



BROOKE HOUSE COLLEGE ENGLAND

SAFEGUARDING AND CHILD PROTECTION POLICY

The College believes that it has a central role and responsibility in caring for the welfare of its students and in both preventing and protecting our students from abuse. There is a need to investigate whenever a student shows signs of abuse, or when there is suspicion of the actions that have been taken by another student or member of staff. It recognises its statutory duties to pass on these concerns and to work with other agencies in the field of Safeguarding Children. Furthermore, the College strives to meet the Five Outcomes of the government publication, "Every Child Matters" in helping its students to achieve their full potential in terms of: Staying Safe; Being Healthy; Enjoying & Achieving; Making a Positive Contribution; Achieving Economic Wellbeing.

Under this policy the College will operate safe recruitment procedures; require the Children's designated senior person, the Assistant Principal, to receive training in child protection and inter-agency working, which shall be updated every two years; require the Principal and all staff to receive training in child protection, which shall be updated every three years; and require that any deficiencies or weaknesses in child protection arrangements be remedied without delay.

The Assistant Principal has responsibility for Child Protection and reports to the Senior Management team and the Directors, if applicable on Child Protection matters.

This policy includes:

- A) protecting students from abuse and dealing with allegations of abuse
- B) dealing with students who go missing or absent without leave
- C) arranging exeats
- D) arranging holiday absences from College

A) Brooke House College Procedures for dealing with the protection of students from abuse and dealing with allegations of abuse

This section sets out the procedures relating to the care of students who are specifically under 16 years of age, but it could also apply to the care of students above the age of 16 years.

If anyone wishes to report a concern, the following procedure will be followed:

1. The welfare of the child is the paramount consideration. Does the child require immediate removal to a “place of safety” or does the child require urgent medical attention?
2. *The Police must be informed if a Child Protection allegation involves a case of serious harm. (Dial 999 or contact Social Care enquiries on 0116 305 0005)*
3. All concerns are to be reported to the College’s “Designated Persons” for Child Protection matters as listed below. However, any member of staff has the option of directly contacting external agencies themselves and “blowing the whistle”. Agencies and contact numbers are listed in this document.

Any concerns reported to the College’s “Designated Persons” need in addition to be reported to: Social Services, **Ofsted (Compliance, Investigation & Enforcement Team or BAC)** in order for the College to meet its statutory obligations in dealing with Child Protection issues.

If there is a Child Protection incident the report needs to be received by the Assistant Principal. If the Assistant Principal is unavailable, the Principal needs to be informed. In addition, if the incident involves an allegation against the Assistant Principal or the Principal, one of the Directors also needs to be informed.

The Designated Persons are:

Assistant Principal – Dawn Savage

Director of Pastoral Care- Geraldine Hansford

- for all concerns with students under 16
- for concerns with all students, especially those aged 16 and above
- for concerns relating to students attending Summer Courses during July & August

4. If contact with the relevant College’s “Designated Person” is not possible, then the next person on the list should be contacted. Clearly, if an allegation is made against one of the “Designated Persons” the member of staff reporting an allegation should contact one of the other “Designated Persons” named above. Alternatively, the reporting member of staff can proceed to points 4 and 5 of the procedure below.

5. A written statement is to be completed by the person raising the concern and a written record is to be kept by the “Designated Person” dealing with the matter.

6. On the information received, the following options are to be considered:

i) The College’s “Designated Person”, or any other person wishing to report a concern should make contact with:

Children and Young People Social Care Enquiries 0116 305 0005 or
Harborough Social Services on 01858 465331 or email

safeguardingeducation @leics.gov.uk, the Police should also be called if an incident involves serious harm).

ii) If staff are unable to contact any of the above, then the organisations/ individuals listed below should be approached.

- , Dial 999 and ask for Police.)
- LA – Access and Welfare Service 0116 265 6584/ 0116 265 6324
- The NSPCC on (0808) 800 5000
- Childline on 0800 1111
- Ofsted on 0300 1231231 (N.B. Ofsted have taken over the advisory role previously provided by the CSCI. They can also be contacted via e-mail: enquiries@ofsted.gov.uk.)

iii) An investigation will be carried out as necessary by the relevant individuals and organisations concerned. All relevant agencies will be kept informed and regularly up-dated. An open and honest culture is necessary to ensure the paramount need for the protection of the student is met.

iv) If an allegation is made against a member of residential staff, the College will make arrangements for the member of staff to be accommodated off campus until matters are resolved.

POINTS TO NOTE:

All Staff at Brooke House College should watch for signs of abuse and know how to raise concerns by familiarising themselves with the procedures outlined above. (Individuals should visit www.leics.gov.uk to read in full *Leicestershire's Safeguarding Protection Procedure for Safeguarding Children.*)

All Staff should be familiar with the TWO paper-based College systems available for passing on and recording Child Protection concerns as follows:

1 Concern slips (available from staff room) for passing on mild, vague, unspecific concerns or observations.

2) "Incident Report Form – Child Protection" (available from the main office) for recording signs of abuse and/or suspicion of actions taken by another student or member of staff.

However, it is recognised that expressions of concern will often be received in e-mail format by the Assistant Principal and this is perfectly acceptable.

Residential Staff need to : 1) have knowledge and training in recognising abuse and the College undertakes to provide suitable training for them 2) to be vigilant for signs of abuse (particularly after weekends, exets and holidays) 3) to be particularly familiar with the procedures for reporting concerns as outlined in this document.

The College Matron should be sought in the first instance if any physical injuries are involved. These should be recorded on a body chart.

□ **Students should know of the identity of the College’s “Designated Persons” and feel able to approach them directly with their concerns. Students should also know and feel able to approach any other member of the Staff with their concerns.** In order to achieve this, students should be informed of the identities and responsibilities of the relevant “Designated Person” as part of their induction. They should also be informed about the existence of the College’s Complaints Procedure and its “independent listener” (Mr. Wouter Dreyer and Mrs Lynette Dreyer, wdreyer2003@hotmail.com, 01858461781, Wouter mobile: 07765488245. Lynette mobile: 07774060493) who will be kept informed about our procedures for dealing with the protection of students from abuse and hold a copy of this document.

B) Brooke House College procedures for dealing with students who go missing or absent without leave

1. Absence from morning registration – Academic tutors should record any absences on Engage using Absent (Unauthorised) option if no good reason for a student’s absence is known. The Matron or the Residential member of staff will visit missing boarders’ rooms, investigate any absences, update Engage accordingly (with changed options and additional information). Internal e-mails will be used to share information with relevant staff (such as Residential Tutors & Academic/ Registration Tutors, Members of SMT.) Parents of absent day students should be contacted by ‘phone to check on the health and whereabouts of day students.

2. Absence from lessons – Teachers are to consider the presence of previous options selected earlier in the day on Engage. These might provide the reason for a student’s absence. The possibility of unreported illness should be considered and the Matron and other pastoral staff e-mailed as a matter of urgency to make certain of the wellbeing & whereabouts of the missing student.

3. Unauthorised absence from PSHE. – Personal Tutors should follow the above procedure.

4. Unauthorised absence at bedtime – Residential Tutors should check with a student’s close friends in order to ascertain a reason for absence, then ring the duty phone: 07852 948805

OVERNIGHT ABSENCE

If a student cannot be located quickly, then the pastoral duty member of staff will undertake a risk assessment and this might well result in them:

- notifying parents
- informing local Police and Social Services as necessary

C) Brooke House College procedures for arranging exeats **The Pastoral team should consider the age of the student when approving exeats as follows:**

*The College’s concern for the welfare of its students and duty of care means that the written permission of parents/ guardian is **essential for each specific occasion** when a student is to leave the campus overnight. It is important that the College knows as much as possible about **where they are going/ what they are doing/ who they***

are staying with. This information should be contained in the e-mail/letter/fax giving parental permission and also obtained from the student concerned and written down.

D) Brooke House College procedures for arranging holiday absences from College

Residential Tutors should consider the age of the student when collecting holiday intention forms and also when considering end-of-year arrangements for departure.

Further details are contained in the College Staff Handbook, but have been inserted in this document to ensure all areas are clarified.

Extracts from Staff Handbook

The College believes that it has a central role and responsibility in caring for the welfare of its students and in both preventing and protecting our students from abuse. There is a need to investigate whenever a student shows signs of abuse, or when there is suspicion of the actions that have been taken by another student or member of staff. It recognises its statutory duties to pass on these concerns and to work with other agencies in the field of Safeguarding Children. Furthermore, the College strives to meet the Five Outcomes of the government publication, "Every Child Matters" in helping its students to achieve their full potential in terms of:

Staying safe; Being Healthy
Enjoying & Achieving;
Making a Positive Contribution;
Achieving Economic Wellbeing

Under this policy the College will

- operate safe recruitment procedures
- require the Children's designated senior person, the Assistant Principal, to receive training in child protection and inter-agency working, which shall be updated every two years
- require the Principal and all staff to receive training in child protection, which shall be updated every three years
- require that any deficiencies or weaknesses in child protection arrangements be remedied without delay.
- The Assistant Principal has responsibility for Child Protection and reports to the Senior Management team and the Directors, if applicable on Child Protection matters.

1 BROOKE HOUSE COLLEGE'S CHILD PROTECTION PROCEDURES

Brooke House College Procedures for dealing with the protection of students from abuse and dealing with allegations of abuse

- 1.1 This section sets out the procedures relating to the care of students who are specifically under 16 years of age, but it could also apply to the care of students above the age of 16 years.
- 1.2 If anyone wishes to report a concern, the following procedure will be followed:
- 1.2.1 The welfare of the child is the paramount consideration. Does the child require immediate removal to a “place of safety” or does the child require urgent medical attention?
- 1.2.2 The Police must be informed if a Child Protection allegation involves a case of serious harm. (Dial 999 or contact Social Care enquiries on 0116 305 0005)
- 1.2.3 All concerns are to be reported to the College’s “Designated Persons” for Child Protection matters as listed below. However, any member of staff has the option of directly contacting external agencies themselves and “blowing the whistle”. Agencies and contact numbers are listed in this document.
- 1.2.4 Any concerns reported to the College’s “Designated Persons” need in addition to be reported to Social Services, **Ofsted (Compliance, Investigation & Enforcement Team)** in order for the College to meet its statutory obligations in dealing with Child Protection issues.
- 1.2.5 If there is a Child Protection incident the report needs to be received by the Assistant Principal. If the Assistant Principal is unavailable, the Principal needs to be informed. In addition, if the incident involves an allegation against the Assistant Principal or the Principal, one of the Directors also needs to be informed.

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- for all concerns with students under 16
- for concerns with all students, especially those aged 16 and above
- for concerns relating to students attending Summer Courses during July & August

- 1.2.6 If contact with the relevant College’s “Designated Person” is not possible, then the next person on the list should be contacted. Clearly, if an allegation is made against one of the “Designated Persons” the member of staff reporting an allegation should contact one of the other “Designated Persons” named above. Alternatively, the reporting member of staff can proceed to the procedure below:

- 1.2.7 A written statement is to be completed by the person raising the concern and a written record is to be kept by the “Designated Person” dealing with the matter.
- 1.3 . On the information received, the following options are to be considered:
- 1.3.1 The College’s “Designated Person”, or any other person wishing to report a concern should make contact with:
- Children and Young People Social Care Enquiries 0116 305 0005
or
Harborough Social Services on 01858 465331
or
email safeguardingeducation@leics.gov.uk,
The Police should also be called if an incident involves serious harm)
- 1.3.2 If staff are unable to contact any of the above, then the organisations/ individuals listed below should be approached.
- Dial 999 and ask for Police.)
LEA – Access and Welfare Service 0116 265 6584/ 0116 265 6324
The NSPCC on (0808) 800 5000
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- 1.3.3 An investigation will be carried out as necessary by the relevant individuals and organisations concerned. All relevant agencies will be kept informed and regularly updated. An open and honest culture is necessary to ensure the paramount need for the protection of the student is met.
- 1.3.4 If an allegation is made against a member of residential staff, the College will make arrangements for the member of staff to be accommodated off campus until matters are resolved.
- 1.4 **POINTS TO NOTE**
- 1.4.1 All Staff at Brooke House College should watch for signs of abuse and know how to raise concerns by familiarising themselves with the procedures outlined above. *(Individuals should visit www.leics.gov.uk to read in full Leicestershire’s Safeguarding Protection Procedure for Safeguarding Children.)*

1.4.2 All Staff should be familiar with the TWO paper-based College systems available for passing on and recording Child Protection concerns as follows:

1.4.2.1 Concern slips (available from staff room) for passing on mild, vague, unspecific concerns or observations.

1.4.2.2 “Incident Report Form – Child Protection” (available from the main office) for recording signs of abuse and/or suspicion of actions taken by another student or member of staff. However, it is recognised that expressions of concern will often be received in e-mail format by the Assistant Principal and this is perfectly acceptable

Residential Staff need to:

1.4.3.1 have knowledge and training in recognising abuse and the College undertakes to provide suitable training for them.

1.4.3.2 to be vigilant for signs of abuse (particularly after weekends, exeats and holidays).

1.4.3.3 to be particularly familiar with the procedures for reporting concerns as outlined in this document.

1.4.4 The College Matron should be sought in the first instance if any physical injuries are involved. These should be recorded on a body chart.

1.4.5 **Students should know of the identity of the College’s “Designated Persons” and feel able to approach them directly with their concerns. Students should also know and feel able to approach any other member of the Staff with their concerns.** In order to achieve this, students should be informed of the identities and responsibilities of the relevant “Designated Person” as part of their induction. They should also be informed about the existence of the College’s Complaints Procedure and its “independent listener” (Mr. Wouter Dreyer and Mrs Lynette Dreyer, wdreyer2003@hotmail.com, 01858461781, Wouter mobile: 07765488245. Lynette mobile: 07774060493) who will be kept informed about our procedures for dealing with the protection of students from abuse and hold a copy of this document

CHILD PROTECTION POLICY

1 PRINCIPLES

1.1 This College takes its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care.

- 1.2 As part of the ethos of the college, members of staff are committed to:
- Encouraging and supporting parents/carers/guardians and working together in partnership with them;
 - Listening to, relating effectively with and valuing each individual child or young person in our care;
 - Ensuring that all members of staff, both teaching and supporting, full-time and part-time, are properly trained and supported.
- 1.3 We recognize that some children and young today are victims of neglect and/or physical, sexual or emotional abuse and that staff of the school, by virtue of their day-to-day contact with and knowledge of the children in their care, are well placed to identify such abuse and offer support to children in need.

2 RESPONDING TO SUSPICIOUS, ALLEGATIONS OR EVIDENCE OF ABUSE INCLUDING THOSE MADE AGAINST MEMBER OF STAFF

- 2.1 All action is in line with the Area Child Protection Committee Procedures and the DfEE Circular, 10/95 guidelines.
- 2.2 Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred must report it as soon as possible to Mr. Kitchener Deputy Director, who is the designated person for child protection issues.
- 2.3 If the suspicions in any way involve the designated Child Protection Officer then the report should be made in the first instance to the Directors who will advise on appropriate course of action (see 3.3).
- 2.4 You should not discuss the matter with anyone other than those mentioned in 2.1 and 2.2.
- 2.5 It is, of course, the right of any individual as a citizen to make direct referrals to the local Social Services Department or the police. However, we strongly advise members of staff to use the guidelines contained in this policy. If, however, you feel that the designated Child Protection Officer or the Directors have not responded appropriately to your concerns, then it is open to any member of staff to make a direct referral to the Social Services Department.

The College hopes, by making this statement that it demonstrates the commitment of this establishment to effective child protection.

- 2.6 All members of staff are explicitly required to report to the designated Child Protection Officer or to the National Care Standards Commission any concerns or allegations about school procedures or the behaviour of colleagues, which are likely to put pupils at risk of abuse or other serious harm.
- 2.7 All members of staff are protected from retribution or disciplinary action for 'Whistle blowing' in good faith – see Whistle blowing policy.

3 ROLE OF THE DESIGNATED CHILD PROTECTION OFFICER

- 3.1 The designated Child Protection Officer shall ensure that he/she is fully conversant with the Child Protection Procedures and will co-ordinate action on child abuse within the college, ensuring that all members of staff are aware of their own responsibilities in relation to child protection.
- 3.2 He/she is responsible for referring individual cases of suspected abuse to the Social Services Department, within 24 hours (in writing or with written confirmation of a telephone conversation), and for liaising with the Social Services Department and other agencies on these and other general issues relating to child protection.
- 3.3 He/she also has the responsibility for organizing training on all aspects of child Protection within the college and acts as a point of reference on child protection issues for other staff.
- 3.4 Should the alleged perpetrator of abuse be a member of staff, he/she will consult the Directors (Pupil & student support).

4 WORKING WITH OTHER AGENCIES

- 4.1 This college recognises that it is an agent of referral and not investigation. It fully Accepts that the investigation of child abuse is the responsibility of the Social Services Department and the Police and will do everything possible to support and assist them in their task.
- 4.2 We will endeavour to build relationships with other agencies so that understanding, trust and confidence can be built which will help to secure effective co-operation in cases of actual or suspected abuse.

5 RECORD KEEPING

- 5.1 Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of abuse from a child or young person, will make notes as soon as possible (e.g. within an hour), writing down as exactly as possible, what was said or seen and putting the scene into context, time and location.

Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made.

- 5.2 All hand-written notes will be kept, even if they are subsequently typed up in a more formal report.
- 5.3 All reports of a Child Protection nature should be handed to the designated Child Protection Officer and will be kept securely by him/her. Access to these records is on a 'need to know' basis and the designated Child Protection Officer will make decisions about access.
- 5.4 When a child who is on the Child Protection Register leaves the college the designated Child Protection Officer will inform the child's new college immediately and discuss with the child's key worker the transfer of any confidential information the college may hold.

6 SUPPORT FOR CHILDREN/STAFF/FAMILIES

- 6.1 For any child undergoing a child protection referral and investigation the need for Support will be great and quite often-such support will be limited to what the college can offer. We are the only agency with statutory duty to work with children on a daily basis and despite heavy workloads and limited resources we aim to meet their needs for support whenever possible. We aim at least to provide a secure classroom environment in which the child feels valued and protected.
- 6.2 The designated Child Protection Officer will, whenever possible, make him/herself available to discuss individual children or situations with concerned members of staff.
- 6.3 The college will offer support where possible to the family of a child or children involved in a child protection investigation within the time and expertise constraints of its role and always remembering the limits of confidentiality on all members of staff and the fact that it is the welfare of the child that is paramount.

7 PARENTAL INVOLVEMENT

- 7.1 The college is committed to helping parents understand its responsibility for the welfare of all pupils.

8 THE CURRICULUM

- 8.1 Staff will use many different elements of the college's curriculum to raise pupils' awareness and build confidence so that they have a range of contents and strategies to ensure their own protection and understand the importance of protecting others.
- 8.2 There are many links between this policy and other documents and curriculum guidelines produced by this college. In particular there are links with:
 - Health Education
 - PSE
 - Sex Education
 - Bullying
 - Equal Opportunities
 - Special Education Needs

9 TRAINING

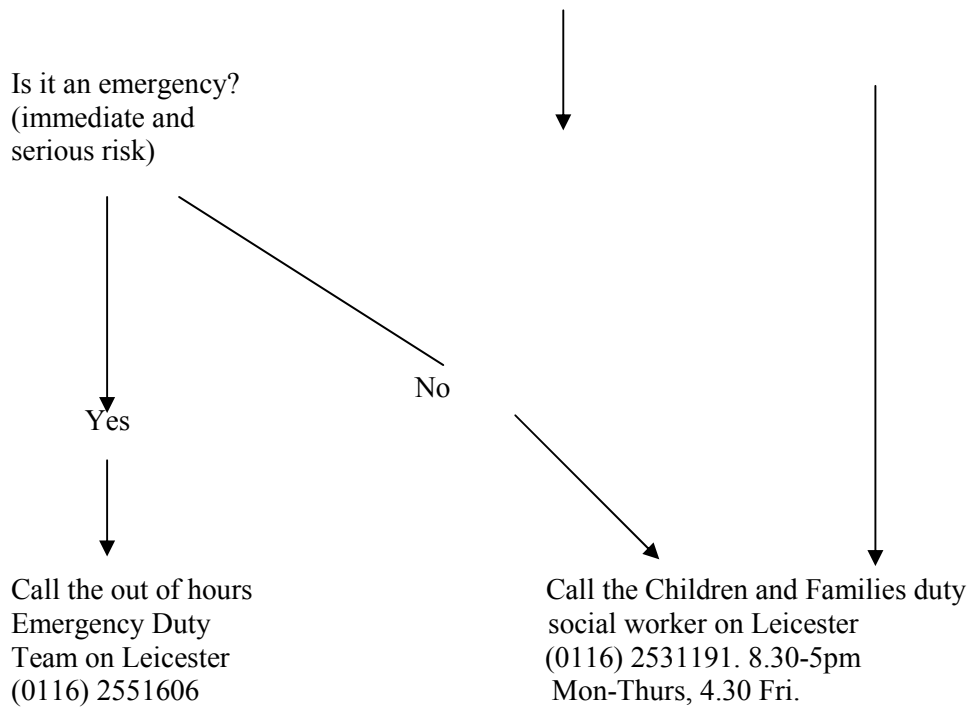
- 9.1 The designated Child Protection Officer and his/her deputy shall attend training events as appropriate.
- 9.2 All staff, both teaching and support, full-time and part-time, shall have access to appropriate training on a regular basis.
- 9.3 All new staff, both teaching and support, full-time and part-time, will receive a copy of the LEA Child Protection Leaflet and will have access to the ACPC Procedures and the Education Department Child

Protection Procedures which will be explained to them via the staff hand book.

9.4 An Online Training course will also be provided for each member of staff and a certificate will be issued on completion.

10 HOW TO MAKE A REFERRAL TO SOCIAL SERVICES

**Are you concerned about a child?
Is there suspicion/disclosure/evidence of abuse or neglect? Or does the family clearly need support?**



11 **GENERAL ADVICE**

11.1 Staff and adults in education are well placed to notice possible signs of abuse in children, because of their regular contact.

11.2 Signs of abuse may be:

- obvious and sudden, for example an injury; or
- part of a picture over a longer period, perhaps including:
- behaviour which is unusual in a child of its age
- work falling off or lack of interest
- isolation or introversion.

11.3 Alternatively you may become concerned when:

- a child tells you about ill-treatment which has happened to him
- or her, or to a friend, brother or sister; or
- an adult claims that a child has been mistreated.

11.4 In all these cases there are things that you must do:

- treat the matter seriously and reassure the child if necessary
- react to what the child tells you with belief
- make it clear that you will probably have to inform others
- tell only those who need to know
- seek advice if in doubt
- keep a regular watch on the child
- keep an accurate record of what you have noticed, what has happened and what you have done
- if a child has made a disclosure to you, tell the child what action you will take.

11.5 There are things that you must not do:

- do not promise to keep the matter secret
- do not contact parents (this is the job of the Social Services Department)
- do not interrogate children or ask leading questions
- do not speak with anyone about whom allegations are made, even if the allegations are about a colleague or another adult, this is the Head's responsibility.

11.6 If there are circumstances in which you feel you cannot refer to the Assistant Principal, you have the right as a citizen to contact the Social Services Department yourself.

11.7 If in doubt at any stage ask for advice from any of the following:

- your line manager
- the most senior person in the establishment
- Education Department
- Social Services Department.

12 CHILD PROTECTION: SOME DEFINITIONS

12.1 Child Protection

- means protecting children against abuse and non-accidental injury. It applies to children below the age of 18.

12.2 Child abuse means:

- physical injury
- emotional abuse
- sexual abuse
- or severe neglect.

12.3 Abused children may be noticed: -

- in nurseries, colleges and colleges
- in further education establishments
- in youth clubs, youth or community centres
- in other educational establishments
- whilst being transported to or from an establishment
- in the home.

12.4 The following people may notice signs of abuse or be told of possible abuse:

- teachers and lecturers, youth tutors and youth work staff
- employees in colleges and colleges such as ancillary, clerical or administrative staff or lunchtime supervisors
- support service staff such as Educational Psychologists, Education Welfare Officers, or peripatetic teachers

12.5 Head teachers, Deputy Directors, Heads of Centre and Heads of Service have a duty to give this leaflet to all employees and other adults in regular contact with children and young people in education. Heads will need to make clear lines of referral, so that their staff know how to act in individual cases.

12.6 All those whose work brings them into contact with children and their families should aware of the procedures they must follow to protect children.

13 WHAT TO DO: THE CHILD PROTECTION PROCEDURES

13.1 If you have a concern that a child has been mistreated, either physically, emotionally, sexually or by neglect, YOU MUST:

- report the matter to the person in the establishment who is responsible for child protection:
 - in college or college this will be the Assistant Principal
- keep the matter confidential to as few people as need to know

- write a signed and dated note of what has been noticed, said and done, and give this to the person responsible to put in the child's file.

13.2 It is not your job to investigate the matter. It will be the duty of the person who is responsible for child protection in the establishment to gather enough information to decide whether or not to contact the Social Services Department.

13.3 The Social Services Department and the Police have a duty to investigate cases of suspected abuse. Those who work in the education service have a duty to co-operate with any such investigation. This might involve providing information, monitoring the child or in some cases attending a child protection conference (along with the Assistant Principal).

13.4 For further information consult the Education Department Child Protection Procedures which should be displayed in all establishments, or the Area Child Protection Committee's full Child Protection Procedures.

14 CHILD PROTECTION PROCEDURE REPORT FORM

NOTIFICATION OF CHILD ABUSE OR NON – ACCIDENTAL INJURY

CONFIDENTIAL INFORMATION

1	CHILD'S FULL NAME: (Surname first)
2	DATE OF BIRTH:
3	ADDRESS:
4	COLLEGE/ESTABLISHMENT/SERVICE:
5	IS THE CHILD SUBJECT TO A STATEMENT OF SPECIAL NEEDS? YES ڤ NO ڤ (Please tick the relevant box)

6	REASON FOR NOTIFICATION: (Including signs observed)
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15 KEY CONTACTS - FOR DISCUSSION – AND CHECKING

Leicester City Social Services:	Duty Social Worker Access Team Tel: 01162531191 Children and Young People Tel: 0116 305 0005
Leicester City Social Services:	Child Protection and Independent Reviewing Service, Tel: 0116 2254705
Leicestershire Social Services:	Relevant Duty Access Team Leaving Care Team: Tel: 0116 275 9246
Rutland Social Services	Tel: 01572 722577
Leicestershire Constabulary:	Child Protection Unit. Tel: 0116 2484858 Or Duty CPU Sergeant, Tel: 2484842
Leicestershire Health:	Associate Specialist in Child Protection: Tel: 2252525 Consultant Reproductive and Sexual Health Tel: 2024430 Lead Nurse Tel: 2024430 Duty specialist. Tel: 2585208 G.U. Medicine, LRI.
Leicester City Education / EWO:	Tel: 2211262
N.S.P.C.C.:	
W.H.I.P.	
TRADE:	Bal Raksha Project, Melton Rd. Tel: 0116 2610860
Domestic Violence Forum	Tel: 2559995
Leicester City Youth Offending Team:	Tel: 0116 2541747
Leicestershire and Rutland Youth Offending Teams:	Tel: 01509 265197
	Tel: 01455 636068 Tel: 0116 260 613129
	Tel: 2543352

16 FLOW CHART FOR HANDLING INDIVIDUAL CASES

- Awareness of indicators and early identification of young people who may be involved or at risk.
- Discuss concerns with named agency contacts or directly to Social Services duty Social Worker.
- Refer to social services – for assessment and family support services if early stage concerns. Child protection referral if young person at risk of exploitation or of involvement in prostitution, preferably with the agreement of the young person. Agreement not essential if child needs safeguarding.
- Remember – **Identification of a child involved in exploitation or prostitution should always trigger the following procedures.**

Referral to Social Services duty team

- Decision about response within 24 hours
- Social Services to back to referrer

Initial Assessment of **need** completed within 7 days, and includes a decision to be made about initiating **Section 47 enquiries**. These will be initiated for all children and young people involved or at risk of being involved in exploitation or prostitution. The Social Services will have a **strategy discussion** with the Police which may result in **immediate action** being taken to ensure the safety of the child.

Strategy Meeting:

Involves police and Social Services together with others who have information and involvement.

Joint Investigation planned and may include:

- Immediate action to safeguard the child
- Video interview
- Agreement for informing and involving parents
- Aspects of criminal investigations of abusers and coercers
- Strategy and direct work with the child
- Section 47 enquiries re: risks to abusers' own / associated children and young people.

Child Protection Conference held if the child has suffered or remains at risk of significant harm.

- To assess relevant information and decide whether the child's name should be placed on the Child Protection Register.
- If agencies, parents and child can agree action to reduce the risk of significant harm, a **planning meeting** could make a plan to safeguard and promote the welfare of the child, and provide services.

Core assessment within 35 days must consider the child's needs

- development
- parenting
- environment
- alongside the provision of services and support to child and family

NB: All meetings must consider and agree plans to support the child to exit from prostitution as a priority.

Local Social Services offices

8.30am-5.00pm Monday-Thursday;

8.30am-4.30pm Friday.

Blaby, Oadby, Wigston

Bassett Street, South Wigston LE18 4PE

0116 278 7111

Charnwood

Pennine House, 2 Lemington Street,

Loughborough LE11 1UH

01509 266641

Harborough

Brooklands, Northampton Road,

Market Harborough LE16 9HN

01858 465 331

Hinckley & Bosworth

27 Upper Bond Street, Hinckley LE10 1RH

01455 636 964

Melton

County Buildings, Leicester Road,

Melton Mowbray LE13 0DA

01664 564 698

North West Leicestershire

3 High Street, Coalville LE67 3EA

01530 275 200

Rutland

Catmose, Oakham LE15 6HP

01572 722 577

Leicester City Social Services

For all areas of the City

Duty and Assessment Desk

1 Greyfriars, Leicester LE1 5HP

0116 253 1191

Emergency Team (out of hours)
0116 255 1606

NSPCC Child Protection Help line:

0808 8005000

Police: 0116 222 2222 and report your concerns

Crimestoppers: 0800 555 111 (free and confidential)

**This policy, the above procedures and the efficient discharge of related duties will be reviewed annually by the Assistant Principal – Dawn Savage.
Updated November 2011**