



## TREASURE KEEPERS

### CHILD & ADULT SAFEGUARDING AND PROTECTION POLICY

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***Safeguarding and protecting children and Adults is of the highest priority for Treasure Keepers.***

***Any concerns around risk, crisis management or critical incidences for Children or Adults should be managed in line with the guidance within this policy.***

Treasure Keepers Service Users are safeguarded from all forms of abuse, exploitation and discrimination, whether deliberate or inadvertent, in accordance with written policies and procedures.

This policy is also applicable to Children or Adults who are not Treasure Keepers Service Users, but with whom Treasure Keepers comes into contact.

Safeguarding also means being proactive about promoting and maintaining a child's well-being. Aiming to avoiding situations where children could be at risk of developing not well or become at risk of harm.

#### **Designated Safeguarding Lead (and Service Manager)**

Jo Groom

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## **Introduction**

The following safeguarding policy and child protection procedures are in line with the 'SET Safeguarding and Child Protection Procedures'.

From May 2019 Southend, Essex and Thurrock LSCB's merged to form SET Safeguarding and Child Protection Procedures.

The legal framework and associated guidance that informs and underpins the Treasure Keepers policy and procedures on child protection and safeguarding is as follows:

- The Children Act 1989
- The United Nations Convention on the Rights of the Child (ratified by UK Gov.1991)
- The Protection of Children Act 1999
- The Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Adoption Agencies Regulations 2005 amended 2013.
- Anti-Social Behaviour, Crime and Policing Act 2014
- The Children and Families Act 2014
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015
- Children and Social Work Act 2017
- Domestic Violence Act 2021

The most important government guidance documents are in the following:

- The Framework for Assessment of Children in Need 2000
- Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (2007)  
The Common Assessment Framework (CAF)
- Tackling Child Sexual Exploitation Action Plan, (DfE 2011)
- National action plan to tackle child abuse linked to faith or belief (2012)
- What to do if you're worried a child is being abused. Advice for Practitioners (March 2015)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)
- Keeping Children Safe in Education (July 2021)
- Revised Prevent Duty Guidance: for England and Wales Guidance for specified Authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism (July 2015)

- The Prevent Duty Departmental Advice for Schools and Child Care Providers June 2015
- Working Together to Safeguard Children Guidance (March 2018)
- The SET Standard Operating Procedures for Information Sharing in respect of Child Sexual Exploitation (Jan 2018)
- The SET Safeguarding and Child Protection Procedures (May 2019)
- SET Prevent Policy and Guidance (2019)
- National Minimum Standards relating to Adoption.
- National Minimum Standards Fostering Services.
- Disclosure and Barring Service guidelines 2018

### **Linked Treasure Keepers Policies**

- Conduct Management
- Compliments and Complaints
- Confidentiality
- Covid-19
- Data Protection and Privacy
- Drug and Alcohol
- Health and Safety
- Internet and Computer Use
- Missing, Absent or Away without Notification
- Out of Hours
- Quality Assurance
- Safer Recruitment
- Significant Incident and Notifiable Events
- Supervision
- Whistleblowing
- Visitors

### **Key Principles:**

- Safeguarding is everyone's responsibility.
- For services to be effective each professional and organisation should play their full part
- A child-centred approach should be adopted: for services to be effective they should be based on a clear understanding of the needs and views of children

### **Working Together (March 2018)**

The Working Together Document (2018) stresses that no single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

In addition, it emphasises that every professional should, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence;
- has returned home to their family from care; and/or
- is showing early signs of abuse and/or neglect

#### **Our Duty to ensure safeguarding of children:**

- ✓ Everyone at Treasure Keepers has a duty to ensure they understand the following Child Protection Policy and Procedures.
- ✓ Safeguarding and promoting the welfare of children depends upon the effective joint working with any Local Authority/Police who are making child protection enquiries in respect of the child(ren).
- ✓ It is essential therefore that Treasure Keepers Associates see this as a shared responsibility and liaise and co-operate with any Local Authority which is making such enquiries so that an assessment can be made of the child's needs and circumstances.

#### **Duty of the Designated Safeguarding Lead**

Treasure Keepers Designated Safeguarding lead is Jo Groom (Service Manager)

It is the responsibility of Treasure Keepers Designated Safeguarding Lead to:

- ✓ Create an environment that is conducive to the safeguarding of children
- ✓ Implement the Treasure Keepers Child Protection Policy and Procedures
- ✓ Ensure that procedures are regularly kept up to date, including:
- ✓ Have regular meetings with the Clinical & Service Director to review the policy and procedures as well as individual cases or any other concerns.
- ✓ An annual formal review of Treasure Keepers Safeguarding and Promoting Welfare Procedures
- ✓ Ensure the development and implementation of safe recruitment practices that comply with the Protection of Children Act 1999 and the Safeguarding Vulnerable Groups Act 2006. As part of this process Treasure Keepers will ensure that all qualifications and enhanced DBS checks are up to date and references are checked as well as other checks as appropriate.

- ✓ Ensure that all Associates have completed safeguarding training (to at least level 2) prior to commencing work with Treasure Keepers.
- ✓ Ensure Associates receive regular training to enable them to apply the policy and procedures to safeguard children.
- ✓ Ensure that all Associates receive regular training to enable them to apply the policy and procedures to safeguard children.
- ✓ Ensure Associates will be trained on the Treasure Keepers Safeguarding Children Policy and Procedures, and also attend refresher training as required with the Designated Safeguarding Lead.
- ✓ Ensure Associates attend any defined additional supplementary or specialist Child Protection training in addition to any training with the Designated Safeguarding Lead.
- ✓ Share learning from Serious Case Reviews (SCRs), Domestic Homicide Reviews (DHRs) and other safeguarding reviews and audits are disseminated at induction if required. This is then also shared on a monthly basis with Associates by the Designated Safeguarding Lead
- ✓ Share learning from national and local developments and guidance relating to safeguarding children/vulnerable adults is shared at induction. This information is also disseminated to Associates on a monthly basis by the Designated Safeguarding Lead
- ✓ The Designated Safeguard Lead and Responsible Person will remain overall accountable and responsible for Treasure Keepers work in respect of safeguarding children and meeting the requirements of the law and this policy.

### **Duty of Associates**

- Associates should follow the Treasure Keepers Child Protection Policy and Procedures.
- Associates should be alert to the presence or risk of 'significant harm' to children and should discuss any child protection concerns immediately with the Designated Safeguard Lead.
- Associates should also report the disclosure of any historical abuse.
- Associates should seek the advice of the Designated Safeguard Lead if there is uncertainty as to how to proceed.
- Associates should inform the Designated Safeguard Lead where there are either new, or significant developments regarding child protection concerns. The Designated Safeguard Lead will decide if the concern falls within the remit of Treasure Keepers Child Protection Policy.
- The Clinical & Service Director should be spoken to about any concerns in the absence of the Designated Safeguard Lead/Manager.

### **CHILD PROTECTION PROCEDURES**

The following procedures prescribe the actions to be taken in the event of concerns about safeguarding children:

### **Consideration of 'Significant Harm'**

All Associates should be mindful of the signs and symptoms of 'significant harm' in all their cases. This should be an integral part of their role throughout the period of contact with a family.

### **Types of abuse and neglect**

- 'Child abuse and neglect' is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development.
- Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.
- Abuse can occur in a family or an institutional or community setting and the perpetrator may or may not be known to the child.
  
- Working Together to Safeguard Children sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration:
  - Neglect
  - Physical abuse
  - Sexual abuse and
  - Emotional abuse (including domestic violence)

These categories overlap and an abused child does frequently suffer more than one type of abuse.

### **Physical Abuse**

- Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating and bullying.
- It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.
- It should be noted that a bruise on a baby who cannot yet crawl or walk is very unusual and can be a serious cause for concern (it may be due to an underlying health condition, blood disease or an infection) but this should be immediately discussed with the Designated Safeguard Lead and referral considered to the appropriate local authority safeguarding service.

### **Emotional Abuse**

- Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:
- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing developmentally inappropriate expectations
- Causing children to feel frightened or in danger
- Domestic violence - the evidence of a child(ren) witnessing or being caught in the crossfire of domestic violence
- Exploitation or corruption of children
- Bullying or intimidation – It involves the abuse and/or intimidation by a person, people or an organisation against another or others. Children may bully other children.

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse 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 what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.
- It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexual inappropriate ways.
- Sexual abuse also includes sexual exploitation – children or young people being sexually exploited in the community and female genital mutilation.
- Female Genital Mutilation is both sexual and physical abuse to a female.

### **Neglect**

- Neglect involves the persistent failure to meet a child's basic physical, medical and/or psychological needs, likely to result in the serious impairment of the child's health and development
- Neglect may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.
- Neglect may include children not attending or missing from school.

## **Domestic Abuse/Violence**

- Domestic Abuse/violence is now defined in Domestic Abuse Act 2021 and the Home Office as: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.
- This can encompass psychological, physical, sexual, emotional and financial abuse.
- Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
- The Government definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and victims are not confined to one gender or ethnic group.
- It has been widely understood for some time that coercive control is a core part of domestic violence. It is important to recognise coercive control as a complex pattern of overlapping and repeated abuse, perpetrated within a context of power and control. The main characteristic of domestic violence is that the behaviour is intentional and is calculated to exercise power and control within a relationship.
- Children of all ages living with a parent, most often the mother, who is experiencing domestic violence, are vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect. The legal definition of significant harm includes "the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home".
- Situations of domestic violence may also include women or girls who perpetrate violence against men and boys, within same sex relationships and from a child. Professionals should be aware of the possibility that teenage girls or boys could be experiencing violence within an intimate partner relationship.
- For supplementary guidance please refer to the SET Safeguarding and Child Protection Procedures (May 2019) for Domestic Abuse
- <http://www.escb.co.uk/media/2016/set-procedures-may-2019-final.pdf>
- <http://www.escb.co.uk/working-with-children/domestic-abuse/>

## **Safeguarding Disabled Children**

- Any child with a disability is by definition a 'child in need' under Section 17 of the Children Act 1989. Disabled children are more vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect than children who do



not have a disability. The presence of multiple disabilities increases the risk of abuse and neglect.

- Safeguards for disabled children are essentially the same as for non-disabled children. Particular attention should be paid to promoting a high level of awareness of the risks of harm, high standards of practice, and awareness of barriers to communication that may make it difficult for the child or young person to tell others what is happening.
- Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the guidance, in the same way as with any other child.
- The national guidance, Safeguarding Disabled Children – Practice Guidance, provides a framework of collaborative multi-agency responses to safeguard disabled children:

<https://www.education.gov.uk/publications/eOrderingDownload/00374-2009DOM-EN.pdf>

### **Children and Young people vulnerable to Child Sexual Exploitation**

- Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.
- Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.
- In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Source: Tackling Child Sexual Exploitation Action Plan, DfE 2011

There are six key points to emphasise in this definition which will affect the understanding of CSE:

- CSE as a form of abuse can apply to all children and young people, not just those under the age of consent – children aged 16 or 17 can still be sexually exploited, and children from any ethnic or religious background can be victims;
- CSE can occur in a wide range of relationships, contexts and exploitative situations, including bullying;
- There is typically a power imbalance between perpetrator and victim;

- The victim commonly has limited choice – resulting from their various vulnerabilities – though may not recognise the limitations of their ability to choose;
- Increasingly, the use of technology (particularly mobile phones and social networking) is involved in incidences of CSE.
- A victim cannot consent to their abuse: children are not responsible for being sexually exploited.

There are many characteristic warning signs that a child may be being sexually exploited. These include, but are not limited to:

- Going missing for periods of time or regularly coming home late
- Regularly missing school or education or not taking part in education
- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older 'boyfriends' or 'girlfriends'
- Suffering from sexually transmitted infections
- Mood swings or changes in emotional wellbeing
- Drug and alcohol misuse; and
- Displaying inappropriate sexualised behaviour

If there is suspicion or disclosure of child sexual exploitation this matter should in the first instance be discussed with the Clinical & Service Director or equivalent and then to make a referral to the appropriate Local Authority safeguarding service so that they determine what further enquires and action needs to occur both immediately and longer term.

### **Children missing from school**

- A minimum standard of safety should be afforded to children not attending school. This includes children who are: registered with schools and go missing from school, children who have poor attendance, children who are not registered with a school and children educated at home where there are concerns about their welfare.
- When a child is absent or missing from school, they could be at risk of significant harm.
- The child/ young person may be absent or missing because they are suffering physical, sexual or emotional abuse and/or neglect. It might mean the child/young person is being sexually exploited – see below under 'Children and young people missing from care and vulnerable to sexual exploitation'
- Children who are absent or missing from school may also be missing from care or home. Treasure Keepers® Associates should consider the degree of vulnerability of the child and decide on whether any further action is required.

- For supplementary guidance please refer to the SET Safeguarding and Child Protection Procedures (May 2019) Missing children:

<http://www.escb.co.uk/media/2016/set-procedures-may-2019-final.pdf>

<http://www.escb.co.uk/working-with-children/missing-child/>

### **Spirit possession or witchcraft**

- Spirit possession is when parents, families and the child believe that an evil force has entered a child and is controlling them; the belief includes the child being able to use the evil force to harm others. In such cases, the child might be involved in the parent's ideation.
- A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to 'exorcise' or 'deliver' the evil spirit from the child, dismissing the belief may be harmful to the child involved.
- For supplementary guidance, please refer to the Government's guidance 'Safeguarding
- Children from Abuse Linked to a Belief in Spirit Possession:

<https://www.education.gov.uk/publications/eOrderingDownload/DFES-00465-2007.pdf>

### **Female genital mutilation (FGM)**

- The World Health Organisation defines FGM as: "all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons"
- FGM is a criminal offence in the UK. It is also illegal to take a child abroad to undergo FGM. A child for whom FGM is planned is at risk of significant harm through physical and emotional abuse.
- Where a child is thought to be at risk of FGM, practitioners need to act quickly before the child is abused through the FGM procedure in the UK or taken abroad to undergo the procedure. Any information or concern that a child is at immediate risk of, or has undergone, FGM should result in a child protection referral following Treasure Keepers procedures
- For supplementary guidance please refer to the SET Safeguarding and Child Protection Procedures (May 2019) Safeguarding Children at Risk of Abuse through Female Genital Mutilation:

<http://www.escb.co.uk/media/2016/set-procedures-may-2019-final.pdf>

<http://www.escb.co.uk/working-with-children/female-genital-mutilation/>

### **Forced marriage**

- Forced marriage, as distinct from a consensual arranged one, is a marriage conducted without the full consent of both parties and where duress is a factor. Duress cannot be justified on religious or cultural grounds. A child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse.
- Suspicions that a child may be forced into marriage include: A family history of older siblings leaving education early and marrying early; depressive behaviour including self-harming and attempted suicide; being kept at home by their parents; being unable to complete their education; a child always being accompanied including to school and doctors' appointments; a child talking about an upcoming family holiday that they are worried about; a child directly disclosing that they are worried they will be forced to marry.
- Where a suspicion or allegation of forced marriage or intended forced marriage is raised, there may be only one opportunity to speak to a potential victim and an appropriate initial response is vital. Professionals should not minimize the potential risk of harm or attempt to be a mediator.
- Professionals should see the child immediately, on their own, in a secure and private place and contact the agency's named child protection person and the police Child Abuse Investigation Team (CAIT). If the child is in immediate danger, dial 999.
- For supplementary guidance please refer to the following:

SET Safeguarding and Child Protection Procedures (May 2019) Safeguarding Children Abused Through Domestic Violence (2019):

<http://www.escb.co.uk/media/2016/set-procedures-may-2019-final.pdf>

<http://www.escb.co.uk/working-with-children/domestic-abuse/>

Forced Marriage Unit's multi-agency guidance on dealing with forced marriage

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322307/HMG\\_MULTI\\_AGENCY\\_PRACTICE\\_GUIDELINES\\_v1\\_180614\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

### **Honour Based Abuse/Violence**

- The Metropolitan Police definition of so-called honour-based violence is: 'a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. Honour based violence cuts across all cultures and communities.
- The perceived immoral behaviour which could precipitate a murder include: Inappropriate make-up or dress; the existence of a boyfriend; kissing or intimacy in a public place; rejecting a forced marriage; pregnancy outside of marriage;

being a victim of rape; inter- faith relationships; leaving a spouse or seeking divorce.

- A child who is at risk of honour-based violence is at significant risk of physical harm (including being murdered) and/or neglect and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member.
- Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. These include: House arrest and excessive restrictions; denial of access to the telephone, internet, passport and friends; threats to kill; pressure to go abroad. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die.
- When receiving a disclosure from a child, professionals should recognise the seriousness / immediacy of the risk of harm. Professionals should not minimize the potential risk of harm or attempt to be a mediator. Professionals should see the child immediately, on their own, in a secure and private place and contact the agency's named child protection person.
- If the child is at risk of honour-based violence a child protection referral should be made to the agency's named child protection person and the police Child Abuse Investigation Team (CAIT). If the child is in immediate danger, dial 999.

For supplementary guidance please refer to the SET Safeguarding and Child Protection Procedures (May 2019) Safeguarding Children Abused Through Domestic Violence (2019).

<http://www.escb.co.uk/media/2016/set-procedures-may-2019-final.pdf>

<http://www.escb.co.uk/working-with-children/domestic-abuse/>

### **Children and young people missing from care**

- In recent years there have been a number of high-profile incidents of children and young people missing from care who are at risk or victims of sexual exploitation. A whole systems approach is required by agencies and organisations to reduce the risk of Looked After Children running away and becoming vulnerable to sexual exploitation.
- Assessing risk is a vital element in preventing and responding to sexual exploitation and running away. It is essential that Associates in Treasure Keepers have a good understanding of the individual case histories of children and young people known to it.
- The characteristics and risk factors of children and young people who go missing and who are at risk of sexual exploitation include as follows: those who have poor attachments, lack a stable home environment and may have disrupted or chaotic family backgrounds; those who have previously suffered neglect, those who have been excluded from school, those in residential care; children and young people who use drugs and alcohol, or self-harm as a reaction to previous traumatic experiences; vulnerable young people transitioning into adulthood.

- Repeat incidents of going missing even for short periods of time are strongly linked to sexual exploitation.
- Children and young people who go missing for longer periods and become detached from adult support are at increased risk of violence and sexual assault and coercion to use drugs and alcohol. It is important to be aware that going missing is not a pre-requisite for sexual exploitation.
- Sexual exploitation can occur online or by telephone and does not require physical contact. Individuals, groups or gangs can commit sexual exploitation.
- Signs of sexual exploitation include inappropriate sexual behaviour, having unexplained gifts, disengagement from education, substance misuse and behavioural and emotional disruption.
- Associates must ensure that child protection concerns are referred to the appropriate agency but not to conduct the investigation themselves.
- Associates should provide appropriate background information to the relevant Local Authority Department and/or the police so that they can determine what further enquires and/or action needs to occur.

For supplementary guidance please refer to [www.rip.org.uk/prompt-missingCYP](http://www.rip.org.uk/prompt-missingCYP)

Treasure Keepers also have a policy for [missing, absences and away without notification](#)

### **Radicalization**

- Radicalization is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice. One of the key issues for Associates is how to take account of the risks presented by extremism and radicalization as part of safeguarding children and young people.
- The process of radicalization involves a complex interplay between individual, family and community factors, including identity and belonging, alienation and boredom, passive support for far-right extremism as well as intergenerational attitudes and beliefs. Emphasis is placed on prevention.
- “In order for schools and childcare providers to fulfil the Prevent duty, it is essential that Associates are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified.
- Protecting children from the risk of radicalisation should be seen as part of schools’ and childcare providers’ wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences”.

### **The Prevent Duty Departmental Advice for Schools and Child Care Providers (June 2015)**

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.

- As with managing other safeguarding risks, Associates should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children or young people at risk of radicalisation may display different signs or seek to hide their views.
- Associates should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
- Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.
- The Prevent duty does not require Associates to carry out unnecessary intrusion into family life but as with any other safeguarding risk they must take action when they observe behaviour of concern.
- If a Treasure Keepers team member has a concern regarding radicalisation they should follow the agency's safeguarding procedures, discuss this with the Designated Safeguard Lead and where deemed necessary, with children's social care.

In Prevent priority areas, the local authority will have a Prevent lead that can also provide support.

### **Communication with the Service Manager/Risk & Crisis Management**

- Where there are concerns about a child's welfare, Associates involved with the child(ren) and his/her family must discuss this immediately with the Designated Safeguard Lead/Manager.
- Associates must then complete the Cause of Concern/Safeguarding heading on the case note and share the completed case note with the Designated Safeguarding Lead, with accompanying heading 'Safeguarding Concern'.
- The Designated Safeguarding Lead completes the Cause of Concern/Safeguarding form and the attached risk assessment to determine follow up actions:
  - Whether there is a need to make a referral to the Local Authority either because the child is in need of services or because there is evidence of significant harm
  - Whether there is a need to seek the views and/or inform other professionals who also have an involvement or interest in the child(ren) and his/her family
  - Designate who will take any necessary action and within what timescale
  - Review the implications of the child protection concerns for the continuation of work with Treasure Keepers
- Treasure Keepers Director/Responsible Person is also informed.
- Treasure Keepers Director/Responsible Person is also consulted around any clinical matters related to the safeguarding concern.

- A CAF Form (Common Assessment Framework) may be required to complete a referral to Local Authority Social Care and the Associate may need to provide additional information to have this completed.
- The CAF form can be downloaded from [www.education.gov.uk](http://www.education.gov.uk). It is important to consider all the children in the family who may be at risk.

The actions and discussions must be fully recorded in the following ways:

- Cause of Concern/Safeguarding Form is completed by the Designated Safeguarding Lead. This is recorded on the relevant case file and also in the Service Managers Safeguarding Folder.
- Details about the Cause of Concern/Safeguarding are recorded on the Excel Spreadsheet of the same name, to provide a quick overview of concerns within a given period.
- Case files are risk rated Red, Amber, Green indicating the level of risk/safeguarding concerns. This rating takes into account the level of potential harm and placement stability, raising practitioner awareness to safeguarding and wellbeing measures.
- The risk level on cases is regularly reviewed by the Designated Safeguarding Lead.
- In all situations, if the Designated Safeguard Lead is not available then the Clinical & Service Director will take the appropriate action as outlined.
- If the decision taken is that no further action should be taken, then the matter will rest there.
- If, however, the Designated Safeguard Lead, or whoever is acting on their behalf believes there are concerns that reach the threshold of Social Care involvement i.e. Thurrock Local authority threshold is:
  - Tier 1 Universal Services Children with no additional needs. Children who made good overall progress in all areas of universal development and receive appropriate universal services (this could result in sign posting to universal services or No further action).
  - Tier 2 Children with additional needs Children whose health and development may be adversely affected and who would benefit from extra help in order to make the best of their life chances. (referred to commonly as Early Help, CAF would be required in this instances)
  - Tier 3 Children with multiple needs Children whose health and/or development is being impaired or there is a high risk of significant impairment. (referred to commonly as Children in Need)
  - Tier 4 Children in need of protection Children who are experiencing significant harm or where there is a high likelihood of significant harm. (referred to commonly as Child Protection).

If the threshold for tier 2,3,4 is met then a referral to the relevant Children's Services within the Local Authority where the child lives should be made.



- All serious referrals (serious injury, death of a child, serious self-harm, or suicide) must be notified to OFSTED without delay and within 24 hours – see [Significant Incidents/Notifiable Events](#) policy.

### **Notifiable Events/Significant Incidents :**

#### **What you must tell Ofsted about**

[The Adoption Support Agencies \(England\) and Adoption Agencies \(Miscellaneous Amendments\) Regulations 2005](#) state you must tell Ofsted:

- ✓ about a referral to the Secretary of State pursuant to Section 2(1)(a) of the Protection of Children Act 1999(a) of an individual working for the adoption support agency
- ✓ about the death or serious injury of a child receiving adoption support services

#### **Notifying Ofsted without delay**

- Ofsted should be informed without delay and within 24 hours of any notifiable/significant incident
- Please follow the guidance detailed in the Treasure Keepers [Significant Incidences/Notifiable Events Policy](#)
- If a notification is required please refer to the Ofsted form 'Notification form for providers of adoption support agencies' which can be found online: ([Tell Ofsted about an incident: children's social care notification - GOV.UK \(www.gov.uk\)](#))
- Once completed this form will automatically be submitted to Ofsted.
- Ofsted will return an email acknowledging receipt of the notification, which should also be retained for our records and attached to the notification. This email can take a couple of days.

The form and relevant guidance is available at <https://www.gov.uk/guidance/tell-ofsted-about-an-incident-childrens-social-care-notification>. The form is only available at this 'gov.uk' web address.

When accessing the form through Ofsted online please make sure that you click on the social care serious notification and not on early years serious notification. Your first page should list social care settings. To check you have made a successful submission, you should have received a confirmation email from Ofsted forms ([ofsted.forms@notifications.service.gov.uk](mailto:ofsted.forms@notifications.service.gov.uk)), with the heading 'Ofsted received your serious incident report'. If you have not received this email then your form has not been successfully submitted to us.

For other incidents you can take some time to collect further information before you consider the incident serious enough for a notification.

An electronic version of the completed form is saved into the Service Manager's Safeguarding Folder and recorded onto the 'Record of Safeguarding & Notifiable Events' Excel Spreadsheet within this Folder.

### **Child Protection Referrals to Children's Services**

- Where there are concerns that a child is at significant risk of harm then a referral to the Local Authority Children's services where the child lives needs to take place.
- If there are concerns about the immediate safety or health of a child, then emergency services should be contacted on 999.
- The Local Safeguarding Board Procedures will specify if there is an agreed inter-agency referral form, this should be completed by the Designated Safeguarding Lead with information agreed by the Associate.
- If there is an allocated Social Worker for the child, they and their manager should be contacted. If there is no allocated Social Worker the Safeguarding Procedures for the relevant Local Authority should be followed.
- Child protection concerns should not wait for paperwork, the timescale for reporting should reflect the seriousness of the concern.
- If the Local Authority referral is made via telephone this must be followed up in writing within 48 hours.
- If the concern arises and is considered significant enough Out of Hours service should be contacted.
- In the light of the referral, the Local Authority will make a decision as to whether to hold a Strategy Meeting. Treasure Keepers may hold its own 'safeguarding review meeting' in more serious cases within 48 hours to discuss the case with all the relevant Treasure Keepers Associate Practitioners working with the identified family and the Designated Safeguard Lead.
- The outcomes from this meeting will be recorded and placed on the case file.
- The relevant Treasure Keepers Associate Practitioners working with the identified family and the Designated Safeguard Lead may be invited to participate at the Strategy Meeting/discussion. Their role at this meeting is to ensure that the referral information is fully understood.
- Treasure Keepers will provide a written report for any Child Protection Conference if requested in addition to the original referral form.

### **Involving Parents Regarding Referral to the Local Authority**

- Where possible, relevant Treasure Keepers Associate Practitioners working with the identified family should seek to discuss their concerns with the parents/carers and inform them regarding the intention to make a referral to the Local Authority.
- All families prior to their engagement at Treasure Keepers are informed that this can sometimes happen.

- However, the overriding consideration is for the safety of the child or any other child/ren in the family and so there should be no undue delay in making an appropriate referral.
- There may be some exceptions to informing parents or carers of the decision to make a child a safeguarding referral, such as if it is considered likely that discussion would place the child at further risk of significant harm, risk interference with the police investigation or place the Associates member at personal risk.
- In this case Associates members should discuss their concerns with the Designated Safeguard Lead.
- All discussions and actions taken should be recorded on the Cause of Concern/Safeguarding Form and placed on the child's file as well as in the Safeguarding folder and on the tracking form.

### **Discussion with the Child**

- If a child protection concern arises from contact with a child, the degree of discussion with the child will depend on the child's age and understanding, you should not ask the child probing questions about any disclosure, but you can clarify what you have been told.
- Listen carefully to what the child/young person tells you. Reassure them that they have done the right thing in making a disclosure and tell them they are not to blame.
- If it is considered safe to do so and if the child has age-appropriate understanding, the child should be informed of the intention to make a referral to the Local Authority.
- If the child wants to talk about what happened, the relevant Treasure Keepers Associate Practitioners working with the identified family should listen and make a note but should not encourage further disclosure.
- Care should be taken not to compromise any subsequent child protection enquiries or police investigation. Associates should avoid asking leading questions.
- As soon as possible, take care to record what the child has said using the child's own words. Record the date, time and setting and any names mentioned, to whom the information was given and other people present. Sign and date the record. Please record any historical abuse mentioned and refer to the Designated Safeguarding Lead who will support with referring to the Local Authority using the Safeguarding and Child Protection procedures.

### **Allegations of Historical Abuse**

- Responses to allegations by a parent or child/young person that they have been abused in the past must be given the same priority as current abuse.
- There is a significant likelihood that the alleged perpetrator will have continued and may still be abusing children. A criminal prosecution remains a possibility if sufficient evidence can be obtained.

- If a child or adult discloses abuse that happened in the past, the member of Associates must record what is said and details of the allegation. It should be established who is the alleged perpetrator, whether his/her recent or current whereabouts is known and whether the person has or is having contact with children.
- If a child or adult is making the allegations, Treasure Keepers Associates should follow the same procedures as already described.
- Consideration must be given to the therapeutic needs of the adult and reassurance given that even without their direct involvement all reasonable efforts will be made to look into what has been reported.
- The Local Authority whose is responsible for undertaking the Section 47 enquiry will establish if there is any knowledge regarding the alleged perpetrators current contact with children and inform the police and also advise the police whether the adult requests a police investigation.

#### **Recording of Child Protection Concerns**

- A careful and full record, (verbatim where possible) should be made of what the child or parent/carer or any other informant has said regarding the child protection concerns.
- Any signs or symptoms of significant harm or injury observed should also be fully recorded as described above, this should be factual, what is actually seen, not what Associates believe may have happened.
- Any action taken or discussion within Treasure Keepers and/or with outside agencies in respect of child protection concerns should be recorded on the child's file within two working days.
- Any significant development in the case should be recorded on the Safeguarding tracking form.
- Relevant Treasure Keepers Associate Practitioners working with the identified family responsible for the case, must update the Designated Safeguarding Lead with any significant development or new information regarding the case.
- Designated Safeguarding Lead- will share all completed Cause of Concerns/Safeguarding Forms with every Associated assigned the family and the Clinical & Service Director.

All registered child protection cases that are logged in the Safeguarding file will be reviewed weekly and the tracking from updated accordingly.

#### **Children subject to a child protection plan**

- Treasure Keepers Associates will maintain their safeguarding responsibilities in relation to those children referred to Treasure Keepers who are subject to a child protection plan.

- If there are significant new developments Designated Safeguard Lead will inform the Local Authority immediately and follow the referral procedures as outlined above.
- The only two exceptions to this will be cases where a disclosure has been made of historical abuse and the Local Authority has resolved the matter or where the work has ended with Treasure Keepers and the case has been handed over. However, it should not be assumed that historical disclosures had been addressed, and usually Safeguarding and Child Protection procedures should be followed.

### **Allegations of child abuse involving Treasure Keepers Associates or other professionals**

- Please refer to the Treasure Keepers policy on [Significant Incidences/Notifiable Events; Whistleblowing policy](#) and [Conduct Management/Disciplinary Policy](#)
- An allegation is likely to be considered a notifiable event to Ofsted.
- All safeguarding processes as detailed within this policy would be followed in addition to notifying the LADO and the Local Child Protection Team/MASH.
- The role of the Local Authority Designated Officer (LADO) is to investigate an adult who works with children/young people where:
  - Behaviour has harmed or may have harmed a child
  - Possibly committed a criminal offence against or related to a child
  - Behaviour that may suggest they are unsuitable to work with children
- If any member of Associates at Treasure Keepers becomes aware of concerns or is suspicious about the abuse of a child by a person(s) working for or on behalf of Treasure Keepers these concerns must immediately be discussed with The Designated Safeguarding Lead/Manager or in their absence The Clinical & Service Director. Please also refer to the Treasure Keepers [Whistleblowing policy](#) for further details.
- The requirements for a referral making a child protection allegation in respect of a person(s) working for or on behalf of Treasure Keepers are the same as for all other referrals. If the concern requires an enquiry to be initiated under Section 47, Children Act 1989 a referral should be made to the referring local authority and/or the appropriate local Police Child Protection Team in accordance with the Local Safeguarding Procedures, as well as being a notifiable event to Ofsted.
- Where there is concern that a member of Associates has acted inappropriately, a copy of the referral must also be sent to referring Local Authority Designated Officer (LADO). When referring to the Local Authority there should be immediate discussion with the LADO.
- The Local Authority or the Police will decide whether to convene a strategy meeting to consider how the allegation will be dealt with.
- If there are concerns about the conduct of a professional or any member of the public in respect of a child that members of Treasure Keepers Associates have

had contact with then Treasure Keepers Associates should follow the normal procedure of informing the Designated Safeguard Lead.

- The Designated Safeguarding Lead would then contact the Referral and Assessment Team in the area in which the incident occurred or where the child lives, as appropriate.

## **ADULT SAFEGUARDING**

### **Legislation Framework for Adult Safeguarding**

- Human Rights Act 1998
- Sexual Offences Act 2003
- Disability Discrimination Act 2003
- Domestic Violence Crime and Victims Act 2004
- Mental Capacity Act 2005
- Safeguarding Adults - National Framework of Standards 2005
- Mental Health Act 2007
- Care Act 2014
- Anti-Social Behaviour, Crime and Policing Act 2014
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015
- Domestic Abuse Act 2021

### **Practice Guidance for Adult Safeguarding**

- Information Sharing Guidance for Safeguarding Practitioners 2018
- The SET Safeguarding Adults (2019)
- SET Prevent Policy and Guidance (2019)

### **Linked Treasure Keepers Policies**

- Conduct Management
- Compliments and Complaints
- Confidentiality
- Covid-19
- Data Protection and Privacy
- Drug and Alcohol
- Health and Safety
- Internet and Computer Use
- Missing, Absent or Away without Notification
- Out of Hours

- Quality Assurance
- Safer Recruitment
- Significant Incident and Notifiable Events
- Supervision
- Whistleblowing
- Visitors

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

Safeguarding is everyone's responsibility.

To protect vulnerable adults from mistreatment and improve their quality of life, caregivers must follow the principles of the Care Act 2014.

The aims of safeguarding adults are:

- To prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives "Making Safeguarding Personal"
- To promote an outcomes approach in safeguarding that works for people resulting in the best experience possible
- To raise public awareness so that professionals, other staff and communities as a whole play their part in preventing, identifying and responding to abuse and neglect

Definition of an adult at risk:

- Aged 18 years or over;
- Who may be in need of community care services by reason of mental or other disability, age or illness;
- and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

You have the responsibility to follow the 6 safeguarding principles enshrined within the Care Act 2014. The principles aim to emphasise that everyone in care is a human being with wants and needs. They define how important it is to involve a service user in the process of assessing their safeguarding needs.

### **Six key principles underpin all adult safeguarding work:**

**Principle 1 Empowerment** – Personalisation and the presumption of person-led decisions and informed consent. "I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

**Principle 2 Prevention** – It is better to take action before harm occurs. “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

**Principle 3 Proportionality** – Proportionate and least intrusive response appropriate to the risk presented. “I am sure that the professionals will work for my best interests, as I see them and they will only get involved as much as I require.”

**Principle 4 Protection** – Support and representation for those in greatest need. “I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want and to which I am able.”

**Principle 5 Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me.”

**Principle 6 Accountability** – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life.”

Alongside the Care Act 2014 principles the Mental Capacity Act 2005 guiding principles should be considered also.

#### 5 Principles Which Underpin The Mental Capacity Act:

In order to protect those who lack capacity and to enable them to take part, as much as possible in decisions that affect them, the following statutory principles apply:

1. You must always assume a person has capacity unless it is proved otherwise
2. You must take all practicable steps to enable people to make their own decisions
3. You must not assume incapacity simply because someone makes an unwise decision
4. Always act, or decide, for a person without capacity in their best interests
5. Carefully consider actions to ensure the least restrictive option is taken

#### Categories of Abuse

Abuse and neglect can take many forms. Organisations and individuals should not be constrained in their view of what constitutes abuse or neglect, and should always consider the circumstances of the individual case.

Abuse includes:

- Physical abuse – including assault hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Sexual abuse – including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.



- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Modern Slavery – See human trafficking section.
- Financial or material abuse – including theft, fraud, exploitation, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self – Neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.
- Domestic Abuse/ Violence – Domestic violence and abuse is officially classified as “any incident of threatening behaviours, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality”.
- Discriminatory abuse – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.

Where Associates become concerned about an Adult they should complete the Cause of Concern/ Safeguarding section of the case note file and share this the Designated Safeguarding Lead.

Paperwork should not take precedent, where concerns are significant serious these should be acted on immediately.

Where an adults physical or mental health or safety is of critical concern emergency services should be contacted without delay.

Where concerns are shared with the Designated Safeguarding Lead, they will use the principles in Child Safeguarding and Protection process and the guiding principles of the Care Act 2014 and the Mental Capacity Act 2005.

Treasure Keepers reporting and recording of adult Causes of Concern/Safeguarding follow the same policy as Child Safeguarding and Protection.

Local Adult Safeguarding procedures will be followed to report any concerns to Local Authority Adult services.

In Thurrock this is SET Safeguarding Adults, referral forms are available online and in the Safeguarding Folder.

## **ADDITIONAL SAFEGUARDING PROCESSES**

**Where Associates, Staff Members or Professionals are believed to be responsible for causing or contributing to harm to a Child or Vulnerable Adult there are additional processes Treasure Keepers will follow.**

The response to allegations of misconduct by Treasure Keepers Associates / Staff members and professionals will potentially have six related but separate procedures:-

- A Child Protection enquiry, if undertaken by the Local Authority
- Internal Review of processes for learning
- A possible Police Investigation into alleged criminal behaviour
- Conduct management procedures can be started regardless of the outcome of Child Protection Enquiry or Police Investigation. The Managers will also need to give immediate consideration in conjunction with advice from the Police and the Local Authority as to whether the Associates member should be temporally suspended from work or transferred to other duties pending the outcome of the above investigations
- The need to inform OFSTED regarding the occurrence of a child protection matter – refer to National Minimum Standards
- Referral to the Disclosure and Barring Service.

### **Duty to referring to Barring Service (DBS)**

Treasure Keepers undertake 'regulated activity' with children.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

Regulated activity providers (employers or volunteer managers of people working in regulated activity in England, Wales and Northern Ireland) and personnel suppliers have a legal duty to refer to DBS where conditions are met. This applies even when a referral has also been made to a local authority safeguarding team or professional regulator.

- **Legal duty to refer: the below two conditions that must be met.**

- If you are a regulated activity provider or fall within the category of personnel supplier, you must make a referral when both of the following conditions have been met:
- **Condition 1**
  - you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or you move the person to another area of work that isn't regulated activity.
  - This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.
- **Condition 2**
  - You think the person has carried out 1 of the following:
    - engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
    - satisfied the harm test in relation to children and / or vulnerable adults. e.g there has been no relevant conduct but a risk of harm to a child or vulnerable still exists or
    - been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations ) offence

### **Relevant conduct in relation to children**

- A child is a person under 18 years of age.
- Relevant conduct is:
  - endangers a child or is likely to endanger a child
  - if repeated against or in relation to a child would endanger the child or be likely to endanger the child
  - involves sexual material relating to children (including possession of such material)
  - involves sexually explicit images depicting violence against human beings (including possession of such images)
  - is of a sexual nature involving a child
- A person's conduct endangers a child if they:
  - harm a child
  - cause a child to be harmed
  - put a child at risk of harm
  - attempt to harm a child
  - incite another to harm a child

### **Relevant conduct in relation to adults:**

- A vulnerable adult is a person aged 18 years or over who is being provided with, or getting a service or assistance which is classed as regulated activity for adults.
- Relevant conduct is:

- endangers a vulnerable adult or is likely to endanger a vulnerable adult
- if repeated against or in relation to a vulnerable adult would endanger the vulnerable adult or be likely to endanger the vulnerable adult
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving a vulnerable adult
- A person's conduct endangers a vulnerable adult if they:
  - harm a vulnerable adult
  - cause a vulnerable adult to be harmed
  - put a vulnerable adult at risk of harm
  - attempt to harm a vulnerable adult
  - incite another to harm a vulnerable adult
- A person satisfies the harm test if they may:
  - harm a vulnerable adult
  - cause a vulnerable adult to be harmed
  - put a vulnerable adult at risk of harm
  - attempt to harm a vulnerable adult
  - incite another to harm a vulnerable adult

Look at a list of [examples of harm to vulnerable adults](#) (PDF, 56.3KB, 1 page).

**Arrangements for Associates and service users to contact the Local Authority or Registration Authority regarding any concern about child welfare or safety**

- Details of how to complain are included in the Children's & Adult welcome packs given to service users.
- This includes the telephone numbers of the Children's Services Referral and Assessment Team, the out of hour's duty team where the child resides and Ofsted.
- Treasure Keepers Associates will also have access to this information.

**The role of other professionals contracted to work on behalf of Treasure Keepers**

- In some circumstances, Treasure Keepers collaborates on pieces of work with specialist consultants such as a Psychologist or a Psychiatrist who are Associates of another organisation.
- When a person from another agency highlights a child protection concern, it is the responsibility of Treasure Keeper's Associate/Staff Member to nevertheless to follow Treasure Keepers policy and procedures as out lined in this document, regardless of whether the sharing professional is following their agency process.

**Risk Assessment & Management**

Treasure Keepers<sup>®</sup> value the safety of our Young People and their Families/Placements highly.

- Risk information/Trauma Response information is gained at the point of referral on the referral form
- A risk assessment is completed by the Designated Safeguarding Lead/Treasure Keepers<sup>®</sup> Manager as part of the assessment process
- Every Service User is given a Red, Amber or Green (RAG) risk rating
- All Red rated Service Users are reviewed weekly by the Treasure Keepers<sup>®</sup> Manager and this is shared with the Clinical/Service Director
- Intervention records are regularly reviewed by the Treasure Keepers<sup>®</sup> Manager to determine whether their RAG rating is still current and to adjust if required.
- Any concerns about a Service User or Adult are reported to the Service Manager/DSL for decision making, support and management planning.
- Please refer to section titled, '[Communication with the Service Manager/Risk & Crisis Management](#)' within this Policy.

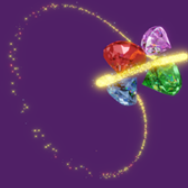
### **Identity & Visitors**

- All Treasure Keepers Associates, Associates & Visitors are required to clearly display their company identity card.
- Anyone within the premises without an ID card should be challenged.
- Please refer to the Treasure Keepers [Visitors policy](#) for details about management of visitors within the Treasure Keepers premises.

### **Training & Information Sharing**

- Learning from Serious Case Reviews (SCRs), Domestic Homicide Reviews (DHRs) and other safeguarding reviews and audits are disseminated at induction if required. This is then also shared on a monthly basis with Associates by the Designated Safeguarding Lead
- Learning from national and local developments and guidance relating to safeguarding children/vulnerable adults is shared at induction. This information is also disseminated to Associates on a monthly basis by the Designated Safeguarding Lead

### **Treasure Keepers<sup>®</sup> Safeguarding Flow Chart (Procedure)**



# TREASURE KEEPERS

## SAFEGUARDING PROCEDURE FLOW CHART

