

CarmDAS

Safeguarding Children and Young People Policy and Procedure

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Safeguarding Children &
Young People
Policy & Procedure

Charity No: 1064046

Company No: 03386093

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1. Purpose and Definitions

This safeguarding policy lays out Carmarthen Domestic Abuse Services (CarmDAS) approach and processes safeguarding children. This policy **applies to** all CarmDAS staff, Trustees, volunteers, ambassadors, project participants and associates regardless of role and location and covers all issues relating directly to safeguarding children deemed at risk.

Section one outlines the definitions discussed in the policy and procedures, section two outlines CarmDAS' overall policy statement, principles and commitments in its responsibilities to safeguarding and section three outlines the procedures for staff, volunteers and associates should they be alerted to any concerns regarding safeguarding children.

1.1 Scope

This Policy and Procedures is aligned to the principles and guidance outlined in the Wales Rights of Children and Young People in Wales Measure (2011); Safeguarding Children: Working Together under the Children Act (2004); and Wales Safeguarding Procedures (2019)

For detailed guidance and procedures on specific issues relating to safeguarding children (listed below), staff should refer to the Wales Safeguarding Procedures (2019):

- ☐ Safeguarding children from Child Criminal Exploitation
- ☐ Safeguarding children from abuse related to cultural and religious beliefs
- ☐ Safeguarding children who may be trafficked
- ☐ Safeguarding children affected by domestic abuse

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- ☐ Safeguarding children from child neglect
- ☐ Safeguarding children where there are concerns about Harmful Sexual Behaviour
- ☐ Safeguarding children who are home educated
- ☐ Safeguarding children who go missing from home or care
- ☐ Safeguarding children from Child Sexual Exploitation

Staff should also refer to and be familiar with:

- o All Wales Accord on Sharing Personal Information

This policy **does not** apply to specific guidance around confidentiality or women over the age of 18. Please refer to CarmDAS' Confidentiality and Information Sharing Policy, Data Protection and Safeguarding Adults at Risk Policy for further information. It also does not make detailed reference to safeguarding in relation to recruitment and selection. For detailed guidance please refer to the Recruitment and Selection policies and the Data Protection policy.

CarmDAS staff, volunteers and associates may come across child safeguarding concerns in their various roles and activities:

- *Providing direct services*
- *Providing online services*
- *Delivering awareness raising programmes to children and young people in community settings*
- *Receiving calls/emails from members of the public*
- *Supporting CarmDAS members to provide direct services to clients*
- *Supporting survivors and community members to deliver awareness raising and campaigning projects*

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- *Delivering training, events and/or research and campaigns with professionals or community members.*

1.2 Defining Safeguarding

Safeguarding is a term which is broader than 'child protection' as it also includes **prevention**. Safeguarding and promoting the welfare of children is defined for the purpose of statutory guidance under the *Social Services and Wellbeing (Wales) Act 2014* (SSWBA 2014) and replaces some provisions in the Children's Act (1989 & 2004). The guidance issued under this Act entitled *Working Together to Safeguard People: Volume 1 defines safeguarding as:*

- ☐ protecting children from maltreatment;
- ☐ preventing impairment of children's health or development;
- ☐ ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- ☐ undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

The SSWBA 2014¹ defines a 'child at risk' as a child who:

- (a) is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- (b) has needs for care and support (whether or not the authority is meeting any of those needs).

The SSWBA (2014) requires all agencies working with children, young people and their families to take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. Where there are concerns about children's welfare, all agencies should take appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.

The SSWBA (2014) affords new and increased powers to safeguard children to ensure their well-being and safety from abuse or neglect and has introduced a range of measures

to support this, such as the introduction of partnership boards and a national independent safeguarding board.

A key component of the Act is the introduction of a duty on relevant partners to report any child or adult to the local authority, when the relevant partner has reasonable cause to suspect they are experiencing or at risk of abuse, neglect or harm. The **relevant partners** are defined as the local authority, the police, local health board, NHS trusts, community rehabilitation/probation services and for children the youth offending team. Whilst there are currently no plans to extend this duty, all individuals, organisations,

¹ Section 130 (4) bodies and institutions working with adults and children are expected to similarly report their suspicions to the local authority in the same way.

*Following the introduction of the Act Welsh Government has instigated (September 2016) a review and refresh of both the All Wales Child Protection Procedures (2008) and the Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (2013). In November 2019, Welsh Government launched the **Wales Safeguarding Procedures** which detail the essential role and responsibilities for practitioners to ensure they safeguard children and adults who are at risk of abuse and neglect. The procedures help practitioners apply the SSWB Act. The aim is to standardise practice across Wales and between agencies. The procedures can be found www.safeguarding.wales.*

The information also available for mobile devices by downloading an App that can be found in the Google Store and the Apple Store by searching “Wales Safeguarding Procedure”.

1.3 Wellbeing under the SSWBA 2014

“**Well-being**” in regards to children is defined in the SSWBA (2014) (section two) as: (a) being physically, mentally (b) protection from abuse and neglect; (c) education, training and recreation; (d) domestic, family and personal relationships; (e) contribution made to society;

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(f) securing rights and entitlements;

(g) social and economic well-being; (h) suitability of living accommodation. The Welsh Government has published a Well-being Statement to set out what this means.²

In relation to a child, “well-being” also includes:

(a) physical, intellectual, emotional, social and behavioural development;

(b) “welfare” as that word is interpreted for the purposes of the Children Act 1989.

1.4 Definition of a Child

Under the terms of the *SSWBA Act* (2014) anyone under the age of 18 is considered to be a child. In this policy, when referring to any person under the age of 18, the term ‘child’ or ‘children’ will be used throughout.

1.5 Definitions of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

² <http://gov.wales/docs/dhss/publications/160831well-being-statementen.pdf> and child-friendly version is at: <http://gov.wales/docs/dhss/publications/160905wellbeing-childrenen.pdf>

The Wales Safeguarding Procedures 2019) categorises five types of child abuse, as follows: Physical abuse; Emotional or Psychological abuse; Sexual abuse; Financial Abuse and Neglect.

This CarmDAS policy also incorporates bullying as a form of abuse due to the clear

evidence that bullying encompasses at least one, if not more, of the defined categories of abuse.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually

inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation (CSE) is child abuse and a criminal act. It is defined as;

“the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, ‘protection’ or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.” (All Wales Protocol on Safeguarding children at risk of sexual exploitation)³

Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. sexist, racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

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The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti bullying strategies.

Domestic abuse and other harmful practices

Under the Children's Act (2004), children who live in households where there is domestic abuse are exposed to significant risk of harm. Section 120 of the Adoption and Children Act (2002) expands the definition of harm, to include 'impairment suffered from seeing or hearing the ill treatment of another.' Children experiencing domestic abuse in their own dating relationships should also receive support and safeguarding from the local authority under the Children's Act (1989 & 2004).

Honour based violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. It is not a form of violence but the reason or motive given or assumed for violence. It is a fundamental abuse of human rights and should be viewed as a child protection issue. Honour based violence manifests itself in a diverse range of ways with children including forced marriage, rape, physical assaults, kidnap, threats of violence (including murder), female genital mutilation or witnessing violence directed towards a sibling or another family member. Whilst it can sit within the framework of domestic abuse as much of the violence does originate from intimate partners and the immediate family, further violence can be instigated by extended family and members of the community who support the family's actions or collude in or perpetrate the violence on behalf of the family.

Children can also be subjected to abuse perpetrated in order to force them into marriage. A forced marriage is defined as a marriage conducted without the valid consent of both parties, where one or both spouses do not consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. The Forced Marriage (Civil Protection) Act (2007) makes provision for protecting children into marriage without their free and full consent. It gives the courts a wide discretion to

deal flexibly with each individual case, employing civil remedies that offer protection to victims without criminalising family members.

Statutory guidance has been issued by the Foreign and Commonwealth Office (in conjunction with the Welsh Assembly Government and others), which sets out the processes that agencies must have in place when exercising public functions in relation to safeguarding children in cases of forced marriage. This guidance is aimed at all persons and bodies who exercise public functions in relation to safeguarding and promoting the welfare of children.

The statutory guidance requires agencies to address forced marriage as part of their safeguarding children policy and should have *‘a lead person with overall responsibility for safeguarding children, protecting vulnerable adults or victims of domestic abuse – the same person should lead on forced marriage’*.

³ <https://www.northwalessafeguardingboard.wales/wp-content/uploads/2017/12/All-Wales-CSE-Protocol.pdf>

Female Genital Mutilation (taken from the All Wales Protocol on Female Genital Mutilation)

Female Genital Mutilation (FGM) is illegal and is prohibited by the Female Genital Mutilation Act (2003). It is acknowledged that some families see FGM as an act of love rather than cruelty, however, FGM causes significant harm both in short and long term and constitutes physical and emotional abuse to children. FGM is an offence, which extends to acts performed outside of the United Kingdom. Any person found guilty of an offence under the Act will be liable to a fine or imprisonment up to 14 years, or both.

If a woman has already undergone FGM and this comes to the attention of any

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professional, consideration needs to be given to any child protection implications e.g. for younger siblings, extended family members and a referral made to social services or police if appropriate. If the woman is the mother of a female child or has the care of female children, a referral to Social Services should be made. This will help to identify the most appropriate way of informing parents of the legal and health implications of FGM and assessing the potential risk to female children in the family.

2. Policy Statement – Principle and Commitments

2.1 CarmDAS responsibilities in relation to safeguarding children

CarmDAS is committed to:

- ☐ Upholding the principles of the United Nation Convention on the Rights of the Child, in particular Articles 2, 12, 19 and 34 (see appendix 1).
- ☐ Upholding the *Children Act* 1989 and 2004 as well as guidance and responsibilities outlined in the *Wales Safeguarding Procedures* 2019 and the *Social Services and Well-being (Wales) Act* 2014.
- ☐ Doing all we can to ensure that children receive a service which is safe, which meets their needs, and which is equitable to that of adults.

Organisational

In order to do this, at the organisational level CarmDAS will ensure:

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- A clear line of accountability for the provision of services designed to safeguard and promote the welfare of children.
- A senior Board level lead to take leadership responsibility for the organisation's safeguarding arrangements.
- A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board.
- A designated professional lead for safeguarding. Their senior management role is to support other professionals to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.
- Suitable recruitment, selection and vetting policies that ensure all staff, volunteers and associates whose work may bring them into contact with children undergo vetting by the Disclosure and Barring Service, before commencing employment, and hold up to date DBS certification.
- Staff, volunteers and associates are provided with a mandatory induction that includes familiarisation with this policy and procedures and subsequent safeguarding training, which will be refreshed every three years.
- Staff supervisions include regular reviews of their own practice with regard to safeguarding.
- All organisational activities are risk assessed in relation to the risk to

children and develop or adapt current strategies to minimise those risks.

- CarmDAS's Safeguarding Children policy is understood, approved and endorsed by the board of trustees.
- Safeguarding is incorporated into the organisation's risk register and quarterly and annual reporting processes. The Board of Trustees will regularly review the risk register and organisation reports to ensure that safeguarding measures for children are in place and effective.

Individual level

Individual staff, volunteers and associates of CarmDAS (CarmDAS) are expected to :

- Abide by the CarmDAS Code of Conduct and do not use their positions, particularly those of power and authority, to abuse, manipulate or exploit children.
- Maintain appropriate professional boundaries at all times, in the full recognition that staff, volunteers and trustees, whatsoever their duties and wherever they are carried out, can only ever have a professional and temporary relationship with children who engage with CarmDAS services.
- Ensure it is children's needs rather than their own which are being served by the courses of action taken.
- Are aware of issues of abuse, neglect or exploitation as they may affect children, and understand their role and responsibilities to safeguard and promote the welfare of children in line with this policy and procedures.
- Respect and listen to children, to take what they say seriously, and to empower them in every way possible, ensuring that they receive accurate information, advice and appropriate support.
- Act in a timely manner on any concern or suspicion that a child is being, or is at risk of being, abused, neglected or exploited and to ensure that the situation is assessed and investigated.

- Uphold the principle that, in most cases, the most effective way of protecting children from abuse is to empower women.
- Recognise that some children are at risk of abuse or neglect by their parents, or cannot be protected by them, and that, in such cases, where the wishes of the women and the safety of children come into conflict, children's safety must take precedence, and that 'the welfare of the child is paramount'.
- Ensure that CarmDAS' Safeguarding Children, Confidentiality and Information Sharing and Complaints policies and procedures are made readily available to survivors and children, where appropriate in age-appropriate language, along with other relevant policy documents.

Inter-agency level

CarmDAS will work with all relevant agencies to protect children who are at risk of harm, in line with CarmDAS's policies and guidelines associated with the All Wales Safeguarding Procedures 2019. This includes:

- Ensuring that contracts with all delivery partners will include a statement that partners who do not have a children's safeguarding policy will either abide by CarmDAS's policy or develop their own as a condition of the partnership.
- Liaise and co-operate with all relevant agencies, referring children where appropriate, and advocate vigorously for children where there are differences of approach in respect of their rights and safety.
- Work with other agencies to increase resources and services for children and to improve agency awareness and professional practice.
- Work to support other agencies to respond effectively and safely to child protection referrals, minimising the likelihood of increasing risk to women where possible and having primary regard for 'the welfare of the child is paramount' principle when doing so.

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- Where child protection referrals are made, or when concerns continue to exist, ensure that police, children's services, health services and other relevant service personnel receive all the information they may require to safeguard children

3. Safeguarding Children - Procedures

3.1 Identifying Abuse

Suspected abuse may be identified in the following ways:

- o witnessing abuse;
- o receiving information about abuse, suspected abuse or concerns about the care or treatment of a child;
- o having concerns or suspicions about possible abuse or inappropriate care;
- o seeing evidence of abuse such as bruises which are not normally caused by falling over, burns or other unusual marks or injuries;
- o noticing behaviour or appearance that gives cause for concern with no satisfactory explanation;
- o noticing interactions between an adult and a child which give cause for concern.

It is important not to immediately assume that any of the indicators within the above list automatically mean that abuse is taking place. There may be other reasons. But it is essential to be aware of the possibility that abuse may be taking place and to take action where there are concerns.

3.2 Responding to Disclosures (first stage)

It is inevitable that survivors and children engaged with CarmDAS services or staff may disclose abuse or neglect of children because the survivor or child feels safe enough to do so, and it is essential to ensure that this experience of safety and security is maintained.

Staff will:

- ☐ Adopt a 'believing approach', taking **ALL** disclosures of abuse seriously, including those where the alleged abuser is the mother or woman using the service, another woman using the service, a person unknown to the service, a staff member, volunteer or a trustee.
- ☐ Whatever they feel, remain calm and rational, ensuring that they indicate in every way possible that they are open to the disclosure and respectful of the informant.
- ☐ At the point of disclosure (i.e. before it has proceeded too far) gently remind the child or adult making the disclosure of CarmDAS' obligation to pass on information to the local authorities in respect of danger to children, avoiding any verbal or non-verbal response or advice which would seem to discourage the disclosure or its being reported to external agencies.
- ☐ The staff member, volunteer or associate, receiving the disclosure should make a written note of the concerns using the adult or child's own language (not interpretation), noting any injuries and recording the date and time of the conversation (see template form, appendix). Take adult or child's contact details in order to pass the concern onto a **designated** CarmDAS safeguarding staff member (see section 3.6) the same day.
- ☐ Staff should advise their line manager of any concerns or disclosures received at the next supervision, noting the action taken and the name of the designated staff member the concern was referred to (if different).
- ☐ Make sure that any records are kept secure – either locked away if in hard

copy or password protected file if stored electronically.

- If the disclosure made suggests there is a serious risk of abuse if the child returns home, staff, volunteers and associates should contact the designated staff member immediately who will advise on contacting the Police Child Protection Team and Children's Services.
- If a life-threatening situation towards a child is assessed all staff members, paid and unpaid, should refer to the Procedure for Dealing with a Potentially Life Threatening Situation/Crisis Call Policy.
- Staff should be aware that medical intervention should only sought by staff if the child has suffered serious injury and the relevant agencies informed. Other than this situation, Children's Services or the Police Child Protection Team must arrange medical attention.

In some circumstances, the children making a disclosure to CarmDAS staff, volunteers or associates will do so whilst on the premises of another organisation or service e.g. school or youth service. In such cases these concerns should be reported to the relevant member of staff within that organisation and inform them of actions to be taken internally by CarmDAS.

3.3 Responding to disclosures (second stage)

Once a discourse or concern has been escalated, the designated staff member should ensure that referrals to Children's Services and Police Child Protection teams are made where there is good reason to believe that the child may be at risk of significant harm. An adult and/or child must be named in order to make the referral.

CarmDAS staff involved in escalating the disclosure/concern should work together to agree lines of communication with i) with the adult/child originally making the referral
 ii) local authority services and
 iii) partner services, where relevant.

Staff tasked with ongoing communication with the person making the disclosure)

should:

- Explain the processes involved in a safeguarding referral, and provide as much information as possible as to what may be expected from child protection agencies, such as the process of investigation, conduct of interviews etc.
- Explain that a full referral will be made by CarmDAS staff and seek consent if the caller is an adult (noting where consent is **not** given).
- Provide details of options and signpost to appropriate services, being aware of the specialist services available for specific forms of abuse such as forced marriage and FGM, and the specialist services available for survivors with additional support needs around problematic substance use and mental health.
- If it is necessary to breach confidentiality, reference should be made to CarmDAS Confidentiality Data Protection and Information Sharing Policy and appropriate 'information sharing without consent' forms completed.
- Make initial referrals by email, followed up by a completed local authority template

(where provided by local authority adults services or see Appendix 3), stating that the referral is a "child protection referral" and including the information that, in the staff's opinion, the child(ren) are "at risk of significant harm" by reason of "physical, sexual or emotional abuse or neglect" (details of which must be communicated).

- Where the decision is taken not to refer to Children's Services, this must be recorded as well as the reasons for this by a manager and passed to the Safeguarding Lead.
- In such cases where a decision is made not to refer to Children's services but where there are outstanding concerns about the risk level of an adult making the disclosure, staff should offer to complete a CAADA RIC

Staff tasked with liaising with child protection services should:

- In all cases, especially where the danger to a child is imminent, refer to

Children's Services in the local authority where the child resides and/or the relevant Police Child Protection Team as soon as possible and **within the same day** as the disclosure of information has been received.

- Where the person who has made the disclosure is of no fixed abode, staff will contact their local Children's Services for guidance around where the referral should be sent. This contact and subsequent decision will be recorded by a manager.
- In advocating for children at risk, staff should conduct themselves with courtesy towards safeguarding agencies, even in those cases where agencies may not respond as we might wish, referring concerns about agency response to the relevant managers, who, wherever possible, should discuss any serious and on-going issues with the Adult Services Manager or Chief Executive Officer (CEO), before deciding upon a course of action.
- Ensure that official and formal complaints, using the relevant services complaint policy, in respect of the response of other agencies are made with minimum delay, and are only made by the CEO following consultation with the relevant manager.
- A copy of all safeguarding referrals will be given to, and kept centrally with, the designated Safeguarding Lead in order for monitoring and quality review purposes.

3.4 Disclosures of historic abuse

Children may disclose historic abuse only once they feel they are in a safer situation, which may be many years after the abuse has ended. Any delay in reporting or disclosing by a child should not cast doubt on their truthfulness. Staff members will be expected to take all allegations seriously.

In some cases, the child may still be at risk, but may make a partial disclosure by talking about past abuse. In these cases, staff must establish that the person making the disclosure is actually safe and not at further risk of abuse, and nor are other children, young people or vulnerable adults. An example would be of a young person who

discloses abuse by a family member with whom they are no longer in contact

- the alleged perpetrator may still have access to other children.

Disclosures of historical abuse by children will therefore in most cases require the same safeguarding response as disclosures of current abuse and advice sought from a designated staff member.

3.5 Disclosures made against staff or volunteers

Where there is an allegation or concern that any person who works with children in connection with her employment or voluntary activity has behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child; or behaved in a way that indicates that she is unsuitable to work with children, these concerns must be reported immediately to their line manager and designated CarmDAS Safeguarding lead or other designated safeguarding staff who will report her concerns in writing to the CEO, including any information with regards to whether the person against whom the allegation has been made has access/contact with children or vulnerable adults, and whether this information needs to be shared.

She will refer concerns to the relevant Safeguarding Children's LADO (Local Authority Designated Officer). If there are any concerns regarding the conduct of the CEO in relation to safeguarding, the Chair of the Board of Trustees will be responsible for referring to the relevant LADO and conducting the internal process. Fully co-operating with any subsequent investigation by social workers or the police, CarmDAS will follow its disciplinary procedure.

All incidents will be reviewed internally after any external investigation has finished, reviewing organisational practice and putting in place any additional measures to strengthen CarmDAS's Safeguarding policy and practice.

3.6 Designated Safeguarding Lead and other Designated Staff

Every organisation working with children should have a designated Safeguarding Children lead who must undergo child protection training. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors, children and their families.

The current lead is Colleen Bennett who can be contacted on 07399 857121 or via email at colleen.bennett@carmdas.org

The current deputy lead is Anne Marie Maslin who can be contacted on 07779 889729 or via email at annemarie.maslin@carmdas.org

In addition, the following staff/managers are also trained to act as designated safeguarding staff in order to support other CarmDAS staff, volunteers and associates when a disclosure or concern needs escalating and requires a possible referral to local authority agencies.

Management Team

- Sophie Power, Team leader C& YP
- Karen Daniel, Adult Services Team Leader

Team Members

All Team Members are trained in safeguarding.

3.7 Training and Supervision

CarmDAS will:

- ☐ Ensure that all staff, volunteers and associates receive safeguarding children training as part of their induction into CarmDAS and every three years thereafter as refresher training
- ☐ Ensure that all training is delivered to a high standard in accordance with

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guidance and with clear outcomes which are linked to this policy.

- Ensure that all staff who work directly with survivors and children attend regular clinical supervision as outlined in CarmDAS' Supervision policies and have access to CarmDAS' designated Child Protection Officer.

3.8 Data Protection and Confidentiality

Staff will:

- Uphold Confidentiality, Data Protection and Information Sharing policy requirements and make it explicit to all survivors including children when relevant in age appropriate language.
- Share information with Children's Services, or if a social worker is named as working with the family, they must be contacted. Other appropriate agencies should be contacted as necessary.
- With due regard to the Confidentiality Data Protection and Information Sharing policy, and survivors/children's requests for confidentiality, make survivors aware of any child protection concerns about their children, provided that allegations or concerns would not cause any further risk to the child. If there are concerns that this possibility could occur, staff must discuss the situation with a designated staff member before taking any further action or disclosing their concerns to the survivors they are working with.

3.9 Complaints

Staff will:

- Ensure that if a survivor or child wishes to complain about the actions of CarmDAS staff, or the service provided, they will be advised how to do so and will be given a copy of CarmDAS's complaints policy.
- Ensure that if a client wishes to complain about another agency, they are made aware of procedures for doing so, and, with the guidance of the relevant manager, unobtrusively assisted in so doing, provided that it is

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clear both to the survivor and the agency that the complaint is that of the survivor and not that of CarmDAS.

- Accept that, should a situation occur in which CarmDAS needs to register a complaint about another agency, it should be done no later than 1 week after the decision is made and ONLY by the CEO, following discussion with the relevant managers.

3.10 Suspected breaches of policy and procedures

Staff have a duty to inform their line manager if a breach of the policy or procedure has occurred. CarmDAS encourages an environment where people feel safe to express their concerns about the practice of others. The term 'whistleblowing' can be viewed pejoratively; if a staff member, volunteer or visitor has concerns, they should not be penalised and should be supported appropriately.

1.2 Revisions to the policy

This policy and accompanying procedure will be reviewed regularly in line with any changes in legislation, regulation and/or good practice, and in response to evidence /feedback of how well the policy is meeting the needs of the organisation.

4. Further Resources and Information

Further information around the safeguarding and protection of children from abuse can be found at:

- Wales Safeguarding Procedures www.safeguarding.wales 2019
 - Procedures for practitioners working with Children and Young People at Risk of Harm covering:

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- o Safeguarding children from Child Criminal Exploitation
- o Safeguarding children from abuse related to cultural and religious beliefs
- o Safeguarding children who may be trafficked
- o Safeguarding children affected by domestic abuse
- o Safeguarding children from child neglect
- o Safeguarding children where there are concerns about Harmful Sexual Behaviour
- o Safeguarding children who are home educated
- o Safeguarding children who go missing from home or care
- o Safeguarding children from Child Sexual Exploitation

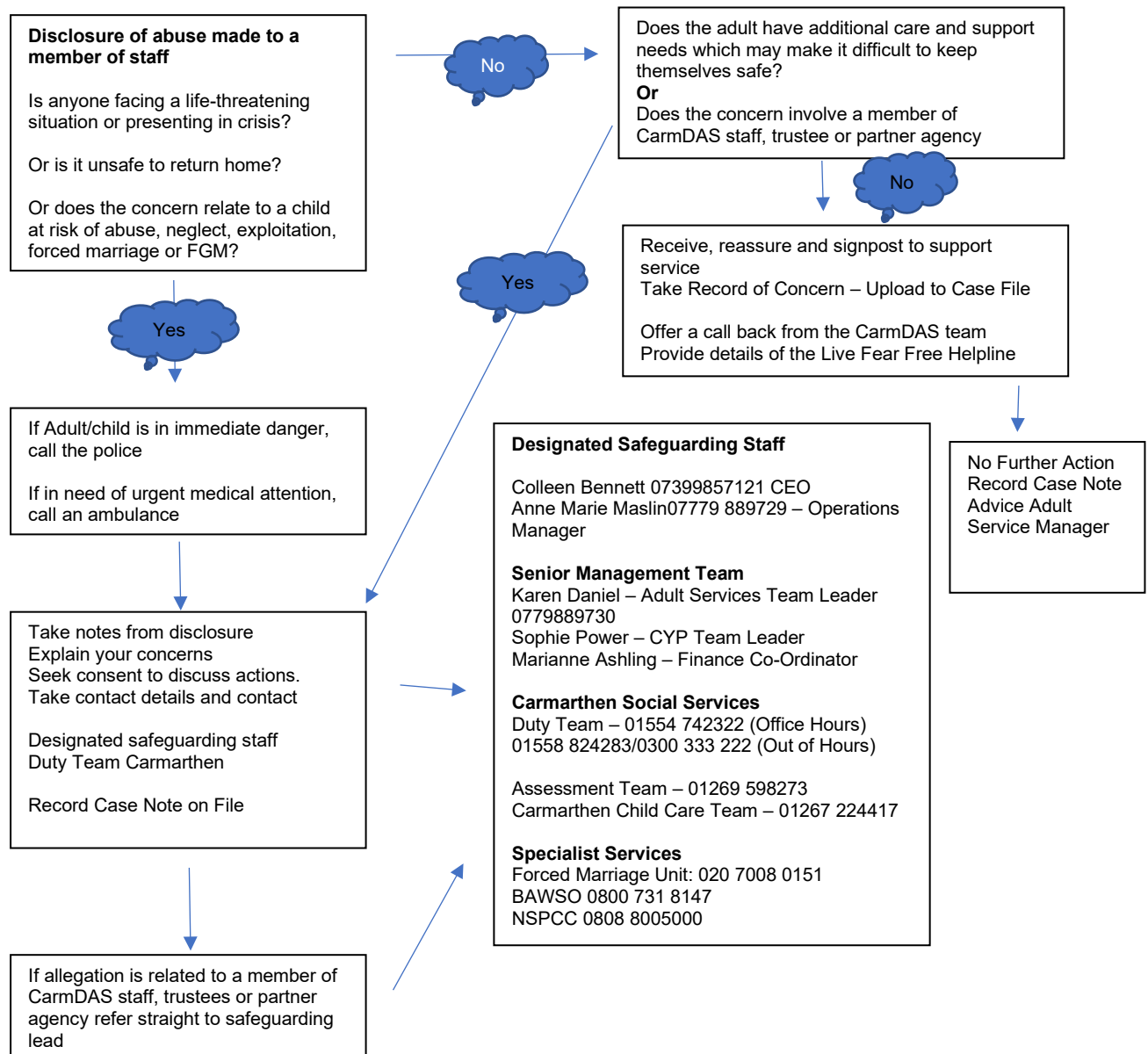
The information also available for mobile devices by downloading an App that can be found in the Google Store and the Apple Store by searching “Wales Safeguarding Procedure”.

- Safeguarding Children: Working Together under the Children Act (2004)
<https://gweddiill.gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en>
- Social Services and Well-being (Wales) Act (2014)
http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf
- Social Services and Well-being (Wales) Act (2014) Working Together to Safeguard People Volume I – Introduction and Overview
<http://gov.wales/docs/phhs/publications/160404part7guidevol1en.pdf>
- Social Care legislation in Wales: information and learning hub
<http://www.ccwales.org.uk/codes-of-practice-and-statutory-guidance/>

- Wales national action plan to tackle child sexual exploitation
<http://gov.wales/docs/dhss/publications/160225childseapen.pdf> and
supplementary guidance: Safeguarding children and young people from sexual
exploitation
<http://gov.wales/docs/dhss/publications/policy/110107guidanceen.pdf>
- The Right to Choose. Multi-agency statutory guidance for dealing with forced marriage
(2014)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322310/HMG_Statutory_Guidance_publication_180614_Final.pdf
- Wales Accord on Sharing Personal Information <http://www.waspi.org/>

Appendices

Appendix 1 Flowchart for disclosures of abuse



Appendix 2

United Nations Convention on the Rights of the Child

Article 2

States parties shall respect and ensure the rights set forth in the present convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

States parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

Article 12

States parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.

For this purpose, the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative or an appropriate body, in a manner consistent with the procedural rules of national law.

Article 19

States parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

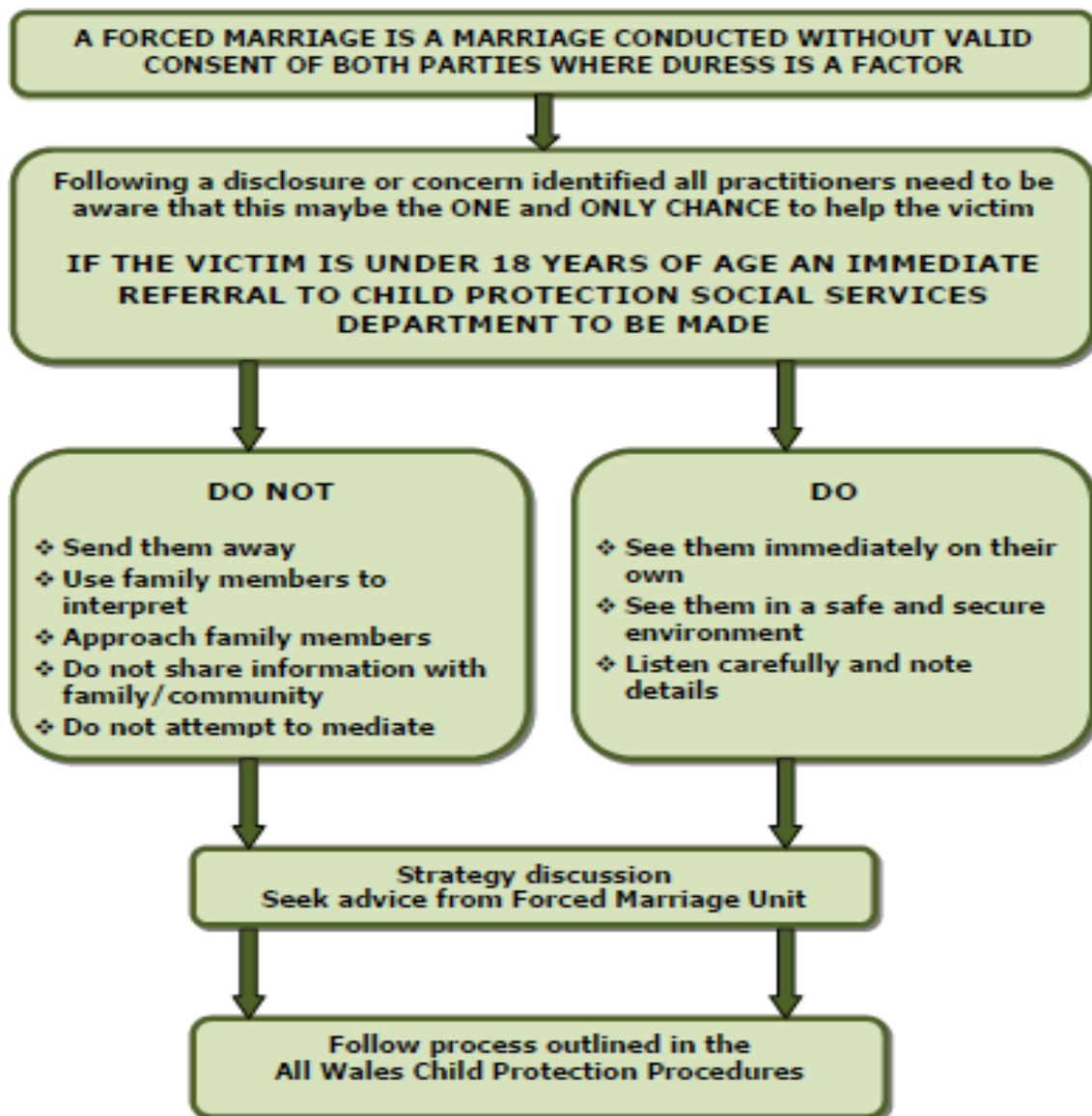
Article 34

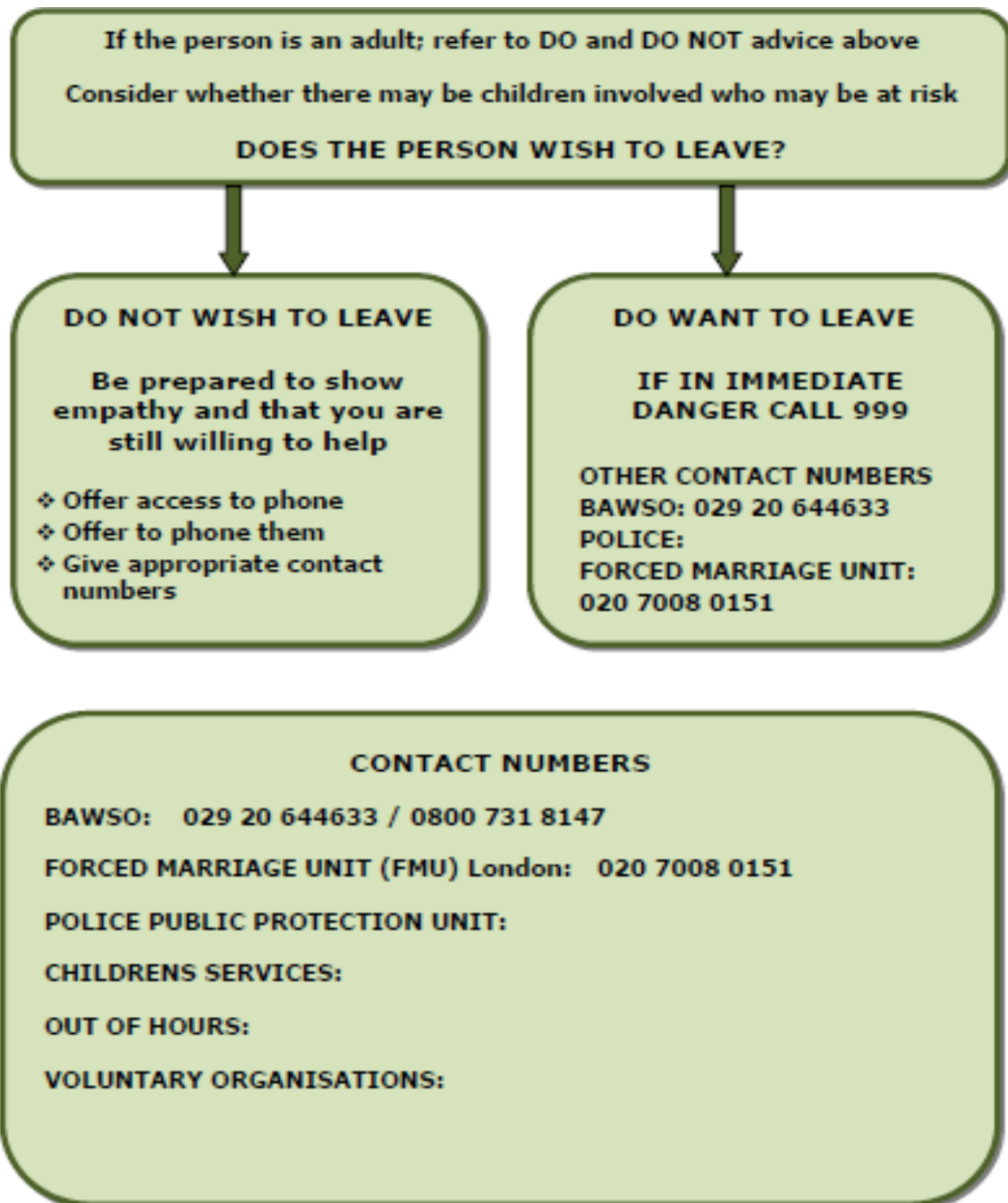
States parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, States parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent:

- a) The inducement or coercion of a child to engage in any unlawful sexual activity;
- b) The exploitative use of children in prostitution or other unlawful sexual practices;
- c) The exploitative use of children in pornographic performances and materials.

Appendix 3

All Wales guidance for practitioners when dealing with a disclosure or concern identified of forced marriage





FOR THE PERSON/S HANDLING THE DISCLOSURE IT IS ESSENTIAL TO MAKE AND KEEP RECORDS OF DISCUSSIONS AND DECISIONS MADE AND ACTION PROPOSED AND/OR TAKEN.

Appendix 4

Making

Referrals

‘All Child Protection work depends on clear, accurate and complete record keeping’

It is essential to have information recorded whilst dealing with a child protection concern as soon as possible during or immediately following the telephone call. Referrals can be made by telephone call, email, or by letter to the Social Services, Social Services emergency duty service if out of hours or the Police.

The following information should be given:

- ☐ The reason for the concerns.
- ☐ The full name, address and date of birth (or age) of the child.
- ☐ The names, addresses and dates of birth of family members, along with any other names, which they use or are known by.
- ☐ The names of all those with parental responsibility.
- ☐ The names of other professionals involved with the family, including the name of the child's school and GP.
- ☐ Any information affecting the safety of staff.

Appendix 5

Wales Accord on Sharing Personal Information (WASPI)

The Wales Accord on the Sharing of Personal Information (WASPI) provides a framework for service- providing organisations directly concerned with the health, education, safety, and social well being of people in Wales. In particular, it concerns those organisations that hold information about individuals and who need to share that information to deliver effective services.

It is a key element of the Welsh Government-led Sharing Personal Information Project which aims to make sure public services, as well as appropriate third and private sector service providers, share personal information about individuals legally, safely and with confidence. The framework facilitates this by establishing agreed requirements and mechanisms for the exchange of personal information between service providers.

All Welsh Local Authorities, Health Boards/Trusts, Police Forces, Fire Services, a large number of charities and voluntary sector organisations have signed up to the Accord. Other organisations, such as schools, GP practices, Housing Associations and some private sector organisations have also signed the Accord.

The Accord sets out a common set of corporate principles and standards under which partner organisations will share information. Sign up to the Accord demonstrates a commitment, at the highest level from each partner organisation, in meeting the agreed conditions, obligations and requirements for sharing personal information within the framework.

The Accord will be supported within organisations by Information Sharing Protocols and Data Disclosure Agreements.

Information Sharing Protocols (ISPs) identify the operational requirements when sharing specific sets of personal information between multiple organisations on a reciprocal basis.

They detail the:

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- ☐ specific and lawful purpose(s) for information sharing;
- ☐ group(s) of service users it impacts upon;
- ☐ relevant legislative powers and the consent processes involved;
- ☐ data which is to be shared;
- ☐ required operational procedures and the process for review;
- ☐ means of communicating to practitioners the specific operational requirements.

Data Disclosure Agreements (DDAs) provide the same fundamental principles as an ISP for partner organisations to adhere to, but have a propensity to focus on the one way regular, non- reciprocal transfers of information, generally between just two organisations.

Essentially an ISP or DDA will set out the “who, why, where, when, what and how” of sharing personal information. There will only be **one version of the** Accord for Wales, whilst there will be many ISPs and DDAs developed to support it.

A set of documentation and templates have been produced to enable partner organisations developing ISPs and DDAs within the WASPI framework.

Appendix 6

Child sexual exploitation

This Wales national action plan to tackle child sexual exploitation is for use by all agencies, statutory and non-statutory, that have a responsibility for safeguarding specifically to prevent and protect children from abuse, neglect or other forms of harm.

The four overarching outcomes of the national action plan are:

PREPARE: Safeguarding Children Boards and partner agencies assume CSE to be present and have specified objectives to support:-

- The identification of children and young people subject to or at risk of CSE
- A range of appropriate responses and resources designed to improve well-being outcomes for children subject to or at risk of CSE.

PREVENT: Safeguarding Children Boards and partner agencies have a prevention programme and responsive services in place to help children and young people at risk of CSE and their families.

PROTECT: Safeguarding Children Boards and partner agencies actively protect children and young people from CSE, by working together to achieve the continuity and effectiveness of care plans for those children and young people subject to or at risk of CSE.

PURSUE: Safeguarding Children Boards and partner agencies have a clear and shared understanding about how they can contribute to the disruption and prosecution of perpetrators and to the support of victims through a consistent child centred approach.

Actions required by partner agencies are set out in the accompanying action plan:

<http://gov.wales/docs/dhss/publications/160225childseapen.pdf> , and include:

- Service analysis of demand and need to include those resulting from risk / impact of CSE
- The availability and usefulness of risk assessment processes /tools, to be reviewed and improvement action taken as needed
- Development of CSE information sharing systems e.g. CSE WASPI to contribute to effective information sharing in known or suspected CSE cases
- Safeguarding quality assurance and reporting systems to include CSE
- Partner agencies undertake a review and analysis of their training needs in relation to CSE
- Partner agencies to review, evaluate and update their operational arrangements and training programmes to ensure that in relation to CSE:
- Thresholds for intervention are understood and consistently applied
 - Staff get adequate supervision and support
 - Interface between risk assessment and risk management mechanisms are clear and understood
 - Partners work together at the earliest opportunity to coordinate assessments and action aimed at mitigating risk
- Children, young people and their families are supported through a responsive child protection/care and support plan aimed at reducing risk based on individual need
- Develop an approach in responding to victims of CSE where their needs are recognised consistently, where they are treated fairly, sensitively supported in an age appropriate way which avoids blame.

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Signed	Name
Role	Date
Chair of Trustees	

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