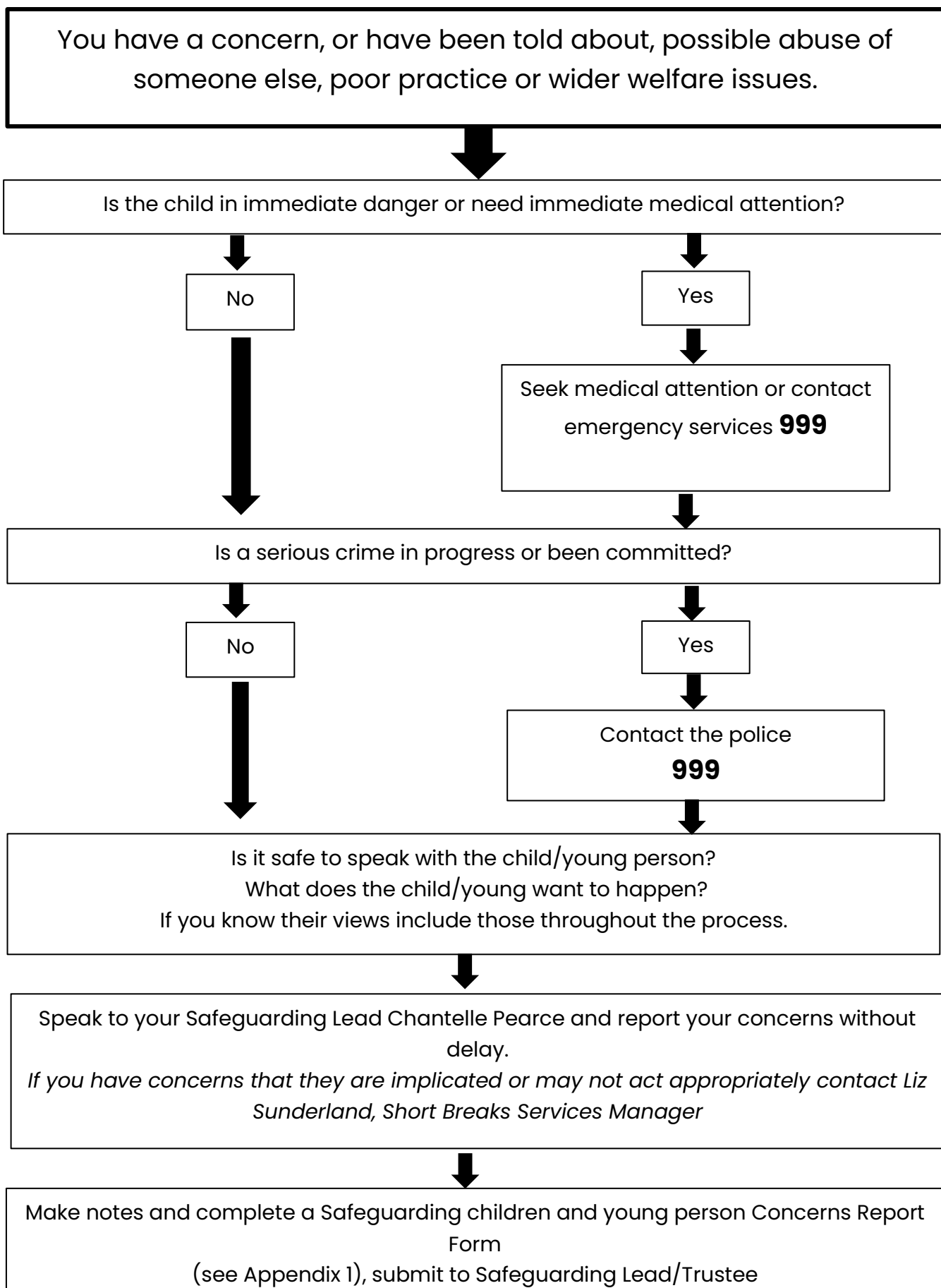
You can also contact the Police, Social Services, your doctor, or other organisations that can provide information and give help and support.

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 utmost 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.**



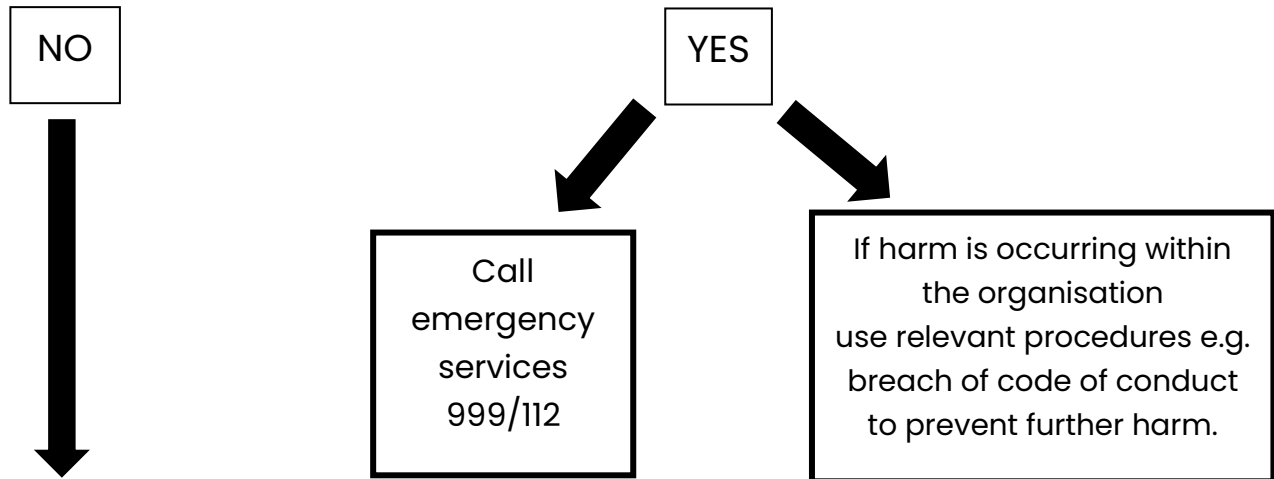
## Section 2: What happens next?

(Safeguarding Lead and organisational response)

### Procedure for Safeguarding Lead (Flowchart 2)

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

**Step 1:** Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



#### Step 2 – Safeguarding Report Details

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.

#### Step 3- 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.

#### Step 4- Person at Risk

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?

#### Step 5 – Person at Risk

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/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 Local Authority

#### 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.

- LA 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

Once a concern has been passed to the LWCA Safeguarding Lead, they will coordinate the LWCA Safeguarding Children Procedure (see Flowchart 2 below).

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:

## Immediate Response

1. 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.

2. 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.

3. 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.
4. 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.

5. 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.**

## 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.

### 6. Consult and Decide

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

### 7. 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.

### 8. Make a referral/report to the Local Authority Safeguarding Childrens Team or Multi-Agency Safeguarding Hub (MASH) (where the child lives) if you believe they may be an 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**

#### **9. 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.

#### **10. 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.

#### **11. 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.

**12.** 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.

**13.** 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.

**14.** 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**.

## Useful 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

## Further Information

**Childline** exists to provide confidential help to children.

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

[www.childline.org.uk](http://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](mailto:services@respond.org.uk)

[www.respond.org.uk](http://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/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

**NSPCC** a leading authority on child safety.

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

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

[www.nspcc.org.uk](http://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 5 – 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 6 – 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?	

<b>Section 6A – Reasons for not discussing with the child</b>	
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:	
<b>Section 7 – Risk to others</b>	
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.	
<b>Section 8 – What action have you taken if any /agreed with the child to reduce the risks?</b>	
Actions: e.g. person causing harm suspended, session times changed.	
<b>Section 9: Other agencies contacted</b>	<b>Who contacted/reference number/contact details/advice gained/action being taken</b>
Police	
Ambulance	
Other – please state who and why:	
<b>Section 10: Contact with others within the organisation</b>	
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:	

<b>OFFICE USE ONLY</b>
Section 11 – 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: