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Broxtowe  
Borough  
COUNCIL

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# **SAFEGUARDING CHILDREN POLICY**

Community Safety Committee 15 November 2018

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## INTRODUCTION

Broxtowe Borough Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children. This includes safe recruitment practices for individuals whom the Council permits to work regularly with children, and, when required, obtaining criminal record checks.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. Broxtowe Borough Council is therefore committed to ensuring the availability of adequate resources and support for employee training and development.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday (including unborn babies). Therefore, for the purpose of this Safeguarding Children Policy, any reference to children and young people means those under the age of 18.

This policy is intended to clarify individual roles and responsibilities, raise awareness and reassure employees that there are clear processes in place should they have any concerns or in the rare event that an allegation is made against an individual employee. The procedures complement those of the Nottinghamshire Safeguarding Children's Board. These may be referred to for further guidance as necessary and can be found at: <http://www.nottinghamshire.gov.uk/nscb>

Even though many councillors, employees and contractors have limited contact with children as part of their duties and responsibilities for Broxtowe Borough Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

There are four types of abuse that can affect children and young people: Physical, Emotional, Sexual, and Neglect. Each type of abuse is covered in more detail in Appendix K.

It is not the responsibility of any councillor, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the councillor, employee or contractor is to refer the case to the appropriate person, not to investigate or make a judgement. Reporting and other procedures are listed in Section 7 and detailed in the subsequent appendices.

## **1.0 AIM**

To safeguard and promote the welfare of children in all aspects of the provision of Broxtowe Borough Council's services.

## **2.0 OBJECTIVES**

To achieve its aim, Broxtowe Borough Council has set the following objectives:

- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of children.
- To provide employees, councillors and volunteers (working on behalf of Broxtowe BC) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with children can identify the signs and symptoms of the four main types of abuse (physical abuse, sexual abuse, emotional abuse, and neglect).
- To ensure that all employees understand and follow the relevant procedures when they have concerns about child abuse or neglect.
- To ensure that the necessary enhanced Disclosure and Barring Service (DBS) checks are completed, as determined by Broxtowe Borough Council's Recruitment and Selection Policy, for employees that work with or have significant access to children.
- To ensure that the necessary child protection training, information and guidance is made available to all appropriate individuals, clubs, groups, societies and organisations that organise activities for children on behalf of, or within buildings, facilities or on land provided by Broxtowe Borough Council.
- To provide guidance to all councillors and employees on appropriate and safe working practices when working with children.

## **3.0 SCOPE**

This policy is applicable to all of the Council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services for the Council, through grant or contract arrangements. Such organisations must maintain or develop their own safeguarding policy statement and procedures to reflect this policy.

## **4.0 ROLES AND RESPONSIBILITIES**

**All individuals, contractors and agencies have a duty to ensure they are familiar with and can access the Council's reporting safeguarding procedures, or are familiar with and can access those of their own company / agency.**

### **4.1 Nottinghamshire Safeguarding Children's Board**

Nottinghamshire Safeguarding Children's Board is a statutory multi-agency organisation. It brings together agencies who work to safeguard and promote the welfare of children.

The objective of the Safeguarding Children's Board is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established.

However, significant changes to local safeguarding children arrangements have been established through the Children and Social Work Act 2017. Local Safeguarding Children Boards will be abolished and replaced by new safeguarding arrangements. Police, health clinical commissioning groups and the local authority (County Council), known as the safeguarding partners, will be required to establish the arrangements. Other organisations, known as relevant agencies, will be required to engage with them.

Broxtowe Borough Council, as a relevant agency, will be committed to providing an effective working relationship as part of the new structures with the Nottinghamshire Safeguarding Partners to help achieve our mutual aims in respect of child safeguarding.

#### **4.2 Elected Members**

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Public Protection. Guidance for councillors on reporting concerns in relation to safeguarding children are given at Appendix E.

#### **4.3 General Management Team and Heads of Service**

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding children responsibilities. The General Management Team in conjunction with Heads of Service will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding children are properly discharged. Heads of service are responsible for ensuring the necessary supervision and training of appropriate staff.

#### **4.4 Designated Lead Officer**

The Council has a Designated Lead Officer to act as employee champion for the authority with regard to the safeguarding children agenda and to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Procedures.

The Designated Lead Officer is the Head of Public Protection. That officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Children Policy
- Reporting to General Management Team and Portfolio Holder for Community Safety Chief Communities Officer on the number of referrals made to the Multi Agency Safeguarding Hub (MASH), training, and any changes to policy or guidance.

- Championing training safeguarding children and the dissemination of this policy and associated guidance across the council

#### **4.5 Safeguarding Co-ordinator**

The Safeguarding Co-ordinator works with the Designated Lead Officer. The Safeguarding Co-ordinator is the Chief Communities Officer and is responsible for:

- Ensuring the effective implementation of the Safeguarding Children Policy throughout Broxtowe Borough Council
- Working to assess and reduce risks in relation to safeguarding children
- Raising awareness of safeguarding issues amongst staff
- Monitoring all reports to the Multi Agency Safeguarding Hub in relation to safeguarding children
- Establishing and maintaining effective multi-agency working with Nottinghamshire's Safeguarding Partners, other district councils, and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.

#### **4.6 Human Resources Manager**

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Children's Act 2004 and the Safeguarding Children agenda and for ensuring that appropriate checks are carried out on all employees who have regular contact with children. The Head of Human Resources is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff or councillors.

#### **4.7 Departmental Safeguarding Coordinators**

Some divisions within the Council (for example, Housing) will have designated Departmental Safeguarding Coordinators. Their role is to liaise with the Designated Lead Officer and Safeguarding Coordinator, as well as officers within their own division, on specific cases and general issues.

#### **4.8 All Employees**

All employees have a responsibility to report any concerns about the welfare of children to the Designated Lead Officer or the Safeguarding Coordinator or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available through the Nottinghamshire Safeguarding Children Board via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

#### **4.9 Contractors and other agencies**

Broxtowe Borough Council will take reasonable care that contractors and other agencies undertaking work on its behalf are monitored appropriately. Any contractor, sub-contractor, or other agency engaged by the Council in areas where workers are likely to come into regular contact with children, should have its own equivalent child protection policy, or failing that, must comply with the terms of this policy. This requirement will be written into the contract. Where contact with children is a necessary part of the contracted service, it is the responsibility of the manager who

is using the services of the contractor or agency to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate, and all other requirements of this policy are complied with.

#### **4.10 Lead Agencies**

Nottinghamshire County Council, the police and health clinical commissioning groups will take the lead as Safeguarding Partners in assessing whether or not abuse has taken place, or whether a child is at risk of abuse.

## 5.0 OTHER RELEVANT ISSUES

### 5.1 Licensing

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of its licensing function, in particular when licensing premises under the Licensing Act 2003, the Gambling Act 2005, and taxi licensing.

### 5.2 Health and Safety at Work

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Nottinghamshire County Council.

### 5.3 Homelessness

Broxtowe Borough Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. Officers may need to refer families or individuals to Nottinghamshire County Council Social Care.

<b>Persons affected</b>	<b>Reason for contacting Notts Social Care</b>
Homeless 16-17 year olds	A 16 or 17 year old may be referred to Notts Social Care for assessment to determine if they are a child in need with a duty owed to them by Notts Social Care
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Notts Social Care should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989.

Broxtowe Borough Council only places children or vulnerable adults into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options form with applicants. This helps to identify needs and vulnerabilities, and assists in the process of safeguarding children.



#### **5.4 Photography**

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees and contractors should be vigilant at all times. At events where photographs will be taken, photography signs should be clearly displayed. Anyone using cameras or film recorders for, or on behalf of, the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection. Council employees should contact the Communications Team on Ext 3825 for advice, forms and posters.

#### **5.5 Human trafficking**

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. Broxtowe Borough Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC) [now part of the National Crime Agency] is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

#### **5.6 Child Sexual Exploitation**

Child sexual exploitation (CSE) is a form of child abuse where children and young people are forced or manipulated into sexual activity. The sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas. Essentially, it is a form of sexual abuse and as such, the procedures for reporting concerns are the same. Staff should report any concerns to their line manager, or directly with the Designated Lead Officer or the Safeguarding Coordinator, who will complete the relevant form (Appendix H) and refer the matter to Nottinghamshire Police.

#### **5.7 Temporary, External, and Agency Staff**

The Council employs a number of staff on a temporary, external, and agency basis (for example, sports coaches). Measures will need to be put in place by the relevant Head of Service to ensure that they have received suitable training in Safeguarding Children, and that Disclosure and Barring Service checks, where appropriate, have been undertaken

## **5.8 Information sharing**

It is important to remember that confidentiality is critically important at all stages of the reporting procedure. This is necessary to safeguard all parties including the potential perpetrator. Employee responsibilities are to inform only those people identified within the policy and not to discuss the case casually with their colleagues. The important statutory duties in relation to safeguarding children cannot be met without effective and appropriate sharing of relevant information, some of which may normally be regarded as confidential between an employee and customer or client. Confidentiality should not be confused with secrecy. Information may be shared in order to comply with a statutory obligation, or if it is in the public interest.

In making decisions about sharing information, the safety and needs of the child must be the primary consideration. Information can be disclosed without consent where an employee has well founded concerns that disclosure is necessary to:

- safeguard a particular child - including disclosure of information about an adult who may pose a risk of significant harm to a child or children
- prevent a criminal act taking place or where seeking consent would interfere in criminal enquiries
- prevent harm to staff
- prevent a child being at increased risk of harm

## **6.0 DEALING WITH INCIDENTS AND CONCERNS**

**The procedures for dealing with safeguarding children incidents and concerns are listed in Section 7.0 of this Policy.**

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not child abuse has taken place. They have a duty to report concerns and must not assume someone else has. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Designated Lead Officer, or the Safeguarding Coordinator
- Line managers are responsible for referring the disclosure, suspicions, or allegations to the Designated Lead Officer, or the Safeguarding Coordinator.
- The Designated Lead Officer or the Safeguarding Coordinator will then make the referral to the appropriate authority.
- In the absence of the Designated Lead Officer or the Safeguarding Coordinator, the line manager is responsible for making the referral to the appropriate authority. The line manager will then send the report to, and discuss the situation with, the Designated Lead Officer or the Safeguarding Coordinator as soon as possible
- The Safeguarding Coordinator is responsible for logging all referrals
- A brief guide for staff (Safeguarding Children – Staff Guide) is available on the intranet under Document Central / Policies and Procedures/ Safeguarding Policy and Procedures

## **7.0 PROCEDURES AND INFORMATION**

Specific procedures and information are contained in the following appendices:

Appendix A – Reporting a safeguarding children concern

Appendix B – Reporting an immediate safeguarding children concern

Appendix C – Disclosure of information from a child

Appendix D – Disclosure from a member of the public

Appendix E – Councillors guide to reporting a safeguarding children concern

Appendix F - Concerns about a staff member in respect of safeguarding children

Appendix G – Reporting form in respect of safeguarding children referral

Appendix H – Reporting form in respect of Child Sexual Exploitation

Appendix I – Policy statement and procedure template

Appendix J – Guidelines for conduct when working/having contact with children

Appendix K – List of contacts

Appendix L – Signs of child abuse and neglect

**REPORTING A SAFEGUARDING CHILDREN CONCERN**

1. Officers should try to make notes at the time or as soon as possible after they become concerned. Consider possible witnesses, times, clothing, age, location and any contact information, as well as noting what actions have been taken.
2. Officers must always try to make parents or carers aware of their concerns UNLESS it puts the child at further risk, it puts the officer at further risk, it could affect a criminal investigation, or it is impractical to do so.
3. Report the matter to line manager or directly to the Designated Lead Officer or the Safeguarding Coordinator
4. If the initial referral is to a line manager, that officer must refer the case immediately to the Designated Lead Officer or the Safeguarding Coordinator
5. The Designated Lead Officer or the Safeguarding Coordinator completes the safeguarding referral report form as soon as possible and makes the referral to the Nottinghamshire Multi Agency Safeguarding Hub (MASH), and continue from Step 9 in this procedure.
6. If neither the Designated Lead Officer or the Safeguarding Coordinator is available, the line manager will proceed from Step 7 of this procedure and contact the Designated Lead Officer or the Safeguarding Coordinator at the earliest possible opportunity.
7. Line manager will make a referral to the MASH by e-mail the same day.  
[mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk)
8. Line manager will the same or the next working day e-mail a copy of the referral form to the Safeguarding Coordinator who will arrange for it to be securely stored electronically, and details entered on a secure spreadsheet. The e-mail will be titled "SAFEGUARDING CHILDREN REFERRAL" and be sent to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)
9. MASH should report back to the person reporting the incident within three days on the course of action to be taken.
10. If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the person making the referral to the appropriate service.
11. The person making the referral will update the Safeguarding Coordinator by e-mail to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk) of the outcome of the referral and of the details of any recommendation to refer to another agency. The e-mail is to be titled "SAFEGUARDING CHILDREN UPDATE"

12. The Safeguarding Coordinator will be responsible for updating the spreadsheet and referring the case on as recommended by the MASH.
13. Any officer submitting a referral, whether directly themselves, through their line manager or Department Safeguarding Officer, or through the Safeguarding Coordinator, MUST inform their Head of Service.

For further advice or information, contact:

Head of Public Protection (Designated Lead Officer)

0115 917 3504

or

Chief Communities Officer (Safeguarding Coordinator)

0115 917 3492

#### Contact details

#### **Multi Agency Safeguarding Hub (MASH)**

Office hours Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

Tel: 0300 500 80 90

[mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk)

FAX: 01623 483 295

Mercury House,  
Little Oak Drive,  
Sherwood Business Park,  
Annesley,  
Nottinghamshire  
NG15 0DR

#### **Emergency Duty Team**

In an emergency outside MASH office hours, contact the Emergency Duty Team (EDT) on 0300 456 4546

**REPORTING AN IMMEDIATE SAFEGUARDING CHILDREN CONCERN**

If an incident is identified, which requires immediate intervention, employees will be required to respond accordingly. Each incident will be different and specific guidelines for every incident are not feasible.

Wherever possible, an officer with immediate concerns should contact the Designated Lead Officer or the Safeguarding Coordinator. If that is not possible, then the line manager should be contacted and should take charge of the situation.

If the line manager, Designated Lead Officer, or the Safeguarding Coordinator cannot be contacted, and the situation is deemed to be so serious as to warrant immediate action, the officer may be required to deal with the matter themselves.

The well-being of the child is paramount and the appropriate response which, dependent on the nature of the incident, may include:

- Immediate emergency call to Police (999)
- Immediate contact with Nottinghamshire Multi-Agency Safeguarding Hub (MASH) 0300 500 80 90 (Mon to Thur 8.30am-5.00pm, Fri 8.30 to 4.30pm) or Nottinghamshire MASH Emergency Duty Team 0300 456 4546
- Immediate verbal intervention with support from the most senior officer available on site without placing the child or an officer at further risk.

As soon as possible after the incident, the matter must be confirmed by e-mail to the Safeguarding Coordinator who will arrange for a copy to be securely stored electronically, and details entered on a secure spreadsheet.

MASH should report back to the person reporting the incident within three days on the course of action to be taken. In the interests of the child, should MASH fail to report back within three days, it is recommended to pursue feedback.

If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the Safeguarding Coordinator to the appropriate service. The Departmental Safeguarding Officer will ensure the referral is e-mailed to any other agency as instructed by the MASH.

Any updates must be forwarded to the Safeguarding Coordinator. The e-mail will be titled "SAFEGUARDING CHILDREN UPDATE" and be sent to [spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)

The Safeguarding Coordinator shall be responsible for referring the case on to other agencies if advised to do so by the MASH.

For further advice or information, contact:  
Head of Public Protection (Designated Lead Officer)  
0115 917 3504  
or  
Chief Communities Officer (Safeguarding Coordinator)  
0115 917 3492



**DISCLOSURE OF INFORMATION FROM A CHILD**

Abused children are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

Actions to be taken by the person being disclosed to include the following:

- React calmly so as not to frighten the child.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is being said by a person who may have a speech impairment or differences in language.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. The Police or Adult and Children's Services may subsequently formally interview them and they should not have to repeat their account on several occasions.
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
- Reassure the child but do not make promises of confidentiality that will not be feasible in the light of subsequent developments.
- Explain to them that you will have to share your concerns with the Departmental Safeguarding Officer who has the authority to act.
- Tell them they were not to blame and that they were right to tell.
- Record in writing all the details that you are aware of and what was said using the child's own words, immediately.
- Report the matter to a Departmental Safeguarding Officer immediately, who will then contact the Designated Lead Officer or Safeguarding Coordinator as a matter of urgency. The Designated Lead Officer or Safeguarding Coordinator will then deal with the case.

**Actions to Avoid**

The person receiving the disclosure should NOT:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Suggest any action/s or consequences that may be undertaken in response to the disclosure.

**DISCLOSURE / REFERRAL FROM MEMBER OF THE PUBLIC**

If a member of the public contacts you with concerns about a child's welfare, you should advise them to act as follows:

- Contact Children's Social Care 0300 500 80 80
- Outside of office hours please call Notts County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- You should take the relevant details from the member of the public and pass these on to the Safeguarding Children Coordinator or the Designated Lead Officer. That officer will then contact MASH by e-mail at [mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk) confirming the details and that the member of the public has been advised to ring the County Council direct
- The Safeguarding Children Coordinator will update the database.

**COUNCILLORS GUIDE TO REPORTING A SAFEGUARDING CHILDREN CONCERN**

In cases where councillors become personally aware of a safeguarding children issue they should report in the way outlined below:

- Contact Children's Social Care 0300 500 80 80
- Outside of office hours please call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- The councillor should then notify the Safeguarding Children Coordinator or the Designated Lead Officer that they have made a referral to Notts County Council. That officer will then contact MASH by e-mail at [mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk) confirming that a referral has been made and giving the details.
- The Safeguarding Children Coordinator will update the database.

If the circumstances involve a relationship to services provided by Broxtowe Borough Council (for example Housing or Leisure), then the information should also be shared with the relevant Head of Service.

**CONCERNS ABOUT A STAFF MEMBER OR COUNCILLOR**

If staff or councillors have concerns about a fellow officer or councillor's conduct which they feel may be putting a child's safety or welfare at risk, they should implement the provisions of the Whistleblowing Policy. This can be accessed on the intranet (Document central / Policies & Procedures / HR Policies & Procedures). If further guidance or information is required, this can be obtained from one of the Council's Human Resources Officers.

The Human Resources Manager will decide on the most appropriate course of action, which may include referral to Nottinghamshire County Council's Local Authority Designated Officer (LADO) for Safeguarding.

**FORM TO REPORT SAFEGUARDING CHILDREN CONCERNS**

(Please note, copies of this form are available on the Intranet under Document Central / Policies and Procedures / Safeguarding Policy and Procedures)

## Reporting a children's safeguarding concern to Nottinghamshire's Multi Agency Safeguarding Hub

Please use this form to report safeguarding concerns that are **not** urgent.

If you believe that a child is in immediate danger, call the Police immediately on 999. If you believe a child urgently needs specialist support from children's social care, based on the threshold guidance on page 31 of the [Pathway to Provision](#) document, contact the Multi-Agency Safeguarding Hub (MASH) on 0300 500 80 90 and follow up your telephone call by completing and sending this form within 48 hours. If it is not urgent, complete and send this form via email, following the instructions at the end of the form.

Please provide as much information as you can, so that we have a full understanding of the child's circumstances and can respond promptly.

Details of person reporting the safeguarding concern:			
Name of person who is reporting the safeguarding concern:	Job title:		
Address	Organisation:		
Postcode:	Telephone (including mobiles)		
Fax:	Email:		
Are the child's parent(s) / carer(s) aware that you are reporting your concern?	YES	NO	(delete as appropriate)
Has the child's parent(s) / carer(s) consent been obtained?	YES	NO	(delete as appropriate)
Has consent been given for information sharing?	YES	NO	(delete as appropriate)
If not, please explain why:			

Is this form a follow-up to a telephone referral?	YES	NO	(delete as appropriate)
<b>Details about the concern:</b> Please explain the concern you have about the child/ren. Please explain how you think the concern meets the threshold for Children's Social Care; consider the child's needs, parent / carer's capacity, social and environmental factors (See guidelines in the 'Pathway to Provision' handbook). What are the arrangements to keep the child/ren safe? Where is/are the child/ren at present?			
Are you aware of any risks to children's social care staff visiting the child/ren at home?			
Date and time of report:			

**Name of child/ren and details of their family and significant others**

(Please add extra pages if required)

<b>Child/ren who you are concerned about:</b>	
Name:	Name:
Known as:	Known as:
Address:	Address:
Postcode:	Postcode:
Gender:	Gender:
Date of Birth:	Date of Birth:

Disability:	Disability:
Religion:	Religion:
Ethnicity	Ethnicity
Communication needs (including language) and access needs:	
Any information regarding legal status / immigration status:	
<b>Details of parents, carers, or other adults living in the child's household or in close contact with the family</b>	
Name:	Known as:
Address:	Date of Birth:
Postcode:	Gender:
Telephone number:	Email address:
Ethnicity:	Relationship with child/ren:
Parental responsibility?	Religion:
Communication needs (including language) and access needs:	

Any information regarding legal status / immigration status:	
Name:	Known as:
Address:	Date of Birth:
Postcode:	Gender:
Telephone number:	Email address:
Ethnicity:	Relationship with child/ren:
Parental responsibility?	Religion:
Communication needs (including language) and access needs:	
Any information regarding legal status / immigration status:	



Professionals who are already involved with the child/ren	
Name:	Title:
Organisation:	Telephone:
Address:	Email:
Postcode:	Name of the child the professional is working with:
Name:	Title:
Organisation:	Telephone:
Address:	Email:
Postcode:	Name of the child the professional is working with:

**Additional information – if known**

Has a Common Assessment Framework (CAF) been undertaken with the family? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, please send a copy with this form.	
<b>Health – details of child’s doctor</b>	
NHS Number/s:	Role of referrer from Health:
Patient Name:	Doctor’s name:
Address:	Postcode:
	Telephone:
<b>Education – details of child’s nursery/school/college</b>	
Nursery/school/college name:	
Address:	Telephone:
	Designated teacher:
	Additional contact:
Postcode:	

**Police - details of police involvement**

Investigating officer:	
Station:	Location of incident:
	Type of incident:
Incident reference number or crime number:	

**Alleged perpetrator / person of concern**

Name:	Known as:
Address:	Date of Birth:
Postcode:	Gender:
Ethnicity:	Relationship with child/ren:
Parental responsibility?	Religion:

**Has a referral been made about the alleged perpetrator before?**

YES       NO

Current location of alleged perpetrator / person of concern:

As the person reporting this safeguarding concern, I confirm that the information I have provided is accurate, to the best of my knowledge.

Signed:

Name:

Date:

**Please specify who should receive feedback about the outcome of this concern:**

Name:

Designation:

Address:

Secure email address:

Post Code:

### Returning this form

Once you have completed this form, please send it to the MASH via [mash.safeguarding@nottscg.gcsx.gov.uk](mailto:mash.safeguarding@nottscg.gcsx.gov.uk). If you are able to send the form from a secure email account (for example with the suffix .gcsx, .pnn or .nhs.net) please do so. If not, please protect the form with a password using the instructions below, send it and then send a second, separate email to the MASH with the password you have used.

*Microsoft Word 2003:* Click 'Tools' then 'Options' then the 'Security' tab and in the box marked 'Password to open' enter your chosen password and click 'OK'.

*Microsoft Word 2010:* Click 'File' then 'Info' then 'Protect Document' then 'Encrypt with Password' and in the box marked 'Encrypt Document' enter your chosen password, then in the box marked 'Confirm Password' type your chosen password again, then click 'OK'.

If you have any questions when completing the form please call the MASH on 0300 500 80 90. The MASH is open from 8.30am-5pm Monday to Thursday and 8.30am-4.30pm on Friday. In an emergency outside of these hours, contact the Emergency Duty Team (EDT) on 0300 456 4546.

### Data Protection Statement

Nottinghamshire County Council abides by the Data Protection Act 1998. Information provided by professionals on this form and emailed to [mash.safeguarding@nottscg.gcsx.gov.uk](mailto:mash.safeguarding@nottscg.gcsx.gov.uk) will be stored securely on our electronic data systems. Nottinghamshire County Council documents are confidential. If you are not the intended recipient of this document, please notify the originator of this document (contact details on page 1) immediately by telephone or email.

## SUPPLEMENTARY FORM TO REPORT CONCERNS OF CHILD SEXUAL EXPLOITATION

Form available at:

[http://www.google.co.uk/url?url=http://www.nottinghamshire.gov.uk/EasySiteWeb/GatewayLink.aspx%3Fallid%3D507313&rct=j&frm=1&q=&esrc=s&sa=U&ei=rnueVb\\_QAaGR7Ab54oHoCg&ved=0CBQQFjAA&usg=AFQjCNGPUOCGsMr1w-UGZgAJaoCW\\_rCWBQ](http://www.google.co.uk/url?url=http://www.nottinghamshire.gov.uk/EasySiteWeb/GatewayLink.aspx%3Fallid%3D507313&rct=j&frm=1&q=&esrc=s&sa=U&ei=rnueVb_QAaGR7Ab54oHoCg&ved=0CBQQFjAA&usg=AFQjCNGPUOCGsMr1w-UGZgAJaoCW_rCWBQ)

Alternatively, can be accessed on Broxtowe Borough Council intranet under Document Central / Policies and Procedures / Safeguarding Policy and Procedures



## Child Sexual Exploitation (CSE) Concerns Network Information Operation STRIVER

Please complete and submit this information sheet if you have concerns regarding CSE. This form should be used by you to identify information concerning people, places, activities, or vehicles which you believe may be involved with, or connected to CSE.

Please complete and submit this information sheet if you have concerns regarding a young person at risk of child sexual exploitation.

- This is not a referral form and should not replace your usual practice of referring to social care, SEIU or CAIU
- Anything of immediate risk should be reported via 999 or 101 to the police control room
- This is an intelligence sharing form for LOW level non-emergency information
- Please be aware this inbox is monitored 24/7

The information contained herein will be shared with Nottinghamshire Police to:

- Develop disruption strategies to be implemented by a multi-agency panel
- Collate intelligence concerned with children and young people exposed to or at risk of CSE
- Inform current/future investigations concerning the sexual exploitation of children and young people

**Summary of concern:** (Please give a brief account of the information), for example; Names of perpetrators (including nicknames), addresses of interest, areas, locations, Vehicles (registration, colour, make ect..), Patterns of behaviour (connecting either YP/Perpetrators), hotels, parks, shops takeaways ect....

Please be SPECIFIC

--

**Please provide details of any child/young person or adults involved (if known):**

<b>NAME (including nick names/pseudonyms)</b>	<b>DOB</b>	<b>V/S</b> (Victim/ Suspect)	<b>M/ F</b>	<b>Address</b>	<b>Are other agencies involved if so who</b>

<b>Your Details</b>	
<b>Name</b>	
<b>Agency</b>	
<b>Contact Telephone number</b>	
<b>Email address</b>	

**Have the police been notified about this matter: Y/N**

**If yes, please provide incident number/details/date:**

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**Please email completed information sheet to Lisa Hurst**

[cnm@nottinghamshire.pnn.police.uk](mailto:cnm@nottinghamshire.pnn.police.uk)

**If you believe the child or young person you have identified above is at risk of CSE, please identify which of the risk indicators you think apply: (If there are High level indicators, discuss with your manager and any safeguarding issues should be referred to social care).**

### **Low Level Risk Indicators**

- Frequently returning home late and or going missing
- Overt inappropriate and sexualised clothing
- Sexualised risk taking behaviour, including internet use
- Unaccounted for/unexplained monies or goods
- Associating with adults (unknown or identified as risky), or other sexually exploited children or YP
- Lack of or infrequent contact with family, friends or other support networks
- Sexually transmitted infections
- Experimenting with drugs and/or alcohol
- Low self-esteem, poor self- image, eating disorders and/or self-harm

### **Medium Level Indicators**

- Getting into cars with unknown adults
- Associating adults known to be/have been involved in CSE
- Being groomed on the internet
- "Clipping" i.e. offering sex for money or other payment, but running away before sex takes place
- Disclosing a physical assault without sufficient evidence to support a S47 enquiry and later refusing to make or withdrawing a complaint
- Involved in CSE e.g. being seen in known houses, recruiting grounds or other "hot spots"
- Having an older boyfriend/girlfriend
- Poor school attendance or excluded
- Staying out overnight without explanation and or details of whereabouts
- Breakdown of residential placements due to behaviour
- Unaccounted for/unexplained money or goods, e.g. including mobile phones, drugs and alcohol
- Multiple or frequent sexually transmitted infections
- Episodes of self-harming requiring medical treatment
- Repeat offending
- Gang member or association with gangs

### **High Level Indicators**

- Child under 13 engaging in sexual activity
- Episodes of street homelessness, or staying with adults believed to be sexually exploiting them/other YP
- Child under 16 meeting different adults and exchanging or selling sexual activity
- Found in and removed from known 'red light' district by professionals, due to suspected CSE
- Being taken to clubs and hotels by adults and engaging in sexual activity
- Disclosure of serious sexual assault and then withdrawal of statement
- Abduction and forced imprisonment
- Being moved around for sexual activity
- Disappearing from the 'system' with no contact or support

- Being bought/sold/trafficked
- Multiple miscarriages or terminations
- Indicators of CSE in conjunction with chronic alcohol and drug use
- Indicators of CSE alongside serious self-harming
- Receiving rewards of money or goods for recruiting peers into CSE.



## **POLICY STATEMENT AND PROCEDURE TEMPLATE FOR VOLUNTARY ORGANISATIONS**

Voluntary organisations are free to use all or any sections of the Safeguarding Children Policy. Below is the minimum acceptable for any organisation receiving funding from Broxtowe Borough Council. However, it is important that all organisations know and understand their duties and obligations, whether they use the template or not.

### **Policy Statement**

Children have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

*(Name of organisation)* is committed to safeguarding children and protecting them from abuse when they are engaged in services organised and provided by *(name of organisation)*. We will endeavour to keep children, young people and vulnerable adults safe from abuse and suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child, at all times. We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults.

*(Name of organisation)* will ensure that unsuitable people are prevented from working with children through using safe recruitment and selection processes.

*(Name of organisation)* will take any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear.

*(Name of organisation)* will not tolerate harassment of any service user, employee, volunteer or child/vulnerable adult who raises concerns of abuse.

### **Procedure**

Any concerns will be brought to the attention of *(named senior person)* who will refer the matter to the Nottinghamshire Multi Agency Safeguarding Hub. Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible. Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.

**GUIDELINES FOR CONDUCT WHEN WORKING/HAVING CONTACT WITH CHILDREN**

It is best practice for councillors, employees and contractors who have contact with children, young people or vulnerable adults to follow these guidelines:

- Always be publicly open to scrutiny when working with children.
- Avoid situations where a councillor, employee, volunteer or service provider and a child are alone, unobserved.
- Children have a right to privacy, respect and dignity. Respect the child and provide a safe and positive environment.
- All children should be treated equally in the context of any activity.
- Councillors, employees and contractors must put the wellbeing and safety of the child before the development of performance.
- If a child is accidentally injured as the result of a councillor, employee or contracted service provider's actions; seems distressed in any way; appears to be sexually aroused by your actions; misunderstands or misinterprets something you have done; always report such incidents as soon as possible to your line manager and the Departmental Safeguarding Officer and make a written report.
- If a child arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the policy.
- When administering first aid, employees should ensure that another adult is present where possible, or is aware of the action being taken.
- Parents/carers should always be informed when first aid is administered.

NEVER take children to your home where they will be alone with you.

NEVER engage in rough physical games including horseplay.

NEVER engage in sexually provocative games.

NEVER allow, encourage or engage in inappropriate touching of any form.

NEVER allow children to use language inappropriate to the circumstances unchallenged, or use it yourself.

NEVER make sexually suggestive comments about, or to, a child - even in fun.

NEVER let an allegation a child makes be ignored or unrecorded.

NEVER do things of a personal nature for children that they can do for themselves, for example assist with changing. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible. In such situations it is important that all employees treat the child with the utmost discretion.

NEVER share a room with a child.

NEVER enter areas designated only for the opposite sex.

NEVER use the internet or any other electronic or telephone device to access inappropriate images of children.

**CONTACTS**

**Multi Agency Safeguarding Hub (MASH)**

Monday to Thursday 8.30am to 5.00pm  
Friday 8.30am to 4.30pm  
Tel: 0300 500 80 90  
E mail: [mash.safeguarding@nottscc.gcsx.gov.uk](mailto:mash.safeguarding@nottscc.gcsx.gov.uk)  
FAX: 01623 483 295

Postal address:  
MASH,  
Mercury House,  
Little Oak Drive,  
Sherwood Business Park,  
Annesley,  
Nottinghamshire  
NG15 0DR

**Social Services Emergency Duty Team**

Tel: 0300 456 4546

**Police**

Tel: 999 (emergencies)  
101 (non-emergencies)

**Notts County Council Children's Social Services**

Broxtowe Team Office  
Tel. 0115 917 5920

**Broxtowe Borough Council**

Safeguarding Children Designated Lead Officer  
Head of Public Protection  
Tel 0115 917 3504  
[spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)

Safeguarding Children Coordinator  
Chief Communities Officer  
Tel 0115 917 3492  
[spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)

Human Resources Manager  
Tel 0115 917 3346

## SIGNS OF CHILD ABUSE

Child abuse is grouped into four main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Individual factors or indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is a serious cause for concern.

Identification of child abuse is difficult. The indicators below are not an exhaustive list but should prompt consideration of whether child abuse may be taking place.

### PHYSICAL ABUSE

#### *Bruises:*

- in children who are not independently mobile
- in babies should always be referred to Children's Social Care
- that are seen away from bony prominences
- to the face, back, abdomen, arms, buttocks, ears and hands
- multiple in clusters
- multiple of uniform shape
- that carry an imprint – of an implement or cord
- with petechiae (dots of blood under the skin) around them.

#### *Bites:*

- Differentiating between adult/child bite on size requires a specialist dentist. If an adult is suspected of biting a child a referral should always be made.

#### *Burns or scalds:*

- with clear outlines which may match an implement
- that are multiple in nature
- on the body away from the hand e.g back, shoulders or buttocks
- small round which may be from cigarettes.

#### *Scars:*

- multiple, unusual shapes or that suggest a child did not receive appropriate medical treatment.

#### *Fractures:*

- in children under 18 months
- in children that are inconsistent with developmental stage
- alleged unnoticed fractures – fractures cause pain and it would be difficult for a carer to be unaware.

### *Other injuries:*

- Poisoning, injections, ingestion or other applications of damaging substances (including drugs and alcohol).
- Signs of shaking: may present with unexplained pain, fitting, paralysis, extreme irritability or with less obvious signs, such as increased head circumference, poor feeding, excessive crying, vomiting or associated injury. Excessive crying in babies can be difficult to manage and may make them more vulnerable to inflicted brain injury.
- Female genital mutilation, including female circumcision is abuse and should be reported. If a woman has been circumcised any female children in the family are at increased risk and should be assessed appropriately.

### **EMOTIONAL ABUSE**

- Persistently telling a child they are worthless or unloved
- Bullying a child or frequently making them frightened
- Persistently ridiculing, making fun of or criticising a child
- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders e.g. faecal smearing, excessive drinking, eating unusual substances, and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self esteem.

### **SEXUAL ABUSE**

- Recurrent genital or anal symptom (for example, bleeding or discharge) without a medical explanation
- Genital, anal or perianal injury without a suitable explanation
- Anal fissure, without medical explanation
- Unusual sexualised behaviours in a pre-pubertal child
- Pregnancy or sexually transmitted infection, including anogenital warts, in a child younger than 13 years if there is no clear evidence of vertical transmission or blood contamination. In 13-15yr if no disclosure of consenting sexual behaviour with a peer. In 16-17yr consider if power imbalance in relationship, sexual exploitation.

### **NEGLECT**

- Ignoring the child's need to interact
- Failing to express positive feelings to the child, showing no emotion in interactions with the child
- Denying the child opportunities for interacting and communication with peers or adults
- Inadequate provision of food
- Exposure to inadequate, dirty and/or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Prevented by their carers from receiving appropriate medical advice or treatment
- Living environment unsafe for child's developmental stage
- Poor standard of hygiene affecting child's health.

<b>Type of abuse</b>	<b>Physical Indicators</b>	<b>Behavioural Indicator</b>
Physical	Frequent or unexplained bruising, marks or injury Bruises which reflect hand marks or shapes of articles e.g. belts Cigarette burns Bite marks Unexplained broken or fractured bones Scalds	Fear of parent being contacted Behavioural extremes – aggressive/angry outbursts/ withdrawn or violent behaviour Fear of going home Flinching when approached or touched Depression Keeping arms/legs covered Reluctance to change clothes Panics in response to pain Reports injury caused by parents
Emotional	Delays in physical development or progress Sudden speech disorders Failure to thrive	Neurotic behaviour Sleeping disorders, unable to play Fear of making mistakes Sucking, biting or rocking Inappropriately adult or infant Impairment of intellectual, emotional, social or behavioral development
Sexual	Pain/itching in the genital area Bruising/bleeding near genital area Sexually transmitted disease Vaginal discharge/infection Frequent unexplained abdominal pains Discomfort when walking/sitting Bed wetting Excessive crying	Inappropriate sexual behaviour or knowledge for the child's age Promiscuity Sudden changes in behaviour Running away from home Emotional withdrawal through lack of trust in adults Unexplained sources of money or 'gifts' Inappropriate sexually explicit drawings or stories Bedwetting or soiling Overeating or anorexia Sleep disturbances Secrets which cannot be told Substance/drug misuse
Neglect	Constant hunger Poor hygiene Weight loss/underweight Inappropriate dress Consistent lack of supervision/abandonment Unattended physical problems or medical needs	Begging/stealing food Truancy/late for school Constantly tired/listless Regularly alone/unsupervised Poor relationship with care giver