

Safeguarding Children Policy

Essex County

Fire & Rescue Service

About

This document is to be read in conjunction with the NFCC Safeguarding Guidance for Children, Young People and Adults and Safeguarding Fire Standards

This document provides the Service policy and agreed protocols together with the information and guidance for personnel to carry out activities working with children and young people. Safeguarding children is defined as 'protecting children from maltreatment and preventing impairment of children's health and development and includes child protection. A child is defined as any person aged less than 18 years

Version 1 updated Oct 2018. Version 3 updated Jan 23

Table of Contents

1	Table of Contents	2
2	PURPOSE	3
2.1	Roles and Responsibilities	3
3	SCOPE	4
4	POLICY	5
5	SAFEGUARDING PROCEDURES	8
6	DISCLOSURE AND BARRING SERVICE	12
7	TRAINING	13
8	GOOD PRACTISE INFORMATION GUIDE	14
9	LOCAL AUTHORITY DESIGNATED OFFICER	21
10	APPENDIX	22
11	REFERENCES	23
12	VERSION CONTROL	24

2 PURPOSE

'Essex County Fire and Rescue Service is committed to ensuring all policies treat their employees and members of the public equally, regardless of their age, race, religion or belief, gender, disability or sexual orientation.'

ECFRS recognises that the protection and safety of children and young people is everyone's responsibility and that staying safe and being safe are fundamental rights for all children. This policy, the related Procedural Instructions and Good Practise Information Guide establishes the roles and responsibilities of ECFRS staff, whether paid or voluntary, in relation to the safeguarding of children and young people with whom they come into contact through their work.

2.1 Roles and Responsibilities

The ECFRS Safeguarding Policy 'Responsible Person' is the Director of Operations. Their role is to:

- Act as an official contact with Local Safeguarding Children's boards and any other statutory authority or agency in safeguarding matters.
- To instigate any internal actions that may be necessary following a referral being made.

In addition there is a 'Named Person' (Head of Safeguarding) working within Prevention with day to day responsibility for safeguarding best practice.

Furthermore, the 'Named Person' (Head of Safeguarding) is supported by a Deputy Safeguarding Manager and a Safeguarding Co-ordinator whose post is based at CFRS.

The referral procedure set down requires all members of staff, in the case of an imminent risk of significant harm, to contact the Police, using 999, or the ECFRS Safeguarding team,

A safeguarding referral will also need to be completed.

https://ecfrs.cfrmis.co.uk/OnlineServices/Referral?model=S

With all non-emergency concerns a safeguarding referral must also be completed.

https://ecfrs.cfrmis.co.uk/OnlineServices/Referral?model=S

The Safeguarding teams role is to determine if appropriate follow up action is to be taken.

This procedure applies irrespective of whether harm is perceived to come from a member of the family, another person (including another child), or from a member of staff.

3 SCOPE

It is the responsibility of every manager within ECFRS to make sure that all staff for whom they are responsible are aware of and understand the importance of this policy and the related documents. They must also make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf and may involve contact with children and young people, understand and comply with them as appropriate.

4 POLICY STATEMENT

ECFRS recognises that the protection and safety of children and young people is everyone's responsibility and that staying safe and being safe are fundamental rights for all children. This policy, the related Procedural Instructions and Good Practice Information Guide establishes the roles and responsibilities of ECFRS staff, whether paid or voluntary, in relation to the safeguarding of children and young people with whom they come into contact through their work.

This policy is to be read in conjunction with NFCC Safeguarding Guidance for Children, Young People and Adults

https://servicenet-ecfrs.msappproxy.net/_img/docs/pdf_1648818595.pdf

and Fire Standards: Safeguarding pdf_1648818562.pdf (msappproxy.net)

- We have a moral and a legal responsibility to safeguard children and young people;
- Good policies and procedures will help ECFRS in its aim to be a safe organisation;
- The children and young people we work with and provide services to will feel empowered and listened to;
- We will be guided in dealing with potentially very difficult situations;
- Any organisation that fails to safeguard properly will be far more vulnerable to false and malicious allegations and claims against its staff.

In relation to Safeguarding, the approach ECFRS will take is based on and reflects the principles of both UK legislation, guidance and other relevant ECFRS instructions. It also draws upon procedures and advice issued in the publication 'Working Together to Safeguard Children'

Enshrined in this policy are the key principles that:

The welfare of the child is the paramount consideration. All children, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity, have a right to protection from harm.

It is the responsibility of every manager within ECFRS to make sure that all staff for whom they are responsible are aware of and understand the importance of this policy and the related documents. They must also make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf and may involve contact with children and young people, understand and comply with them as appropriate.

An important element of good practise begins with the recruitment, selection, transfer and posting of staff to positions affording substantial access to children.

This includes carrying out appropriate statutory checks and taking references, which refer to the candidates suitability to have substantial access to children.

The requirement of the Rehabilitation of Offenders Act will be observed throughout by ECFRS in carrying out this process.

No employee will be disadvantaged for not accepting or undertaking a specific task or post affording substantial access to children. It is recognised that some individuals may not wish to undertake this particular area of activity.

In posts that involve substantial access to children, personnel will be required to undergo a mandatory Enhanced Disclosure and Barring Service check (eDBS) to ensure their suitability for work involving substantial access to children. Checks will also be required for volunteers acting on behalf of ECFRS.

The Responsible Person, (Director of Operations), the Named Person (Head of Safeguarding) and the Safeguarding Officer will also undergo an eDBS check.

The Responsible Person and Named Person are also responsible for reviewing all activities involving substantial access at regular intervals.

Substantial access to children can be simplified as situations where:

An individual has regular contact over a period of time with the same child or young person during an activity or series of activities, e.g. Juvenile Fire Setter scheme, Fire Cadets and Fire Break.

The opportunity exists to develop a relationship with a child over a period of time.

Single visits to different school classes, groups of children, or children making single visits to fire stations, would not be defined as affording substantial access to children. A simple definition in these circumstances would be that of 'coming into contact' with children. The presence of an independent responsible person at all times whilst the activity takes place, e.g. a supervising teacher, may also support a conclusion that substantial access has not occurred. In all instances the guidance document on best practice must still be adhered to.

All activities that involve working with children will be designed to eliminate unnecessary substantial access to children, or risk to the member of staff of false or malicious claims.

It is not expected that staff will act as child protection workers or that they will be trained to intervene in cases of suspected child abuse. It is, however, that staff will act on any suspected or potential case of a child being harmed. In such instances it must be reported directly and without delay as a safeguarding concern (non-emergency) or the Police via 999 or Control and submitted as a safeguarding concern (emergency).

It is acknowledged that reporting concerns regarding the possibility of harm can be difficult. Saying or doing nothing, however, is not an option. Staff are expected to follow the Safeguarding Procedures contained in this policy. It must be recognised that this policy applies to all staff. The management of ECFRS will provide support to any member of staff who, in good faith, reports his/her concerns that a child is being harmed or is at risk of harm, even if those concerns prove to be unfounded.

Copies of the policy, procedures and guidance is accessible through the intranet under Safeguarding.

A reference copy of Working Together to Safeguard Children document is accessible through the intranet under Safeguarding. Working together to safeguard children - GOV.UK (www.gov.uk)

Basic guidance will be provided to parents or guardians of children who take part in ECFRS activities where substantial access to children occurs. This guidance will explain the Service's commitment to safeguarding issues and explain the nature and extent of the activities that will be undertaken.

The 3 Local Safeguarding Children's Boards covering EFA area, only through the Named Person, will act as the first point of contact for advice for this policy.

5. SAFEGUARDING PROCEDURES

Referral Process:





NO

Contact Police immediately by contacting Control stating, "This is a safeguarding children matter". Record Police incident number and name of person reported to. Contact Duty Officer if further support is required,(Duty Officer can contact Safeguarding Team 24/7 through Control)

Yes

Complete a safeguarding referral

https://ecfrs.cfrmis.co.uk/OnlineS ervices/Referral?model=S

Complete a safeguarding referral:

https://ecfrs.cfrmis.co.uk/OnlineS ervices/Referral?model=S The ECFRS policy statement establishes the position and expectations of the Service in relation to the safeguarding of all children that staff meet, or have substantial access to, in the course of their duties.

These instructions set out the actions which must be taken to safeguard children. The instructions apply to all staff.

Health and Safety

The overall welfare and safety of the child will always be the paramount consideration.

- All activities undertaken involving risk to children must be properly risk assessed and appropriate control measures recorded and implemented.
- The value of activities undertaken must always be proportionate to any degree of risk caused.

Harm

A Good Practice Information Guide has also been developed to provide staff with guidance which will not only help to protect children but will also help to identify any practices which could be mistakenly interpreted. The Safeguarding Lead can additionally provide advice, if needed, on these or other general safeguarding children issues. Enquiries of this nature must be sent to mailbox – Safeguarding. Operational staff are permitted to discuss referrals with a duty officer if they have concerns but the responsibility for making a referral will always lie with the individual who has witnessed the incident first hand. It is recognised that a percentage of the children staff work with, or meet will, through the nature of their experiences, demonstrate behaviours which might be indicators of harm. Many factors associated with disadvantage can also result in a child's behaviour being affected, thereby making the identification of harm even more difficult than usual.

Part 3 of the Good Practice Information Guide provides information to aid understanding of those indicators that may cause concern. It is important to remember, however, that most children will experience a perfectly safe and happy childhood.

It must be clearly understood that this policy is not a substitute for an approved/appropriate training course. Training courses will be arranged, as appropriate, in consultation with the Safeguarding Lead in conjunction with the 3 LSCB's covering the EFA.

You may become aware of the possibility of harm through any number of means. Staff who, for any reason, become concerned that a child may be at risk, is being, or has been, harmed either by:

• A member of staff;

- A member of their family;
- Any other person, including another child;
- Themselves (self-harm);
- Or is told by a child that they are being, or have been harmed, must report that concern by raising a safeguarding referral at the earliest opportunity. A flow chart summarising the correct reporting procedure is provided in Key Information on page 8.

Note: Should the situation require an immediate response, e.g. the child is in need of urgent medical treatment, or in the case of ongoing violence, or the threat of violence, police assistance is required; the necessary actions, calling 999, should be taken without delay. The police must be informed whenever an emergency intervention has occurred. The conflicts that may be perceived as regards to ECFRS neutrality are secondary to the well-being and safety of the child. ECFRS Safeguarding Lead can be reached during office hours at SHQ KP on 01376 576000, or out of hours via Service Control. Their role will be to represent the Service at the 3 LSCB's covering EFA and, where necessary, give advice and determine any appropriate action to be taken.

As a rule, if there exists any doubt regarding the actual or potential harming of a child, action will include informing the Safeguarding Team or Police via 999 (emergency). This procedure applies irrespective of whether that harm is perceived to come from a member of their family, another person including another child, or from a member of staff.

Where those concerns relate to a member of ECFRS staff, the Named Person will also ensure that the relevant internal procedures are initiated.

When making the referral the following information should be provided in both an emergency and non-emergency situation, where known:

• Your own details; i.e. name, designation, contact number, etc.;

• Information about the child; such as their name, address, date of birth, gender, ethnic origin, religion, any disability, any JFS case number or information regarding other agencies involvement;

- The names of the primary carers of the child;
- Contact telephone numbers for carers / household.

• Details of the concern (time, place and any persons present). If referral is linked to an ECFRS incident – details of this should be provided also.

• The source of the information;

• Whether the child or family are aware of the referral. If they have been made aware, their response to the concerns.

In case of an emergency, before ending this conversation the police officer/member of staff should be asked to clarify:

- Incident report number;
- What actions will be taken and by whom;
- What the person reporting should do if there are further concerns.

The information passed, the name and designation of the police officer/staff member and the time of the call should always be taken and recorded.

The Named Person should be informed as soon as is reasonably practicable via a safeguarding referral. Details of all information given/received must always be recorded by the initial reporting person on a safeguarding referral. Any additional contemporaneous notes must be submitted by email to the Safeguarding Mailbox. Where applicable, the child's own words should always be noted. Where there are concerns but doubt exists as to whether a child is suffering or likely to suffer significant harm or whether behaviour may be abusive and it is uncertain whether a full referral should be made, the Safeguarding team must be contacted for advice.

If concerns are raised by ECFRS staff while in a school through a school related activity undertaken in the course of their work, or whilst interacting with another agency or body, they must immediately ask for and inform the school's or organisation's Safeguarding 'Designated' or 'Named Teacher/Person'. They must also submit a safeguarding referral. Contact will be made with the school concerned by the Safeguarding Team to confirm that concerns have been passed to the appropriate person within that school/organisation.

6 Disclosure and Barring Service

All staff involved in activities involving substantial access to children are required by ECFRS to undergo a Disclosure and Barring Service check to ensure their suitability for working with children. At this time any fees incurred in obtaining a disclosure will be met by ECFRS. Personal confidentiality will be respected throughout the entire process.

Heads of departments and Group Managers are responsible for identifying all personnel within their own department/area who have substantial access to children and who will therefore need to apply for a DBS check. Notification should be made to the Accreditation & Data Officer who will arrange for a new DBS application to be started for the person concerned.

The online application must be completed by the applicant and proof of identity will be provided and verified before the application can be submitted. This should be done in person by production of the appropriate identification documents to the Accreditation & Data Officer based at SHQ, KP or electronically where permitted.

Our agent for DBS is the Essex County Council Disclosure Unit, based at County Hall, Chelmsford, and staff there will check for irregularities before sending the application electronically to the Disclosure and Barring Service offices in Liverpool.

The applicant will not be permitted 'substantial access to children' until the DBS certificate is returned to the individual with a satisfactory outcome and the Accreditation & Data Officer has been notified.

A new DBS check must be obtained within 3 years of the date of issue. The DBS process for Enhanced checks can take as long as 3 months to complete, but is usually done within 4-8 weeks.

Exceptionally, and in accordance with the principle that the overall safety of the child will always be the paramount consideration, should the disclosure reveal that a significant risk to children exists, an immediate and full disclosure will be made to the Responsible Person and a Senior Manager within the HR department.

The Community Development Team at SHQ, KP will be responsible for maintaining a record of all staff that have completed a DBS check and are considered suitable for work involving substantial access to children. Any staff not currently having substantial access must have completed a satisfactory check prior to commencing any activity involving substantial access to children. Staff who attend to observe activities, for instance those considering whether they wish to undertake work that involves substantial access to children, will not be allowed substantial access to children, whether under supervision or otherwise. Appendix 1: A flow chart illustrating the process

7 Training

All staff will receive appropriate instruction/training in Safeguarding. The level of this will be determined by their role and degree of access to children. Those undertaking activities which involve substantial access to children will undertake refresher training at no less than three-year intervals. A brief outline of the proposed levels of training is included in Support Information.

All Safeguarding training/instruction needs will be determined and delivered in consultation with the Safeguarding Team, Learning and Development team and the 3 LSCB's.

As part of this process all new staff entering the Fire Service will receive the appropriate level of Safeguarding training as part of their induction course. Training is available on Learn-Pro.

Refer to the CFRS and ECFRS Safeguarding Training Competency on the intranet.

8 GOOD PRACTICE INFORMATION GUIDE

This guide provides advice which will help to identify and implement good practices when working with, or coming into contact with children and young people. It has been developed to protect children and all members of the staff. It is based on the principle of ECFRS being open and transparent in all of its dealings. As such, it follows advice received from safeguarding professional bodies with the aim that this should be applied using practical common sense and include the mindset of the 'reasonable parent' and 'our public duty to safeguard children and young people.

Part 1: General Good Practice

Do always remember that before proceeding with any activity with children and young people, the necessary permissions have been sought and granted.

Do always remember to provide an example you wish others to follow.

Do treat everyone with respect always and try to develop a culture in which everyone feels comfortable enough to point out inappropriate attitudes and behaviour to each other.

The principles of risk assessment should be applied to all activities undertaken to ensure that a satisfactory balance is achieved between the value of the activity undertaken and the risk involved.

There may be other considerations that have to be considered; for example, when undertaking 'adventure' type activities. Full consideration should be given to any additional measures that may be required, depending upon the type of activity to be undertaken. For example, activities involving overnight accommodation will need special considerations relating to sleeping and washing facilities, additional to those same activities undertaken during a normal daytime training session.

Do not permit abusive youth peer activities (e.g., initiation ceremonies, ridiculing, bullying, etc.) to take place.

Do not engage in or allow physical contact games with young people or make suggestive remarks or gestures, and never show favouritism to any individual. Personal favouritism or special treatment, for instance rewards and in particular, 'known in advance' reward schemes, should be avoided. Rewards must never be used to gain an individual's or group's confidence or trust.

Always respect a young person's right to personal privacy. Never enter a room where a child may be changing their clothes or not be fully dressed. Adequate provision must also be made to ensure that children cannot enter areas where adults are changing/showering, etc. There should be a process for young people to talk about any concerns they may

have. Recognise that caution is required, particularly in sensitive moments of support, such as when dealing with bullying, bereavement, or abuse.

Always be mindful that:

• You may not be the appropriate person to deal with the situation.

• You should never promise to keep what a child tells you completely confidential, as you may need to take it further. Young people undertaking ECFRS activities, i.e., Firebreak schemes, etc., should be informed of any alternative counselling advice available via ECFRS.

Plan to always work in teams with a minimum of two adults present. Consideration must be given to ensuring mixed gender teams, as appropriate. Always avoid unobserved situations of one-to-one contact with a child. If it is unavoidable, keep a door open and ensure you are within the hearing of others. Alternatively, consider using open spaces such as training yards where you are in clear view of others but a degree of privacy from being overheard can still be achieved. Wherever possible, work in pairs utilising 'other' professional people or responsible adults where necessary.

Never transport or offer to transport children alone in your car or a Service vehicle. Never allow yourself to be drawn into inappropriate attention seeking behaviour.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Never exaggerate or trivialise child harm issues and never let allegations by a child go unreported, including any made against you.

Part 2: Advice on Physical Contact

Staff are likely to come into physical contact with young people from time to time in the course of their duties. Examples include showing a young person how to use a piece of apparatus, equipment or demonstrating a move or exercise during an activity. Staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted:

• It is unacceptable to use repeated touching as a style of working or as a way of relating to individuals.

• Any form of physical punishment of young people is unlawful

In certain circumstances, a young person's behaviour or their actions may endanger themselves or other people. If such an incident were to occur the following procedure must be followed: • Draw the attention of the young person to their behaviour and make it clear that this needs to stop.

• If this is unsuccessful the activity must be stopped immediately, taking into account safety requirements.

• Physical intervention should not normally be carried out by ECFRS personnel; however, ECFRS personnel are permitted to physically intervene in such emergency situations where if they were not to intervene there would be real and actual risk to person/s. Such intervention must only be sufficient and appropriate to contain the situation and prevent further injury or damage.

• Personnel undertaking work with persons where the risk assessment prior to the activity reveals the possibility exists of conflict, will undertake appropriate and, where necessary, specialised training in conflict resolution or a similar training programme before undertaking the activity. This will be arranged by the Education & Specialist Interventions Manager in consultation with the Service Training Department.

Part 3: Information and Advice on Abuse

The main forms of abuse

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from 'Working Together to Safeguard Children (2018)'.

Physical abuse

• Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, or the threat of physical harm.

• Physical abuse may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. Physical abuse, as well as being a result of an act of commission, can also be caused through omission or the failure to act to protect.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill treatment 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, whether or not the child is aware of or consents to what is happening.

• Sexual abuse may also include non-contact activities, such as involving children in looking at or in the production of pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

• Boys and girls can be sexually abused by males and/or females, by adults and other young people and by people from all different walks of life.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure a child gets appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

Note: Bullying is not an official category of child haabuse, but is damaging and oppressive.

Please also note that children from minority ethnic groups, children with a disability and children with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

The signs and indicators of abuse

Recognising child abuse is not easy and it is not your responsibility to decide whether child abuse has taken place, or if a child is at risk. You do, however, have a responsibility to act if you have a concern in order that the appropriate agencies can investigate and take any necessary action to protect a child. It must be recognised that you are not an expert or professional in the areas of child protection or social work. It is important that you do not assume this role. It is important, however, to know that staff have a **public duty of care** about keeping children and young people safe from harm and the expectation is that staff will conduct themselves and act **'as a reasonable parent would'** when working with children and young people.

For those with a supervisory role it is important to regularly review the levels of involvement of personnel in individual cases.

The following information is not designed to turn you into an expert, but it will help you to be more alert to the signs of possible abuse.

Physical abuse

• Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, such as elbows, knees and shins;

• However, some children will have bruising which can almost only have been caused nonaccidentally. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Emotional abuse

Emotional abuse can be difficult to measure and often children who appear well cared for may be emotionally harmed by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional harm can also take the form of children not being allowed to mix/play with other children.

Sexual abuse

• Adults who use children to meet their own sexual needs harm both girls and boys of all ages, including infants and toddlers.

• Usually in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

Neglect

• Neglect can be a difficult form of harm to recognise yet have some of the most lasting and damaging effects on children. Physical signs of neglect can include inappropriate dress for the conditions. Changes in behaviour which indicate neglect can be the mentioning of their being left alone or unsupervised.

If a child tells you they are being abused

• Children will occasionally disclose abuse to an adult they have come to feel they can trust. This happens for many reasons, but the important thing to remember is that if they do tell you they are doing so in the hope that you will act to stop it happening, even if they ask you not to do anything with the information. Tell them that you will have to inform the

Named Safeguarding Person at ECFRS (non-emergency) or the Police and Named Safeguarding Person (emergency);

• They may feel as if they are betraying someone, they are close to and whom they love. It is not unusual for a child to love the person causing the harm but want the harm to stop, especially when that person is a parent or carer. Equally it may be someone they fear, e.g., an adult whom they perceive to be able to influence decisions concerning their future. Either way, it takes great courage for a child to talk to an adult about harm and your response can be crucial.

• If a child discloses abuse to you in the course of your work, it is important to react appropriately; • It is important to remember also that it can be more difficult for some children to tell than for others. Children who have experienced prejudice and discrimination through racism may well believe that people from other ethnic groups or backgrounds don't really care about them. They may have little reason to trust those they see as authority figures and may wonder whether you will be any different.

• Children with a disability may also have to overcome additional barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of alternative sources. They may have come to believe they are of little worth and simply comply with the instructions of adults.

• Therefore, it is essential that everything possible is done to protect the children who place their trust in us

If a child tells you that they are being or have been abused, you must:

• Make an immediate record of what the child has said, if possible, using their own words;

• Inform the police (emergency), Named Safeguarding Person (nonemergency); • Follow the instructions for reporting to the Named Person.

• Remember the flow chart procedure for a Safeguarding referral.

Do:

- Remain calm and receptive.
- Listen without interrupting; only ask questions of clarification if you are unclear what the child is saying.
- Make it clear you take them seriously;
- Acknowledge their courage in telling you.
- Tell them they are not responsible for the harm;
- Let them know you will do what you can to help them.

Do not:

- Allow your shock or distaste to show.
- Probe for more information/ask other questions.
- Make assumptions or speculate.
- Make negative comments about the person causing the harm.
- Make promises you cannot keep.
- Agree to keep the information secret.

LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

Should an allegation be made about a member of staff who works with children or vulnerable adults the LADO must be informed.

The role of the LADO:

- The LADO has management and oversight of the investigation process from beginning to end following an allegation against people in a position of trust who work with children and/or vulnerable adults.
- The LADO is not the decision maker this remains with the employer, but they will provide advice and guidance to employers and voluntary organisations, liaise with police and other agencies and monitor progress of cases to ensure they are dealt with as quickly as possible, consistent with a fair and thorough process.
- The LADO process applies to everyone who works or volunteers with children or vulnerable adults.

Appendix 1

Procedure for obtaining DBS checks.



REFERENCES

Fire Standards; Safeguarding pdf_1648818562.pdf (msappproxy.net)

CFRS and ECFRS Training Competency

NFCC Safeguarding Guidance for Children, Young People and Adults

pdf_1648818595.pdf (msappproxy.net)

The Children Act 1989

The Human Rights Act 1998

The protection of Children Act 1999

The Sexual Offences (Amendment) Act 2003

The Criminal Justice and Court services Act 2000

Working Together to Safeguard Children 2018

Southend, Essex and Thurrock Child Protection Procedures

Data Protection Act 2018

Equality and Diversity Policy 2010

Safeguarding Disabled Children – GOV UK

Every Child Matters – Gov UK

Keeping Children Safe – Governments Response to the Victoria Climbie Inquiry

5 REVISION HISTORY

Release Number	Date	Revision Description	Owner
Version 1	10/18	Version 1	KS
Version 2	02/22	Version 2	KS
Version 3	01/23	LADO description added and a few spellings1989	KS