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APPENDIX ONE

Child Concern/Safeguarding - Code of Behaviour

This procedure must be followed whenever a child concern or Safeguarding alert is raised by any member of the Enfield Carers Centre (ECC) staff, in conjunction with ECC's Child Protection Policy.

When a disclosure is made relating to a child /young adult under 18 which causes concern the following steps MUST be taken immediately.

- If you suspect a child is in immediate danger, ensure they are safe, raise with the Chief Executive - Pamela Burke or Fiona Jones also a Designated Safeguarding Officer (in her absence) and report to Social Services. Otherwise:
- Line manager or member of the Senior Management Team to be informed immediately
- Clear and concise notes, stating facts only, to be written up on ECC's Child Concern/Safeguarding Form (see keeping correct notes guidelines)
- When child /young adult /parent or guardian discloses information, you must make them aware that you may have to breach confidentiality and let somebody know what they have disclosed
- If you feel uncomfortable or unable to deal with what the child is disclosing you stop the conversation and ask another member of staff to join you, preferably a manager if they are available
- No further questioning of the child must take place after the disclosure, no leading questions must be put to the child
- No individual is to make decisions regarding ECC's actions in relation to any individual case, discussions must take place with senior management
- Worker, manager and the DSO to decide if needs escalating to Safeguarding team and what the next steps to be taken are, no single staff member to make this decision alone
- Under no circumstances are ECC employees to take on any type of investigation of the alleged abuse/perceived danger etc... This is NOT the role of ECC
- If escalated to a safeguarding concerns a folder with all the relevant documents must be made and saved in the folder ECC work/EYPIC/ Safeguarding
- All notes to be kept up to date on Sales Force, details of alleged sexual abuse must not be put on Sales Force but kept in the child's folder on ECC work and cross-referenced there on Sales Force. For example, – *“possible Sexual abuse safeguarding alert raised, see folder for more information. Date xxx”*

A stand-alone file for a child must be started when concerns for the child and, consequently, records of these and actions are increasing

What records should be included in a safeguarding file?

The following information must be kept in a stand-alone file, whether paper or electronic:

- Front sheet
- Chronology
- All records of concern
- Any notes initially recorded in the form of notebooks/diaries
- Any child protection information received from the child’s school or other agencies
- Records of discussions and telephone calls (with colleagues, parents and children/young people and other agencies or services)
- Letters sent and received
- Formal plans linked to the child e.g. child protection plan, child in need plan, Court Appointed Special Advocate (CASA) & Action Plan
- Risk assessments
- Minutes of interagency meetings e.g. child in need, strategy, child protection conference

I have read and understood the above Code of Behaviour and agree to abide by it at all times

Staff Name:

Signature:

Date:

Contact details listed in Appendix Two

APPENDIX TWO

LIST OF CONTACTS

ECC

Chief Executive	Pam Burke	020 8366 3677 x301
Designated Safeguarding Officer	Pamela Burke	0208 366 3677 x 301
Data Protection Officer	Pamela Burke	0208 366 3677 x 301
Safeguarding Trustee	Neil Yeomans	0208 366 3677

Enfield Council

Local Authority Designated Officer (LADO)	020 8379 2746/2850
Children's MASH (Multi Agency Safeguarding Hub) (Mon-Fri: 9 am-5 pm) Out of office hours call: 020 8379 1000 (select option 2). Email: ChildrensMASH@enfield.gov.uk	020 8379 5555
Enfield Safeguarding Children Board (Please note, this is not a frontline service)	020 8379 2767
Emergency Duty Out of Hours Social Worker	020 8379 1000
Child & Family Support Team	020 8379 2574
Looked After Children Team	020 8379 8200

Other

Police Child Abuse Investigation Team (CAIT)	020 8733 5139
NSPCC Helpline	0808 800 5000
Charity Commission	0300 066 9197

APPENDIX THREE

INDICATORS OF ABUSE/GROOMING

The following information is taken from the NSPCC website (www.nspcc.org.uk):

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

APPENDIX FOUR

Safer Recruitment

Enfield Carers Centre (ECC) is committed to protecting all children and young adults by making sure that we employ the right people (on a paid and/or voluntary basis).

Safeguarding the children, young adults who ECC have contact with is considered at the recruitment stage. All staff, volunteers and trustees are required to attend interviews and provide references, as detailed in ECC's recruitment, selection and induction procedures.

A Basic Disclosure and Barring Service (DBS) check will also be obtained for staff, volunteers and trustees recruited to all positions. Certain positions will require an Enhanced DBS check, and this should be established and specified prior to recruitment. A repeat DBS check will be obtained every three years for all eligible employees, volunteers and trustees.

During interview all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

Appropriate training in safeguarding will be provided as part of the induction process, and then as an ongoing part of staff development.

See ECC's Safer Recruitment Policy

APPENDIX FIVE

Enfield Child Protection Policy

The London Borough of Enfield follows the [Pan London Child Protection Procedures](http://www.londoncp.co.uk) (www.londoncp.co.uk) published by the London Safeguarding Children Board.