



# Within the Wood Safeguarding Policy

Safeguarding policy for all Staff, subcontractors and volunteers, (in this document referred to as Staff), working with Within the Wood and on Within the Wood projects.

## 1. Policy Statement

Within the Wood recognises that in providing activities and services for children and vulnerable adults, it has a duty to safeguard them from harm or the risk of harm while they are engaged in its projects. Within the Wood acknowledges its duty to act appropriately to any allegation, reports, or suspicions of abuse. Within the Wood has a duty to ensure all allegations of abuse or concerns are treated seriously and responded to swiftly and appropriately in accordance with procedure, even if the concern does not relate to Within the Woods programmes or Staff working on those programmes. Staff will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children and adults. Staff working on Within the Wood projects will work in a way that ensures all participants are treated fairly and with respect, listened to and valued as individuals. Within the Wood is committed to taking all available steps to ensure that its services are delivered in a manner which keeps children and vulnerable adults safe from harm.

This document was created in line with the government documents '[After-school clubs, community activities, and tuition: Safeguarding guidance for providers](#)' and '[Working Together to Safeguard Children 2023](#)'

### Within the Wood will:

- Ensure that all Staff understand their legal and moral responsibility to protect children and vulnerable adults from harm, abuse and exploitation.
- Ensure that all Staff understand their responsibility to work to the standards detailed in this and Within the Wood's other policies and work towards maintaining high standards of practice.
- Ensure that all Staff understand their duty to report concerns that arise about a child or vulnerable adult or a worker's conduct towards a child or vulnerable adult to one or more of Within the Wood's Named Persons for Safeguarding.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Bradford Children's Services Integrated Front Door (IFD) Approach.
- Ensure the Named Persons understand their responsibility to refer any safeguarding concerns to the statutory safeguarding agencies.
- Provide opportunities for Staff to develop their skills and knowledge in relation to the welfare and protection of children and vulnerable adults.



- Ensure that all participants are enabled to express their ideas and views, and parents/carers and partner organisations are encouraged to be involved in the work of Within the Wood and when requested, have access to all policies and procedures.
- Endeavour to keep up to date with national developments relating to safeguarding policy and law.

## **2. Within the Wood Safeguarding Procedures:**

### **Disclosure Barring Service checks:**

Any Staff wanting to work on Within the Wood projects need to provide a satisfactory up to date DBS check (under 3 years old). Two-character references must also be supplied. A Within the Wood member of staff must see the original copy of the DBS check or be able to access the online version if the person has subscribed to the DBS Update Service. Within the Wood will note the DBS number and date for its own records. Within the Wood accepts DBS checks carried out by other organisations. Within the Wood will undertake DBS checks for prospective volunteers but is under no obligation to undertake or pay for DBS checks for freelance Staff.

### **Within the Wood Policies:**

Staff working on Within the Wood sessions/projects will be aware of Within the Wood's Safeguarding policy and how to deal with concerns relating to the safety and welfare of children and vulnerable adults.

Staff will be aware of Within the Wood's health and safety guidelines set out in Within the Wood's Health and Safety Policies [**see Health and Safety Policy, Tool Use Policy, Fire Use Policy, Emergency Congregation and Evacuation Procedures**].

Within the Wood Staff will encourage good standards of behaviour and will challenge behaviour that threatens the safety or wellbeing of individuals, the group, or other users of the space according to Within the Wood's behaviour policies [**see Behaviour Management Policy**].

### **Code of Conduct:**

All Staff working on Within the Wood sessions/projects, including subcontractors and volunteers, are expected to work to a professional standard and behave in a responsible and fair way towards participants, other members of Staff and the public.

We ask that all Staff adhere to our code of conduct, which means:

- Serving as a public face of Within the Wood, representing the organisation in a positive light to participants, clients and potential clients.
- Being punctual, arriving and setting up in good time to be ready for the start of the session.



- Reporting back to Within the Wood with details of the session, including monitoring, accident and incident reporting and any feedback that may be useful.

Staff should act as responsible role models, maintain appropriate boundaries, and always act in an appropriate manner with participants of all ages. This includes:

- Always listening to and respecting participants regardless of their age, gender, culture, disability, racial origin, language, background, religious beliefs, or sexual orientation and not discriminating or demonstrating prejudice.
- Speaking to and about participants in a way that is respectful and fair, avoiding gossiping, singling out 'troublemakers' or favouritism, swearing, sexually suggestive or discriminatory (i.e., sexist, racist, homophobic, etc) remarks, comments or jokes to, or in front, of a participant.
- Never smoking in front of participants or consuming alcohol /drugs during the working day.
- Ensuring that if any kind of physical support or contact is required during activities, it is appropriate and only, when necessary, in relation to the activity.
- Ensuring that dangerous or otherwise unacceptable behaviour such as bullying by a participant or member of Staff is challenged and addressed and not tolerated in any way.
- Remaining calm, fair and in control when dealing with behaviour incidents, taking care not to act in a way which may be perceived as threatening. Staff should not use any physical punishment as part of disciplining participants. Shouting at participants should also be avoided or used very seldom and only if other alternative forms of discipline have failed.

Within the Wood works with children and vulnerable adults. The Code of Conduct requires that staff:

- Ensure that the focus of any relationship with a child or vulnerable adult Staff meet through Within the Wood programmes should always remain on the work. Staff should never invite or allow a child or vulnerable adult they meet through work into their homes or contact outside of work including through social media. Staff should not offer to transport a child or vulnerable adult alone in their cars unless in an emergency and having agreement from their parents/carers and/or partner organisation.
- Avoid unobserved situations of one-to-one contact with a child or vulnerable adult. If it is unavoidable, for instance helping a child with toileting, always ensure another adult knows where you are, with whom and why. In this situation it is also good practice to ask the child or vulnerable adult to bring a friend and try to remain in view of others in the vicinity.
- Are alert to signs of abuse and ensure concerns or allegations by a child or vulnerable adult are reported, including any made against Staff or adults working with Within the Wood. Reporting procedures are detailed under the Child Protection Reporting Procedure in this policy.



- Are professional and not overly familiar to both adults and children when managing any social media pages. Any staff posting or sharing anything on the page will be aware that children may see this as it is a public page so to ensure it is relevant and appropriate. Children cannot use the Within the Wood page to make bookings or to contact any members of staff, if this occurs the staff member will tell the child to have a parent contact the page instead and will also let the safeguarding lead know.
- Do not use their personal phone during a session to take photos or send messages. A work phone and camera are available for use if necessary.

### **Project Delivery:**

Each project will have a lead member of Staff. The lead member of Staff will:

- Follow the practice detailed in Within the Wood's policies, procedures, and risk assessments.
- Ensure there are agreed roles, responsibilities, and standards of behaviour with other Within the Wood Staff and others involved e.g., other members of Staff from the Partner organisation.
- Discuss risk assessment and safeguarding with the Staff team prior to the start of the delivery.
- Discuss risks with the participants at the start of the project and agree the area in which they are working.
- Ensure that dangerous or unacceptable behaviour by a participant or another member of Staff is challenged and addressed.
- Promote good standards of behaviour, encourage Staff to challenge behaviour that threatens the safety or wellbeing of the group and if necessary, halt sessions to always ensure safety.

### **1-to-1 Working**

Wherever possible sessions will have at least 2 members of staff on site. If a member of staff is unexpectedly alone with child, they will let the named person for safeguarding know and try to remain somewhere where they can be seen by others. If a child wants to do an activity away from the main group, staff will ask them to bring a friend with them so they're not alone with a single child.

We do not provide 1-1 sessions with only a single member of staff, there must always be another member of staff on site.

### **Visitors**

If there is a visitor that isn't any of the staff members or children's parents, they must sign the visitor sheet which can be found in the register, and show photo ID. Any adult that is not a member of staff should never be left alone with a child/vulnerable adult during any sessions.



In the case of visiting practitioner/speaker, they must also sign the visitor sheet. They are not exempt from the child protection policy and procedures that staff and volunteers follow. Children/vulnerable adults should never be left alone with a visiting speaker.

### **Trespassers:**

If there is a trespasser to the session, a member of staff should speak to the person and explain that there is currently a session running and they cannot linger. It must be noted that the woodland sites used by Within The Wood may have a public footpath running through it, so occasionally members of the public may pass through. All members of staff should be aware of where any public footpath runs, and that member of the public have right to pass but not to watch or join the session. If the member of staff has any concerns about the trespasser, or the trespasser refuses to leave the area emergency gathering procedures should be used [see **Emergency Procedures for Trespassers, Missing Persons, First Aid Incidents and Emergency Evacuations**]. If the trespasser refuses to leave the area or is exhibiting threatening behaviour, staff should call the police.

## **3. Protection of Children and Vulnerable Adults**

Within the Wood is committed to the belief that protecting children and vulnerable adults is everybody's responsibility therefore this document aims to provide clear guidelines that will enable all Staff to act appropriately to any concerns that arise in respect of a child or vulnerable adult with whom Within the Wood comes into contact. Abuse relates to physical abuse, emotional abuse, sexual abuse, or neglect either from someone involved in the session/project or any other person in a non-session or project related context e.g., family, other adult or other child. This includes child sexual exploitation and child criminal exploitation. If a child sees, hears, or experiences effects of domestic abuse, they are deemed to be victims according to the Domestic Abuse Act 2021. [see Appendix 1 for definitions of abuse].

### **Named Persons for Safeguarding:**

Within the Wood has an appointed individual who is responsible for dealing with any safeguarding issues that may arise. A second individual, the Business Administrator, is also available for Staff to consult with.

**Named person for Safeguarding: Imogen Drury-Gavins**

**Contact number: 07543614531**

**Email: [imogen.gavins@hotmail.co.uk](mailto:imogen.gavins@hotmail.co.uk)**



**Second named person for Safeguarding: Joseph Drury**

**Contact number: 07508181406**

**Email: [jdrury112@gmail.com](mailto:jdrury112@gmail.com)**

### **Child Protection Procedure:**

If any member of Staff has concerns that a child or vulnerable adult may be at risk, the procedure below should be followed:

#### **Disclosure:**

If worrying changes are observed in a child or vulnerable adult's behaviour, appearance or mental/emotional state Staff will initially talk to the child about what they are observing. It is OK to ask questions for example "I have noticed you do not appear to be yourself today, is everything OK?" but never use leading questions. If a participant discloses information about themselves or another child or vulnerable adult, the Staff member will:

- Listen to the child without interruption. They will let them speak at their own pace and not question them unless it is to seek clarification.
- Remain calm and in control and not express shock or disbelief.
- Tell the child or vulnerable adult that they need to pass this information on to the Safeguarding agencies, making it clear that they will only tell the people who need to know and should be able to help.
- Not promise to keep the information secret or make any other statements that they cannot necessarily fulfil (e.g., "It's all going to be alright").
- Reassure the person that they "have done the right thing in telling someone".
- After speaking to the child or vulnerable adult the Staff member will write down as much of the detail as possible using where possible the child's own words including the name of the child vulnerable adult, and any details of names who were mentioned and the circumstances in which the disclosure happened. The record must be made as soon as possible to ensure details are not forgotten. It must also be signed and dated by the Staff member.

Concerns about abuse can also come to light via a third party or anonymous allegation, through overhearing a conversation or because of a child or vulnerable adult's appearance, behaviour, or play.

If a member of Staff has concerns, they should:

- Write down a record of the incident and observation as soon as possible, with the date and time of the observation and who was involved. Include to whom the information was given to and sign and date the record. It is important to do this as soon as possible as details can be missed if written down later.

### **Existing Injuries**

Within The Wood Ltd, Registered in England & Wales at Woodville Activity Centre, Woodville Road, Keighley, West Yorkshire, BD20 6JA. Company number 14711380.



If a child comes in with any injuries sustained outside the session, these will be recorded using an accident form. If the injury/injuries are serious or have caused unusual marks/bruises or are of a more significant nature, the member of staff will let the named person for safeguarding know, who may seek advice from the Bradford Children's services practitioner advice line. Parents will be kept informed about any advice or feedback that we receive, unless it's felt that doing so puts the child at risk of harm.

If the child has made a direct disclosure (indicating that someone else caused the injury), this will be referred immediately to Bradford Children's Services Integrated Front Door.

### **Online safety:**

Staff and volunteers will be made aware of online risks to children through training. The 4 main risk areas for children online are:

- content - seeing illegal, inappropriate or harmful material, for example:
  - pornography
  - fake news
  - racist views
  - misogyny
  - self-harm and suicide
  - extremist views
  - the glamorisation of drugs or gang lifestyles
  - eating disorders •
- contact – harmful online interaction with other users, for example:
  - child-to-child pressures
  - commercial advertising
  - adults posing as children or young adults
- conduct - personal online behaviour that increases the likelihood of, or causes, harm, for example:
  - making, sending and receiving explicit images
  - online bullying
- commercialisation – the risk of people exploiting children for financial gain

### **Disclosures or concerning messages from Social Media Pages:**

Within the Wood has a social media presence, which may mean a child could message the page and comment on/like the posts. Admin staff that deal with bookings and messages will never have a conversation on direct messages or comments with a child. If a staff member does not realise that person contacting them is a child at first, they should notify the named person for safeguarding. If the message/comment it is related to a session, Within the Wood will ask them to have a parent get in touch, or if Within the Wood already holds the contact details for the parent, will contact the parent directly. An exception to this would be if a disclosure is made on any of the Within the Wood social media pages, or there is anything else of safeguarding concern. In this case the staff member will:



- Follow all guidance on dealing with disclosures above, always maintaining professional boundaries.
- Ensure the disclosure/concern is treated as seriously as if it was made in person and follow all other guidelines in this document.
- Signpost the child to Childline (0800 1111) if they want to talk to someone confidentially.
- Let them know that support is available - it is likely that if a disclosure or concerning message is sent to the Within the Wood page, the child is already known to the business and attends Forest School so support can be given in person.

### **Children/Vulnerable Adults with SEND.**

Individuals with SEND can face additional safeguarding difficulties. These risks and barriers can exist when recognising abuse and neglect among such individuals.

These can include:

- assumptions that signs of possible abuse such as behaviour, mood and injury relate to the individual's disability, without further exploration.
- being more prone to peer group isolation than other individuals
- the potential for these individuals to be disproportionately affected by behaviours such as bullying, without showing any outward signs
- communication barriers and difficulties in managing or reporting these challenges
- difficulty in being unable to understand the difference between fact and fiction in online content
- repeating content or behaviours without understanding the consequences of doing so

Staff will take these factors into account when working with individuals with SEND. Within The Wood will provide opportunities for training for staff members to better understand and include individuals with SEND.

### **Child-on-Child Abuse**

Staff and volunteers should be aware that child-on-child (sometimes referred as peer on peer) abuse is a safeguarding issue. Such abuse can include:

- abuse in intimate personal relationships between children
- bullying (including cyberbullying)
- physical abuse such as:
  - hitting
  - kicking
  - shaking
  - biting
  - hair pulling
  - otherwise causing physical harm
- harmful sexual behaviour, which can include.
  - inappropriate sexual language



- the sharing of nude or semi-nude images or videos
- accessing age-inappropriate sexual material online
- sexual activity without consent
- sexual violence, such as rape or sexual assault upskirting
- initiation or hazing type violence and rituals

If a child discloses child-on-child abuse or this is observed by a member of staff, even if this happened outside of the organisation, staff are responsible for taking action to protect the children involved. If staff are concerned about a young child in their group, they must report it to the named person for safeguarding. The named person will then get advice from the local authority's children social care. They will inform the parents and those involved in the process unless doing so would put the child at risk of harm. The named person for safeguarding should not promise confidentiality at the initial stage but should only share the report with those necessary for its progression.

### **Prevent:**

Staff and volunteers should be vigilant of children vulnerable to radicalisation.

Children can become exposed to extremist material and views associated with terrorist groups online. There is a risk that they will share this harmful content with their peers. Staff should also be vigilant to the risk of other staff members being vulnerable to radicalisation or staff members promoting extremist views to the children in the setting. This exposure may be through the sight of criminal acts that encourage or justify violence. It could also be through the distribution of inflammatory materials or information that:

- glorifies or incites terrorism
- calls for the deaths of members of the British armed forces
- actively promote hatred towards other people or groups based on their belief, opinion or background

If staff or volunteers have extremism-related concerns, they should contact your local authority's Prevent lead or the named person for safeguarding.

Staff will undertake prevent training as part of their safeguarding responsibilities. Parents and carers can also be signposted [to Netmums' Action Counters Terrorism \(ACT\) early resources.](#)

### **Gaining consent:**

Within the Wood will report safeguarding concerns to the Child or Adult Safeguarding Board in the relevant local authority and if they consider there is an issue, they assign a social worker to support the family / individual. In most circumstances, it is necessary to get the parent's consent to allow this approach to be made, therefore Staff should discuss their concerns with the child's parent and inform them that they are submitting a concern.

- Speak to the parent privately and confidentially briefly outlining the concern.



- State that they have a legal obligation to report concerns.
- Reassure that the purpose of the reporting is to facilitate support for the family.

In some circumstances (for example sexual abuse or violence against a child, forced marriages, fabricated illness or female genital mutilation), concerns are above the threshold that require consent; therefore, they can be reported directly to the Safeguarding Board. In this case Staff should report directly to the Named Person for Safeguarding. However, most circumstances, referrals to Safeguarding Board will not be followed up without the consent of the parent or the vulnerable adult if over 18.

## **Reporting procedure**

1. Staff records details of the incident or concern, referring to the detailed advice for filling out a report in Appendix 4. If the incident is relating to sexualised images of the child being shared, the member of staff will **NOT** save the image (this is illegal), but similarly they will not tell the child to delete the image or inform their parents (in this case, this is the role of the Named Person for Safeguarding).
2. Staff reports details of the concern to one of Within the Wood's Named Persons for Safeguarding.
3. Staff or named person for safeguarding seeks consent from the parent of child, or vulnerable adult to make a referral if it is appropriate to do so. It is important to remember that parents are normally the first point of contact, except where this may put the child at risk of immediate harm.
4. The Named Person will contact the local Safeguarding Board in the relevant local authority area. If the incident is related to inappropriate or sexual contact with a child online, the Named Person must report this to NCA-CEOP ([ceop.police.uk](http://ceop.police.uk)) and can also report it to the IWF ([iwf.org.uk](http://iwf.org.uk)).
5. The Named Person will follow up the referral in writing within 48 hours
6. If Named Person has not received acknowledgement within 3 working days, he/she should contact the manager in the Safeguarding Board again. Feedback on the outcome of a referral should be provided to the Named Person, including where no further action is to be taken.

If there are any queries regarding the circumstances and/or the concerns relating to the parents, the named person for safeguarding will contact the Bradford Children's services practitioner advice line (01274 433999).

## **If the project involves a Partner organisation the member of Staff with concerns will:**

- Speak immediately to the Safeguarding Lead Officer in the Partner organisation setting, if they are available. If they are not available, the most senior member of Staff at the Partner organisation.
- If they have one, complete the Partner's safeguarding form.
- Report the concern to Within the Wood's Named Person for Safeguarding who will check to ensure that the Partner is contacting the safeguarding authorities according to their own safeguarding procedure. If the Named Person does not feel the information



is being acted on promptly, they will contact Safeguarding Board in the relevant local authority and inform the Partner organisation that they have done this.

**If the allegation is made against a member of Staff (either Within the Wood or the Partner organisation), it will be dealt with according to the following procedure:**

- Other Staff members will ensure that the child or vulnerable adult is safe and away from the member of Staff against whom the allegation is made.
- The Within the Wood Named Person for Safeguarding will be informed immediately.
- The named person for safeguarding will contact the Local Authority Designated Officer (LADO).
- If as an individual the staff member feels they will not be taken seriously or are worried about the allegation getting back to the person in question, then it is the staff members duty to inform LADO directly.

**If the allegation is made against one of the Named persons for Safeguarding, the matter will be reported to the other Named Person.**

- The individual who first received or witnessed the concern will make a full written record of what was seen, heard, or told.
- The named person for safeguarding will contact the Local Authority Designated Officer (LADO).
- If as an individual the staff member feels they will not be taken seriously or are worried about the allegation getting back to the person in question, then it is the staff members duty to inform LADO directly.
- Regardless of whether a social service investigation follows, Within the Wood will ensure that an internal investigation takes place and consideration is given to operational and / or disciplinary procedures.

**Low-Level Concerns**

- The term 'low-level' is used to describe any concern involving an adult working in a setting that may have acted in a way that is inconsistent with the staff behaviour policy (in and out of the setting) yet is otherwise not serious enough to consider a referral to the LADO. The term 'low-level' concern does not mean that it is insignificant.
- If a Staff member has any low-level concerns about another staff member, they should speak to the named person for safeguarding. If the named person is in any doubt as to whether the information which has been shared about a member of staff, as a low-level concern, in fact meets the harm threshold, they should always consult with their LADO.

**In an emergency, such as a child or young person being at immediate risk of harm the lead member of Staff will:**

- Contact the Police immediately.



- Record the information and report it to Within the Wood's Named Person for Safeguarding and follow the procedure for reporting.

- Inform the Partner organisation lead contact or parent / carer if appropriate.

A flowchart outlining reporting procedure can be found in Appendix 2. A list of Safeguarding contacts in relevant local authorities can be found in Appendix 3.

### **Managing confidential information:**

In every circumstance Within the Wood will:

- Retain a copy of notes made about the incident.
- Continue to assist the local Safeguarding Board and/or the Police in any enquiry, if required.
- Keep the information secure and not discuss with anyone not directly connected to the process.
- Advise other members of Staff, if relevant, not to disclose any information regarding the process to any third parties other than those required as outlined in this policy.
- If the incident related to online abuse and involves sexualised images being shared of the child, not to save these images (this is illegal), but similarly not to tell the child to delete them. If a member of staff is shown the images before they can stop the child, Within the Wood will provide support to the staff member.
- Offer support to the other members of Staff if required

### **4. Policy Review**

This policy will be reviewed by Within The Wood's Directors, Business Administrator and Senior Staff on or before April 2024. Any changes or amendments will be shared with Staff.

Signed:

Date: 19/03/25

This policy will be reviewed January 2026

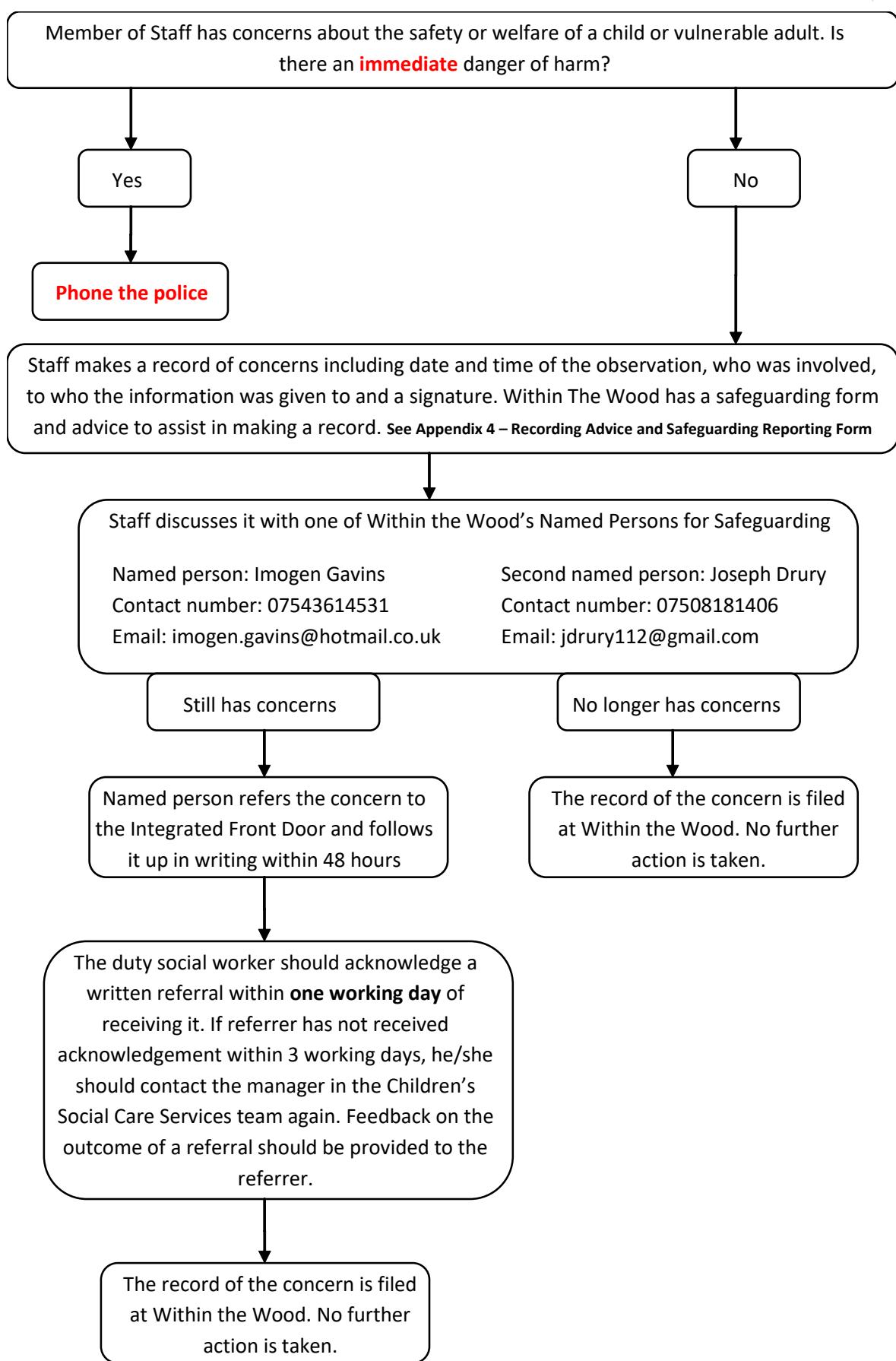
### **Appendix 1 - Definitions of Abuse**

Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding,



Abuse	drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2 - Child Protection Reporting Flowchart





## Appendix 3 - Safeguarding Contacts

### Bradford

- During office hours (8.30 - 5.00 Monday to Thursday, 4.30 on Friday) call the Bradford Children's Services Integrated Front Door on 01274 435600 to refer any child in need, including child protection concerns. Email: [childrens.enquiries@bradford.gov.uk](mailto:childrens.enquiries@bradford.gov.uk).
- If you're not sure whether a child is at risk, call Bradford Children's Services practitioners' advice and referral team on 01274 433999. (Office hours: 8.30 - 5.00 Monday to Thursday, 4.30 on Friday).
- At all other times, and for adult referrals call the Social Services Emergency Duty Team - 01274 431010
- Safeguarding and Reviewing Unit - for consultation about child protection concerns – 01274 434343
- Local authority Designated Officer (LADO) 01274 43500 or [LADO@bradford.gov.uk](mailto:LADO@bradford.gov.uk)

### Leeds

- During office hours: 0113 222 4403
- Social care emergency Duty Team: 0113 2409536

### Kirklees

- Kirklees Duty and Assessment Service 01924 326097 | 01924 326076 | 01924 431429
- Kirklees Emergency Duty Service 01484 414933 (outside office hours )

### Calderdale

- Call MAST (Multi-Agency Screening Team): 01422 393336 (in normal working hours)
- Out of hours call the Emergency Duty Team (EDT) on: 01422 288000

### North Yorkshire

- By Phone: 0845 034 9410
- Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)
- Outside Office Hours Emergency Duty Team (for evenings, weekends and bank holidays): 0845 034 9417

### **NCA-CEOP (National Crime Agency – Child Exploitation and Online Protection Centre)**

If the incident is related to inappropriate or sexual contact with a child online, the Named Person will also report this to NCA-CEOP ([ceop.police.uk](http://ceop.police.uk))

### **IWF (Internet Watch Foundation)**

Indecent images, videos and livestreams of children shared online can be reported here [iwf.org.uk](http://iwf.org.uk)

### **NSPCC Child Protection Helpline**

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling,



information, and advice to anyone concerned about a child at risk of abuse. Telephone:  
0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Police**

If you have reason to believe that a child is at immediate risk of harm, contact the police on 999



## Appendix 4 - Recording Advice and Safeguarding Reporting Form.

**If there is an immediate risk or danger to the child involved, call 999.**

### Key Principles of Recording:

- Record **immediately** – even if it is decided your concern isn't serious enough to pursue. If a decision is made to not take action, the reasons for not taking action should be recorded too.
- As much as possible, record exact words used.
- Don't state opinion, only fact e.g. a child may clearly have a bruised arm (fact) and you think this might have been the result of physical abuse (opinion)
- Be clear, concise, accurate and up to date – NO jargon
- Record consent to share information; whether the young person consented to sharing information, or whether and why the decision was taken to override this.
- Information is on **a need to know** basis, only inform those that have a role or responsibility in taking this information further.
- Be aware that the record may be used as evidence and used to determine outcomes, it is potential evidence of abuse and organisational actions may depend on what you record. The record might be required in a case conference, a strategy meeting or even court.

### How to record

- Use the safeguarding report form on the shared drive (or ask the Business Administrator for a copy), or clean, blank sheets of paper. If the above cannot be used at the time, other paper can be used; however, this must be transferred onto one of the above. Always keep the original record and attach it to the official document. This will demonstrate that you recorded as soon as you could.
- If you are writing by hand, write legibly and clearly. Unless it is the only writing implement available, **do NOT write in pencil** as it can be erased and could be questioned later.
- Print your name and job title
- **Sign and date** your record. If you recall more information later, don't change the original record, but add this information as an addendum. If the document is done online, either use an online document signer, or print and sign the document.

### What to record

- Details of child and nature of incident
  - Name, age, gender, ethnicity, additional needs.
  - Detail of concern, nature of injury, abuse or neglect and date and time of the incident/disclosure and/or when the concern was raised
- Details related to an allegation against an adult
  - Name and contact details of the person(s) alleged to have harmed a child or demonstrated inappropriate behaviour towards child/ren



- If it's an adult working with child/ren, their employment or volunteering role
- Whether the individual is in immediate risk because of working with children or young people now, or whether it's a non-recent allegation.
- Those involved and the circumstances
  - Parties involved, including names of others present and their relationship to the child.
  - Details of who raised the concern if it's not you.
  - What you were doing before and during the concern being raised
  - What the child and others were doing before and during the concern was raised
- What was done or said
  - What was said or done, and by whom.
  - Any action taken, either immediately or before making the record
  - What the child said, as faithfully as possible in their own words
  - What was said to the young person about confidentiality to gain their consent to share the information
- Reporting the concern
  - The basis for any decision to share or not to share information with a third party e.g. why parents were/were not told.
  - Any interpretation or conclusions drawn from what was observed, said or alleged and why (fact not opinion). If you must state an opinion, make it clear that it is an opinion and why this is your opinion.
  - Name and contact details of the person reporting the concern.
  - Name and designation of the person to whom the concern was reported, the date and time, their contact details and any agreed actions.
- Provide dates and times for the time of the recording of the concern, the date and time the concern was raised, and the date and time a referral was made if applicable. Include who you reported it to and when.

## Who to share info with

- Give completed info to one of the Named Persons for Safeguarding, and they will put it in their secure safeguarding file. If they aren't available, contact social services with the record direct.
- Do NOT share via email – if typed print and give in person and keep the original document in a secure place where no one else has access, deleting when it has been passed on. This is for security purposes.
- If the safeguarding incident means that they are at risk from their parents, do not inform them first.
- Do not share with the child's peers, try to get more information from them, or share with anyone else that isn't Joseph, Imogen, social services, the police or anyone else that has a role or responsibility with the child.



# Safeguarding reporting form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

## 1 Your details – the person completing the form

Name	<input type="text"/>	
Position	<input type="text"/>	
Telephone	<input type="text"/>	Email <input type="text"/>

## 2 Details of the person affected

Name	<input type="text"/>	
Address	<input type="text"/>	
Telephone	<input type="text"/>	Email <input type="text"/>

## 3 Details of the incident (please describe in detail using only the facts)