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Child Protection Policy

Pentreath Ltd is committed to ensuring that, as far as it is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on the basis of their gender, marital status, maternity/paternity, disability, colour, religion, race, ethnic origin, age, sexual orientation or transgender.

Pentreath has adopted the following policy to ensure that it fulfils its duty of care for the protection and well being of children and young people involved in activities it arranges or sponsors. Pentreath has a duty of care for all children and young people using our services. We take our responsibilities relating to child protection seriously.

While the policy influences the recruitment and informs the attitudes of all those employed by Pentreath on a permanent, casual or voluntary basis, the actions taken in its implementation will depend on whether, when working on a project involving children or young people, Pentreath is the lead organisation or is working within the framework of another organisation's child protection procedures.

The word 'child' throughout this document includes both children and young people under 18 years of age and Special Educational Needs and Disabilities (SEND) young people up to the age of 25 years old.

This Policy applies to everyone within our organisation and it should be read and understood alongside the following policies (this list is not exhaustive):

- Confidentiality guidance
- Online safety
- Social networking
- Disclosure and Barring
- Prevent
- Safer Recruitment
- Code of conduct
- Whistleblowing

Failure to comply will result in disciplinary action being taken.

The following are designated people for Pentreath who are trained to deal with Child Protection and make referrals. You may call any of them at any time if you have a concern or suspicion.

Designated Children & Young People Leads:

Jonathan Mutton – Project Manager 07738 547 088

Emma Gardner – Project Manager 07803 415 600

In the absence of Leads:

Louise Knox – Chief Executive 07738 547 074

Jemma Knowles – Deputy Chief Executive 07738 547 072

Multi Agency Referral Unit (MARU)

You can contact MARU just to discuss your concerns or suspicions, or to log information about a child or young person. MARU is always there for advice.

Contact MARU on 0300 123 1116
Mon – Thurs 8.45am to 5.15pm
Fridays 8.45am to 4.45pm

MARU Out of Hours Service: 01208 251300

Safeguarding of Children and Young People (YP) Process Flowchart

This is a quick reference tool; always refer to the Child Protection Policy

Children and Young People Safeguarding Criteria

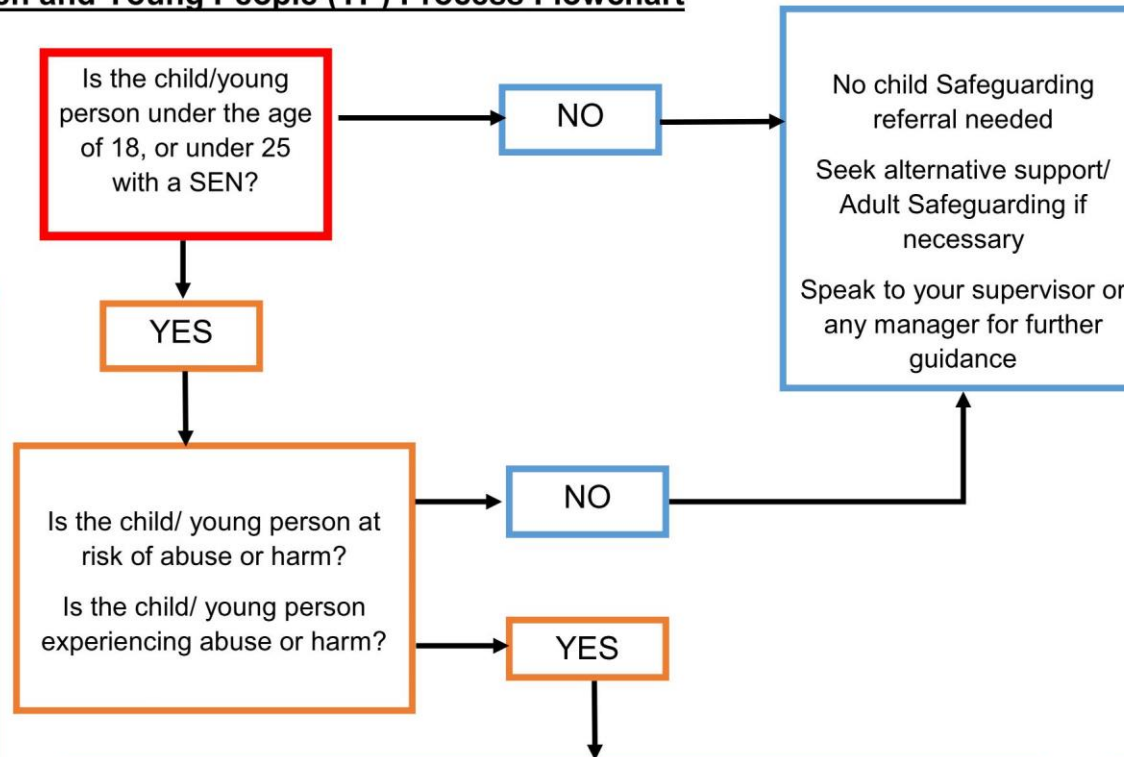
For the purposes of safeguarding and child protection, a child or young person is anyone under the age of 18 or under age of 25 with a Statement of Educational Needs (SEN)

Safeguarding is the action taken to promote the welfare of children and protect them from harm.

Child Protection focuses on protecting individual children identified as suffering or likely to suffer significant harm

Categories of Abuse:

- Physical
- Emotional
- Sexual Abuse and Exploitation
- Neglect



Speak to a Children and YP Safeguarding Lead (below) immediately
(in their absence an adult safeguarding lead, or another manager)



Emma Gardner
Children & YP
Safeguarding Lead
emmag@pentreath.co.uk
Tel: 07803 415 600
Full time hours



Jonathan Mutton
Children & YP
Safeguarding Lead
jonathan@pentreath.co.uk
Tel: 07738 547 088
Full time hours

If the child or young person is in immediate danger always call 999

Child and YP Safeguarding

To seek advice or make a referral call
Multi Agency Referral Unit (MARU) on 0300 123 1116

MARU Out of Hours Service: 01208 251300

Professionals Line for additional guidance: 01209 881999

Always inform a Children and YP Safeguarding Lead of any action taken

Advisor to do the following:

- If you are advised by a Safeguarding Lead that concerns meet threshold, you must contact MARU on 0300 123 1116 to make a safeguarding referral
- You must complete the Pentreath Safeguarding Profoma
- Email the Pentreath Safeguarding Proforma, which must be password protected with the usual Pentreath password, to safeguarding@pentreath.co.uk and copy in your supervisor
- Document in client records and ensure contact sheets and notes are backed up to the server (where applicable)
- De-brief with Safeguard Lead and your supervisor

Key documents

This is an overarching policy and should be read in conjunction of the following documents:

- 'Working Together to Safeguard Children 2018' – A guide to inter-agency working to safeguard and promote the welfare of children
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Cornwall & Isles of Scilly Safeguarding Children Partnership Procedures Manual
http://www.proceduresonline.com/swcpp/cornwall_scilly/p_referrals.html
- 'Information Sharing: Guidance for practitioners and managers'.
<https://www.cornwall.gov.uk/media/3633928/Information-sharing-Guidance-for-practitioners-and-managers.pdf>
- Child Sexual Exploitation – Further guidance is available via the following link:
<https://ciossafeguarding.org.uk/scp/p/professionals/tackling-child-exploitation>
- Modern slavery – Further guidance is available via the following Link [Modern slavery - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Prevent; Protecting Children from Radicalisation – Training for all staff working with children and young people. Further guidance is available via the following link [Prevent duty guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Monitoring

The policy will be reviewed on an annual basis by the designated safeguarding lead, and will take in to account:

- Changes in legislation and/or government guidance
- Requirements laid down by 'Our Safeguarding Children's Partnership' within Cornwall Council
- Or; as a result of other significant change or event

Safeguarding incidents will be a standing agenda item at the Senior Management team meetings and will be reported to the Board of Trustees by exception.

Introduction

All children should feel and be safe whilst accessing our service. Some of the children we work with are vulnerable. It is important that any concerns we have are dealt with both seriously and appropriately. Our policy will assist this process and it will also help to protect our staff and volunteers. We are in a privileged position of trust with the

children we work with as they have chosen to use our service. We need to be aware of this and the boundaries of that trust.

Effective Safeguarding arrangements should be underpinned by two key principles:

- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

This policy aims to clarify roles and responsibilities, procedures and guidelines, definitions and staff awareness, training and support. Child abuse and protection procedures can be difficult and unpleasant. This document aims to provide a framework to assist workers.

Children's Rights

The welfare of the child is paramount:

- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Children should be respected and listened to
- Children and their cultures should be respected
- Children should be encouraged to participate in decisions which affect them

All children have needs and rights:

- The need for physical care and attention
- The need for intellectual stimulation
- The need for emotional love and security
- The need for social contact and relationships
- The right to have their needs met and safeguarded
- The right to be protected from neglect, abuse and exploitation
- The right to be protected from discrimination
- The right to be treated as an individual

What is child abuse?

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect.

NSPCC (2022)

Awareness of actual or likely occurrence of abuse

There are a number of indicators of child abuse:

- Failure to thrive and meet developmental milestones
- Fearful and withdrawn tendencies
- Aggressive behavior
- Unexplained injuries to a child or conflicting reports from parents
- Repeated injuries
- Unaddressed illnesses or injuries
- A child discloses abuse
- Someone else discloses that a child has told them or that they strongly believe a child has been or is being abused
- A member of staff's behavior or the way in which they relate to a child causes concern

Specific Safeguarding issues

There are specific issues that have become critical issues in Safeguarding children and we will endeavor to ensure ALL staff and trustees are familiar with, having processes in place to identify, report and monitor:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Domestic Abuse
- Drugs
- Emotional abuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based violence/Violence against women and girls (VAWG)
- Grooming
- Hate Crime
- Mental Health of Parent/ Carer
- Non-recent Abuse (Historical)
- Private Fostering
- Preventing Radicalisation
- Online abuse/Sexting
- Teenage Domestic Abuse
- Modern slavery/Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting
- Cuckooing
- County Lines

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

All suspected or actual cases of CSE are a Safeguarding concern in which Child Protection procedures must be followed; this will include a referral to the Multi Agency Referral Unit (MARU) and where the risk is immediate to the police. If any staff are concerned about a young person they are working with they will discuss with their supervisor and refer to the Designated Safeguarding Lead within Pentreath.

Advice to help practitioners to identify child sexual exploitation and take appropriate action in response which includes the management, disruption and prosecution of perpetrators can be found through the following link within 'Safeguarding Children Partnership for Cornwall & Isles of Scilly' website:

[Cornwall and the Isles of Scilly Safeguarding Children Partnership - Tackling Child Exploitation \(ciossafeguarding.org.uk\)](http://ciossafeguarding.org.uk)

Modern Slavery

The Modern Slavery Act 2015 places a new statutory duty on public authorities to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery, eg; human trafficking, slavery, sexual and criminal exploitation, forced labour and domestic servitude. The public authority bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking.

Currently victims of human trafficking who are identified by a 'first responder' (including local authorities) can be referred to the NCA via the National Referral Mechanism, however this is on a voluntary basis and with the adult victim's consent. Children do not need to give their consent to be referred to the NCA.

More information can be found accessing the following link:
<https://www.gov.uk/government/collections/modern-slavery>

Pentreath's Responsibilities

The following are designated people for Pentreath who are trained to deal with Child Protection and make referrals. They should be contacted in the first instance and if they are not available follow the procedure set out in the section Out of Hour.

Designated Children & Young People Leads:

Jonathan Mutton – Project Manager 07738 547 088

Emma Gardner – Project Manager 07803 415 600

In the absence of lead:

Louise Knox – Chief Executive 07738 547 074

Jemma Knowles – Deputy Chief Executive 07738 547 072

Designated people have the following responsibilities regarding the coordination of Child Protection issues:

- To receive concerns and disclosures made to workers
- To make referrals to the Multi Agency Referral Unit and/or the police if necessary
- To participate in Child Protection procedures as necessary
- To support workers
- To ensure records are completed and filed confidentially
- To feedback appropriate information to staff on a “need to know” basis
- To ensure that they are adequately trained to deal with Child Protection issues and they meet to review cases

Pentreath fully recognises its responsibilities for child protection and will:

- Ensure all staff working for Pentreath receive Safeguarding Children Training to the required level 2
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer
- Follow safer recruitment procedures to protect children, staff and the organisation
- Ensure that all staff (paid/unpaid) working within Pentreath have a responsibility to report concerns to a Designated Safeguarding Lead
- Ensure that Pentreath as an organisation has a legal responsibility to refer any child protection concerns to the appropriate authorities including the Independent Safeguarding Authority (ISA)

- Ensure that all staff will receive a copy of the company Child Protection Policy from Human Resources at their induction. A copy will also be available on the company server
- Ensure that although staff are not expected to know everything concerning child protection they will:
 - Be alert and responsive to problems and potential indicators of abuse or neglect
 - Be alert and responsive to the risks which individual abusers, or potential abusers, may pose to children
 - Share information appropriately, to enable informed assessments and good practice
 - Always communicate the process with the child or young person who has made the disclosure
 - Keep clear, detailed, accurate, and up to date records
 - Discuss any safeguarding issues with the designated safeguarding lead(s) and your supervisor

Identifying children and families who would benefit from Early Help

Safeguarding Children Partnership for Cornwall & Isles of Scilly has adopted the continuum of need model to provide a multi-agency, whole system approach to assessment, prevention and intervention for children, young people and their families as outlined through the Early Help Hub website.

The Early Help offer and Levels of Need, provides consistency for professionals working across geographical areas. This dynamic model provides a needs led, outcome driven matrix of need and vulnerability which, when used effectively, can match the child / young person's needs with the appropriate assessment and provision.

Early Help Levels of Need identifies four levels of vulnerability and need to assist practitioners to identify the most appropriate service response for children, young people and their families:

- Universal services – All children
- Vulnerable – Children with additional needs
- Complex – Children with multiple needs
- Acute – Children in need of immediate aid and protection

Early Help

Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from pre-birth through to the age of 18 years old (and SEND young people up to 25 years old).

Early help can also prevent further problems arising, for example, if it is provided as part of a support plan where a child has returned home to their family from care.

Effective early help relies upon local agencies working together to:

- Identify children and families who would benefit from early help;
- Undertake an assessment of the need for early help; and
- Provide targeted early help services to address the assessment needs of a child and their family which focuses on activity to significantly improve the outcomes for the child. Local authorities, under section 10 of the Children Act 2004, have a responsibility to promote inter-agency cooperation to improve the welfare of the children.

Within Cornwall, the Early Help Hub is the first point of contact when considering additional support for children and their families:

- Support is provided from pre-birth to the age of 18 (and SEND young people up to 25 years old) when the child, young person or family have needs that are not met solely by universal services
- It is a single point of access for professionals, families and young people to access Early Help Services in Cornwall.
- The triage team decides which Early Help Service best meets the needs identified in the referral. It is then allocated to the appropriate service within 48 hours.
- The Early Help Hub is co located with the Multi Agency Referral Unit (MARU) to ensure that the right advice and guidance is provided.
- To discuss any concerns if you feel a child has additional needs. For further information, please visit www.cornwall.gov.uk/earlyhelphub

Early Help Hub

Contact number: 01872 32227

Monday – Thursday 8:45am – 5:15pm

Friday 8:45am – 4:45pm

Closed on Bank Holidays

Email: earlyhelphub@cornwall.gov.uk

Information Sharing

Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.

Early sharing of information is the key to providing effective early help where there are emerging problems. Serious Case Reviews (SCRs) have shown how poor information sharing has contributed to the deaths or serious injuries of children.

To ensure effective safeguarding arrangements, no professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If you have concerns about a child's welfare and believe they are suffering or likely to suffer harm, then you should share the information with local authority children's social care.

The most important consideration is whether sharing information is likely to safeguard and protect a child. The following principles intend to help practitioners working with

children and young people and practitioners should use their judgement when making decisions to share information:

- Necessary and proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure
- Recorded

Information Sharing: advice for practitioners providing safeguarding services to young people, parents and carers' (2015, updated 2018) supports frontline practitioners, working in child or adult services, who have to make decisions about sharing personal information on a case by case basis. The advice includes the seven golden rules for sharing information effectively and can be used to supplement local guidance and encourage good practice in information sharing.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Confidentiality

It is very important to understand that we have to report any disclosures or suspicions of abuse or children at risk of abuse. All disclosures and all suspicions of abuse must be documented.

The child making a disclosure has trusted someone enough to confide in them. To avoid distrust and misunderstanding, we must be clear in our obligations to let the child know that if they tell us something we may have to act on it and tell someone else.

It is important to encourage them to talk but it is essential that they know the limits of confidentiality. If you promise confidentiality and then the child discloses something that you need to refer to Social Services, you will be breaking their trust and will put yourself in a difficult position.

We must always reserve the right to report child protection issues. We must refer any disclosures or suspicions of abuse.

Be honest with the child. Reassure the child they have done the right thing. Reassure the child you will do your best to get them support.

What to do if you suspect abuse or if a child makes an allegation of abuse

There are some basic principles in reacting to suspicions, allegations, and/or disclosures:

- **We cannot maintain confidentiality**
- Stay calm, listen, hear and believe
- We have to act on suspicions, facts and disclosures

- It is crucial to be clear and consistent and remove areas of discretion as far as possible
- Give time to the person to say what they want
- Record in writing as near as verbatim as possible what was said, and as soon as possible
- Reassure and explain they have done the right thing in telling
- Explain that only those professionals who need to know disclosure or concerns will be informed
- Act immediately in accordance with the procedure in this policy
- Report to a Designated Safeguarding lead and a manager immediately to inform them of your concerns
- Complete the Safeguarding Proforma (APPENDIX A) and send it to the Safeguarding Lead for further action.
- Everything should be recorded within your contact sheet
- Your Designated Safeguarding Lead will support you and advise you on how to continue working with the child concerned

If your concern is urgent and you cannot contact a Designated Safeguarding lead, or an alternative listed on page 5, you must call the Multi Agency Referral Unit (MARU) 0300 123 1116, or the Police direct.

Discuss individual procedures with your line manager regarding your working practice to ensure you are confident in the approved, appropriate action for you to take regarding Child Protection issues.

Child Protection is a very serious issue and all suspicions should be reported to a Safeguarding Lead or a manager, regardless of how minor they may seem

If in doubt – ask

If there is no one to ask – act

MARU is always there to ask for advice. You can contact MARU just to discuss your suspicions or to log information about a child or young person.

Reporting and making a Referral:

If you are concerned about a child's welfare or worried they are being abused you must report the allegation made to a Designated Safeguarding Lead and your supervisor. They will take the responsibility and provide advice for making any referrals required.

Referrals are made via the Multi Agency Referral Unit (MARU)

MARU: 0300 123 1116

Mon – Thurs 8.45am to 5.15pm

Fridays 8.45am to 4.45pm

MARU Out of Hours Service: 01208 251300

You will be required to provide the following information:

- Your name, designation and contact number
- The child's name (and any names they have been previously known by), address, date of birth, age, sex, ethnic origin, language spoken, religion, school, names of parents/carers/GP/siblings – if available
- Details of the disclosure or concerns. What the reasons are for telephoning, e.g. the suspicions, allegations, what has been said, giving details of times and dates and the child's emotional state, or what the child has said in response to the suspicions/concerns. Make a clear distinction between what is fact, opinion or hearsay
- What's been done so far
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Keeping Records

It is important to document your issues and concerns immediately. Discuss anything you record with the Designated Safeguarding lead.

Recording should be factual, that is no reference made to **your own** subjective opinions. You can use the acronym T.E.D. to record the disclosure: -

T – Tell me what happened

E – Explain to me what happened next

D – Describe what they saw/ heard/ felt, etc

Record the disclosure on the Safeguarding Proforma, sign and date the completed proforma and give it to the Designated Safeguarding lead.

The completed proforma helps focus on details, dates and information that may be required at a later date. Records must be clear, concise, and accurate, noting who made what decisions and took what action. Do not record feelings, thoughts or opinions.

Ensure what you have written would be understood by anyone reading it at any time.

Well kept records provide essential underpinning to good child protection practice and are an essential source of evidence.

The Safeguarding Proforma gives you prompts to record the information of the disclosure. The record you complete must describe:

- The nature of the allegation
- A factual description of any visible bruising or other injuries
- The child's account, if they can give it, of what has happened and how any injury has occurred
- Any times, dates or other relevant information
- A clear distinction between fact, opinion or hearsay
- Date and time of the record
- Any other services involved
- What action was taken by yourself

If for any reason it is decided not to consult with a relevant statutory agency, a full explanation of why must be documented in your contact notes.

Records should be kept completely confidential and secure and only shared with those who need to know about the suspicion, allegation or actual incident of abuse. Please see Confidentiality Policy.

What happens next?

What happens next is entirely up to the relevant statutory agency, usually Social Services.

Enough information passed onto the agency may lead to the suspicion, allegation or actual incident, being dealt with quickly with few complications, or it may lead to thorough checks with several other organisations and possibly a child protection conference.

A child protection conference involves as many people as possible, (including the parents/carers and sometimes the child as well), who discuss the issues that have been raised in the suspicions, allegations, or actual abuse that has been reported and investigated. Decisions about what will happen next are made at the conference.

Quite often, the person who has made the initial report may not be contacted again unless further information is required and it is not usual practice for the relevant statutory agency to feedback developments. However, if you feel that not enough action has been taken, and the child is still at risk, concerns should be reported again.

Pentreath Advisors will assist Social Services and/or Police enquires as required and seek any help, advice or support they need from their supervisor and the Designated Safeguarding lead.

Consideration will always be given to taking action designed to protect the child from abuse, and the effects on the child and their family caused by unnecessary interventions.

The Social Services Department may have need to make an application to the Court for an order authorising the removal of the child from the environment where the alleged abuser lives or has contact with them. The Police have similar powers under Police Protection. This is, however, unusual and every attempt will be made to work in

partnership with the parents/carers to prevent further abuse occurring (or the likelihood).

Allegations Against Workers and Managers

If you have concerns about a professional working with a child you need to contact your Local Authority Designated Officer (LADO) on:

Cornwall - 01872 326536

lado@cornwall.gov.uk

If an allegation is made against a member of staff or volunteer, we will follow the HM Government guidance in the Working Together to Safeguard Children 2018 document.

The allegation should be reported to the Chief Executive. If this person is the subject of the allegation then this should be reported to the Chair of Pentreath's board of trustees.

LADO and the Local Safeguarding Children Board (LSCB) will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO / LSCB) to determine how this will be handled
- Pentreath will follow all instructions from the LADO / LSCB and asks all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- Pentreath reserves the right to suspend any member of staff during an investigation
- All allegations against workers and / or managers are dealt with under Pentreath's Discipline and grievance Policies and may run parallel with Child Protection Procedures if applicable
- All enquiries/external investigations/interviews will be documented and kept in a computerised system
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Pentreath is also required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated (see DBS referral procedure).
- All records will be kept on the employees personnel file. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary re-investigation
- Pentreath retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Support will be available for any member of Pentreath who is affected by an allegation, their colleagues and the parents
- Confidentiality in the workplace is important to enable workers to return to work in the best possible environment if the allegations do not lead to dismissal.

There are several possibilities when an allegation is made against a worker:

- The allegation is unfounded and malicious
- The allegation is unfounded but not malicious: there has been a misunderstanding
- The allegation is unfounded in relation to the person named, but the child has been abused by someone else
- The allegation has some foundation but the worker was naïve or lacking in social skills rather than intentionally abusive – counselling, advice or training may be required and the situation will need monitoring
- The allegation is founded and can be proved beyond reasonable doubt – e.g. for prosecution
- The allegation is founded, cannot be proved beyond reasonable doubt but can be proved on the balance of possibilities – e.g. for disciplinary action / dismissal. Pentreath's disciplinary procedures are different from any police investigation and there may be employment implications even if there is no police prosecution
- The allegation is founded in the judgment of investigating professionals but there is insufficient or no evidence to corroborate the child/adult's statement.

Support and Supervision – Who Can I Talk To?

Working in the field of potential child protection issues means making difficult professional judgments. It is demanding and can be both distressing and stressful. Get access to advice and support from line managers, peers or designated safeguarding lead as appropriate.

Please speak to HR for details of our staff support package.

Effective management supervision of those involved in day to day work with children is important to promoting good standards of practice and individual support to individual members of staff.

Supervisions should help to ensure practice is soundly based and consistent with procedures. It should reinforce that staff understand their roles, responsibilities and the scope of their professional discretion and authority.

Becoming aware of, or becoming suspicious of, abuse can cause a multitude of emotional reactions, which are personal to each individual. Whatever the reaction and however the abuse has become apparent, actual or suspected, it must be responded to in the correct manner according to the procedure outlined here. Even if the truth of the disclosure is uncertain, an appropriate response has to be made. A response in accordance with the procedure outlined here will be supported by the Designated Safeguarding Lead and ultimately Pentreath Ltd.

Training

Induction training will include an Awareness in Safeguarding Adults and Children and Young people. There will also be additional training for all staff focused on Adult Safeguarding and Children & Young Peoples safeguarding.

It is imperative that all advisors working 1-1 with clients are appropriately child protection trained.

Supervisors need to identify training and development needs of staff to ensure each has the skill and understanding to fulfill their responsibilities and that appropriate refresher training is undertaken.

Recruitment

There is a comprehensive set of recruitment and selection procedures please see the Safer Recruitment policy.

Managers need to ensure that other considerations are given to deter those who are unsuitable to work with children. These include:

- Completed application forms
- Applicants for posts are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- Candidates both paid and voluntary are informed of the need to carry out Enhanced Disclosure and Barring Service checks before posts are confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information, see DBS Policy
- All Enhanced DBS disclosures checks will be reviewed every three years to ensure the suitability of the adults working with young people and children
- Ask candidates to confirm their identity through official documents
- Seek full employment history reserving the right to approach any previous employer; identifying any gaps or inconsistencies and seeking an explanation
- We ensure we receive at least two written references before a new member of staff is confirmed in post
- Making all appointments subject to a six month probationary period
- Interviews should be prepared to explore with candidates their perceptions about boundaries, confidentiality and child protection
- Even the most careful selection process cannot identify all those who may pose a risk to children. Post employment management and supervision should always be alert to indicators of untoward behavior

Use of photographic/filming equipment

Written consent to take and use images of children should be obtained prior to the taking of photographs and/or video footage. Parents should be made aware of when, where and how the images may be used in order to give their informed consent. This includes comprehensive information regarding use of images e.g. in print, multi-media, broadcast; for what purpose e.g. promotion, publicity, evaluation, audit, review; and where possible an indication of who the audience will be e.g. the general public, the participating children and their families, other organisations and institutes.

APPENDIX A

Safeguarding Proforma – Adults and Children and Young People

To be completed when you have a safeguarding concern and sent to safeguarding@pentreath.co.uk.
Please refer to Pentreath's Safeguarding and Child Protection Policies and flow charts for further guidance

Client Full Name		Client Initials	
		Client ID	
Date of Concern		Discussed with Safeguarding Lead	Yes No
Line Manager Name		Discussed with Line Manager	Yes No
Please identify the type/ types of abuse which are of a concern	Neglect		Financial Abuse
	Physical Abuse		Neglect by others
	Sexual Abuse		Discriminatory Abuse
	Psychological Abuse		Organisational Abuse
			Modern Day Slavery
<p>Nature of concern / disclosure</p> <p><i>Please include all facts that were disclosed to you by the individual who made the disclosure, what happened, who else was there, what did the individual say or do and what you said.</i></p> <p><i>Please indicate if anyone else was involved.</i></p>			
<p>Action Taken in response to disclosure</p> <p><i>Please indicate if concern was passed to:</i></p> <ul style="list-style-type: none"> • Pentreath Safeguarding Lead • MARU • Adult Safeguarding Team • Police <p><i>and response from person/agency.</i></p> <p><i>If a safeguarding referral was made was consent gained?</i></p> <p><i>Please indicate dates if concern was referred to external agencies as part of a safety plan.</i></p>			

Any follow up actions required?			
Is the client under 18?	Yes	No	If under 18, has the concern / referral been discussed with the child or young person? <i>If not, state reasons why – if yes, note discussion had</i>
If the safeguarding concern is regarding an adult, are there any under 18's living in the household? Is the adult the parent/carer of the child/ children?	Yes	No	Please provide details & action taken - if there are risks to a child or young person, you must speak to a Child and Young Person's Safeguarding Lead and notify MARU
Pentreath Staff Name			Signature of staff member
Job Title			Date of signature
Name of Safeguarding Lead			Signature of Safeguarding Lead
Date of Signature			

Contact details:

Adult Safeguarding, Cornwall Council – 01872 326433
MARU - 0300 123 1116

For Safeguarding Leads only:	
Date added to spreadsheet	
Date follow up due	