

Policy name:	Safeguarding Children and Young People	
Policy Owner:	Designated Safeguarding Officer	
Author:	Designated Safeguarding Officer and Deputy Designated Safeguarding Officer	
Does this policy replace any existing Other policy? Yes/No	If yes please refer to the related policies here: This revises the existing Safeguarding Children and Young People Policy	
Latest reviewed date and reason: August 2023 – updated legislation		
Version History		
Version number	Revision Date	Description of Change
1.0 to 2.3	May 2008 to May 2022	Various amends throughout the period.
2.4	Sept 2022	New KCSIE guidance and updated DSL contacts.
2.5	Aug 2023	New KCSIE guidance and updated DSL contacts.
Document Status		
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THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE ABUSE OF TRUST POLICY & PROCEDURE AND SAFEGUARDING DETAILED GUIDANCE. Services may also hold further guidance for staff which supports this overarching policy.

MANAGERS OF ALL SERVICES MUST SEEK AND INCLUDE HERE THE CONTACT DETAILS OF THEIR LOCAL AUTHORITY DESIGNATED OFFICER AND THEIR LOCAL SAFEGUARDING TEAM.

Manchester:
Contact Centre - 0161 234 5001
Email - mcsreply@manchester.gov.uk
LADO - Majella O'Hagan Mon/Tues 0161 234 1214 majella.o'hagan@manchester.gov.uk
Jackie Shaw Wed/Thurs/Fri 0161 234 1214 j.shaw2@manchester.gov.uk
Referral forms to qualityassurance@manchester.gov.uk

In the context of this Policy the term 'staff' relates to all paid employees/agency staff / foster carers and unpaid volunteers.

The Together Trust is committed to protect children/young people from harm. It will use the appropriate inter-agency procedures whenever harm is, or may be, significant. The Together Trust reiterates that **all** children/young people have equal rights to protection.

The Together Trust has appointed a member of the Leadership Team (TLT) as the organisation's Designated Officer for Safeguarding with full responsibility for ensuring that safeguarding is a priority within all operations across the Together Trust. The Designated Safeguarding Officer is also nominated as the organisation's 'PREVENT Single Point of Contact'.

There is a Deputy Designated Safeguarding Officer and also nominated Safeguarding Leads across the Together Trust's education services who have day-to-day responsibility for safeguarding and for both external and internal notifications (refer to Significant Events Policy and Procedure).

The Trustee Board has four Safeguarding Leads who regularly review all incidents and processes. The Trust has formed a Safeguarding Scrutiny Sub-Group which meets six times a year to ensure arrangements for safeguarding within the Trust are adopted effectively and systems and processes are efficient. Governors receive updates in relation to safeguarding at the termly Governing Body meetings.

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The table below provides the key individuals who have a safeguarding role within the Together Trust :

Name/Position	Role	Service Area	Contact
Gani Martins Trustee	Safeguarding Lead and Chair of the Safeguarding Scrutiny Sub-Group	Trustee Board - Together Trust	Via Chief Executive office Jill.hayward@togethertrust.org.uk
Maria Greenwood Trustee	Safeguarding Lead and Vice Chair of the Safeguarding Scrutiny Sub-Group	Trustee Board - Together Trust	Via Chief Executive office Jill.hayward@togethertrust.org.uk
Nick Lowry Trustee	Safeguarding Lead, member of Safeguarding Scrutiny Sub-Group	Trustee Board - Together Trust	Via Chief Executive office Jill.hayward@togethertrust.org.uk
Jane Walapu Trustee	Safeguarding Lead, member of Safeguarding Scrutiny Sub-Group	Trustee Board - Together Trust	Via Chief Executive office Jill.hayward@togethertrust.org.uk
Jill Sheldrake Service Director	Designated Safeguarding Officer	Together Trust	0161 283 4795 direct 0161 283 4848 reception jill@togethertrust.org.uk
Ian Uttridge Head of Service - Children and Families	Deputy Designated Safeguarding Officer	Together Trust	0161 286 4203 direct 0161 283 4848 reception ian.uttridge@togethertrust.org.uk
Helen Pechey Deputy Head - Upper School, Pastoral and CPD Lead	Designated Safeguarding Lead	Inscape House School	0161 283 4231 direct 07385 396121 0161 283 4750 reception Helen.pechey@togethertrust.org.uk
Richard Nancollis Interim HeadTeacher	Deputy Designated Safeguarding Lead	Inscape House School	07385 395 936 0161 283 4750 reception Richard.nancollis@togethertrust.org.uk
Becca Bromley-Woods Governor	Safeguarding Lead	Inscape House School	Via Governing Body Clerk - Cherrie.creager@togethertrust.org.uk
Duncan Bridgwood Pastoral Lead	Designated Safeguarding Lead	Ashcroft School & College	07557 846483 direct 0161 283 4832 reception Duncan.bridgwood@togethertrust.org.uk
Paula Tankard HeadTeacher	Deputy Designated Safeguarding Lead	Ashcroft School	07741516474 0161 283 4832 reception Paula.tankard@togethertrust.org.uk
Janet Kennedy Governor	Safeguarding Lead	Ashcroft School	Via Governing Body Clerk - Cherrie.creager@togethertrust.org.uk
Jeremy Swinn Principal	Designated Safeguarding Lead	Bridge College	0161 487 4293 or 07899 967855 jswinn@bridgecollege.ac.uk

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John Cannon Interim Assistant Principal	Deputy Designated Safeguarding Lead	Bridge College	0161 487 4293 john.cannon@bridgecollege.ac.uk
Jo Madyarchyk Governor	Safeguarding Lead	Bridge College	Via Governing Body Clerk - Cherrie.creager@togethertrust.org.uk

All safeguarding incidents that require notification shall be collated centrally by the Designated Safeguarding Officer. The Designated Safeguarding Officer will report to TLT and the Board of Trustees on patterns and trends.

To ensure all safeguarding matters are recorded centrally from all services across the Together Trust, safeguarding incidents need to be recorded internally on the **Safeguarding Notification Form** (each service will have been provided with a copy of the form) as well as using local data capturing systems. The internal form is not required where CPOMS (Child Protection Online Management System) is being used to record safeguarding incidents. This will ensure the Trust's Designated Safeguarding Officer has full information and all actions have been followed appropriately. For allegations against staff, residential services will send a copy of the **Management of Allegations Form** rather than the internal **Safeguarding Notification Form**.

Staff need to be aware that incidents reported to the police and to other statutory regulatory bodies may need to be notified to the Charity Commission. The Chief Executive's office will be responsible for reporting these incidents to the Commission periodically or IMMEDIATELY depending on the seriousness in nature of the incident. The Designated Safeguarding Officer will ensure the Safeguarding Lead Trustees (and lead Governors for incidents within education) and Chair of Trustees are notified immediately of these serious incidents.

The Together Trust's philosophy is that the protection of children/young people is the overriding consideration in our practice and levels of confidentiality.

The Together Trust endorses the principle that the welfare of the children/young people is paramount. Whilst there may be concern for adults suspected of abuse, this will never prevent the full implementation of procedures. This means that all staff must be vigilant to all forms of potential abuse.

The Together Trust expects that all adults and children/young people within the organisation treat one another with dignity, respect, sensitivity and fairness.

The Together Trust will always follow the procedures issued by the particular Local Authority where the service and the child/young person is situated and a copy will be held within each service of the child/young person's Placing Authority's safeguarding procedure.

The Together Trust sees the protection of children/young people as both a corporate responsibility within the organisation, and the individual responsibility of each member of staff. Staff must act independently if Managers or Directors fail to implement procedures appropriately, or where there is suspicion that senior staff may be abusing children/young people.

The Together Trust has a responsibility to ensure that current safeguarding procedures are available to staff. All policies are available on the intranet and Trust education policies are also available on 'The School Bus' (external online platform). Policies are promoted regularly in team meetings. All staff members are responsible for making themselves aware of the Local Authority's safeguarding procedures and also the Placing Authority's procedures (if different). Staff also must make themselves familiar with the procedure to follow within their own service in the event of receiving information which could put children/young people in danger, such as threats of terrorism.

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All staff, foster carers and volunteers will receive safeguarding training to meet their individual learning needs on an ongoing basis, in line with this Policy and Procedure. Training ensures that whilst observing children/young people in their care, staff, foster carers and volunteers will have the expertise to identify any signs/symptoms of abuse.

Managers will ensure that all staff read this Policy & Procedure. All education staff must also read 'Keeping Children Safe in Education (September 2023) Part 1 and Code of Conduct Policy & Procedure.

The Designated Safeguarding Officer will ensure that this Policy & Procedure is reviewed as a minimum on an annual basis.

Associated Policy Documents:

- Absence/Missing from Care Policy and Procedure (Service)
- Abuse of Trust Policy and Procedure (Service)
- Allegations against Foster Carers (Service)
- Complaints, Representations and Compliments Policy and Procedure (Service)
- Confidentiality Policy and Procedure (Service and HR)
- Counter Bullying Policy and Procedure (Service)
- DBS Disclosures Policy and Procedure (HR)
- E-Safety Policy and Procedure (Service)
- General Data Protection Regulation Policy and Procedure (Finance & Administration and HR)
- Medication Policy and Procedure (Service)
- Significant Events Policy and Procedure (Service)
- Police Involvement Policy and Procedure (Service)
- Positive Behaviour Support Policy and Procedure (Service)
- Raising Concerns and Whistleblowing) Policy and Procedure (HR)
- Recruitment and Selection Policy and Procedure
- Safeguarding (Children/Young People) - Detailed Guidance
- Safeguarding and the Protection of Adults at Risk Policy and Procedure (Service)
- Self Harm/Suicide Policy and Procedure (Service)
- Suspension (Social Care) Policy and Procedure (HR)
- Volunteering Policy and Procedure (HR)

Legislation and Reference Documents:

- Best practice guidance for school complaints procedures 2019 (Jan 2019, DfE)
- Call to End Violence against Women and Girls, HM Government (Nov 2010)
- Channel: Supporting individuals vulnerable to recruitment by violent extremists: A Guide for Local Partnerships, HM Government with Association of Chief Police Officers (2010)
- Child Sexual Exploitation - Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation - DfE, (February 2017)
- Children Missing Education: Statutory Guidance for Local Authorities, DoE, (September 2016)
- Common Assessment Framework
- Counter Terrorism and Security Act 2015
- Criminal Exploitation of Children and Vulnerable Adults : County Lines Guidance, Home Office (September 2018)
- Disqualification under the Childcare Act 2006

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- Female Genital Mutilation Risk and Safeguarding, Guidance for professionals, DoH, (May 2016)
- Framework for the Assessment of Children in Need and their Families, DoH (2000)
- Information Sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers, HM Government (July 2018)
- Keeping Children Safe in Education, DoE (September 2023)
- Multi-agency practice guidelines: Handling cases of Forced Marriage, HM Government (June 2014)
- Real Voices, Child Sexual Exploitation in Greater Manchester, An independent report by Ann Coffey, MP (October 2014)
- Recognising and responding to radicalisation. Considerations for policy and practice through the eyes of street level workers, Recora Institute
- Safeguarding Children in whom illness is fabricated or induced, Supplementary Guidance, HM Government (2008)
- Safeguarding Vulnerable Adults Group Act 2009
- Searching, screening and confiscation at school, (DfE, January 2018) (includes new section 'Statutory guidance for dealing with electronic devices'
- Serious Crime Act 2015
- Serious Violence Strategy (HM Govt 2018)
- Sexting in schools and colleges: Responding to incidents and safeguarding young people UKCCIS guidance (January 2017)
- Sexual Offences Act 2003
- Sexual violence and sexual harassment between children in schools and colleges' Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads. (DfE Sept 2021)
- The Prevent Duty Departmental Advice (July 2015)
- The Right to Choose: Multi-agency statutory guidance for dealing with forced marriage, HM Government (June 2014)
- 'What to do if you're worried a child is being abused' HM Govt 2006 (updated March 2015)
- Work based learners and the Prevent statutory duty, Guidance for providers - DfE, (September 2018)
- Working Together to Safeguard Children A Guide to Inter-agency working to safeguard and promote the welfare of children. HM Government (July 2018)
- Working Together - Transitional Guidance : Statutory guidance for Local Safeguarding Children Boards, local authorities, safeguarding partners, child death review partners, and the Child Safeguarding Practice Review Panel (July 2018)

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Safeguarding (Children/Young People) Procedure

THIS PROCEDURE SHOULD BE READ IN CONJUNCTION WITH THE ABUSE OF TRUST POLICY & PROCEDURE AND SAFEGUARDING CHILDREN/YOUNG PEOPLE DETAILED GUIDANCE

1. WHAT IS CHILD ABUSE?

Legally children/young people should be protected from “significant harm” caused by the actions or negligence of another person. This would include:

- Preventable physical harm
- Involvement in inappropriate sexual activity
- Emotionally damaging experiences, such as inconsistency or extreme threats
- Failure to provide consistently basic physical care, including nourishment, warmth, clothing, shelter or health care
- Failure to provide emotional security through love, support and concern that could reasonably be expected.

There is further guidance on this under the sub-heading **Definitions of Abuse** below.

2. INDICATIONS OF POTENTIAL ABUSE

The initial signs of abuse are often unclear and ambiguous. Staff members suspecting abuse must not wait until they feel they have irrefutable evidence before reporting a suspicion or allegation of abuse.

The following might alert staff members to potentially abusive situations:

- Things that children/young people say
- The way a child/young person behaves e.g. inappropriate sexualised behaviour or cruelty
- Secretive behaviour between children/young people and adults
- Unauthorised persons trying to make contact with children/young people inside or outside the service
- Suspicion that a child/young person may be becoming involved in sexual exploitation or radicalisation
- A child/young person’s response to specific adults
- Unexplained injuries
- Third party information
- Sudden change in behaviour.

This list is not exhaustive. Staff members will need to make judgements for themselves about what might be potential signs of abuse.

3. ACTION BY STAFF WHO RECEIVE A REPORT OF OR WHO SUSPECT ABUSE

THIS SECTION (3) APPLIES TO ALL THE AREAS OF SUSPECTED ABUSE 7, 8 AND 9.

REFER TO FLOW CHART AT THE END OF THIS DOCUMENT FOR PROCESS TO FOLLOW.

3.1. Report the concerns immediately to the Designated Safeguarding Lead or senior member of staff on duty and ensure this is logged in line with your service expectations.

3.2. Report to the police immediately any evidence or concerns that a child/young person may be being sexually exploited or is in immediate danger.

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- 3.3. Record that this has been done with brief details in the Incident Record. In fostering this will be the daily diary and incident report.
- 3.4. Do not ask the child/young person leading questions. Simply record what you are told. It is not your role to investigate although you can check out with the child/young person that what you have heard is correct.
- 3.5. Do not make any attempt to see whether the allegation is true.
- 3.6. As soon as possible inform your Line Manager/the service’s Designated Safeguarding Lead/Head of Service or Principal Manager. Complete a regulatory notification if required (which must be submitted within 24 hours by the service) and the internal Safeguarding Notification Form and ensure both are emailed to the Designated Safeguarding Officer promptly. (In fostering this will be the Duty Officer or Out of Hours worker’s role.)
- 3.7. Ensure that you remain informed of the progress and outcome of your report.
- 3.8. If you feel that the actions being taken are not sufficient to safeguard the child/young person, ensure that the Designated Safeguarding Officer is made aware immediately. If necessary, refer the matter yourself to the Local Safeguarding Team.
- 3.9. Under no circumstances discuss the allegations with the person against whom the allegations have been made. Teams need to understand that colleagues have a responsibility to pass on information.
- 3.10. Where staff suspect that abuse may be taking place outside of the Trust, for example in the family home, this should be reported to social care along with completion by staff of a CAF (Common Assessment Framework) if required.

4. ACTION BY SENIOR STAFF/DESIGNATED SAFEGUARDING LEAD

- 4.1. Assess whether there is an immediate danger of significant harm. If necessary take any immediate steps possible to safeguard the child/young person.
- 4.2. Discuss the matter immediately with the Registered Manager (Designated Safeguarding Lead in educational settings) or in their absence, Assistant Manager/On-Call Manager, Principal Manager/Head of Service or Designated Safeguarding Officer. Within educational settings the DSL will inform the Lead Governor for Safeguarding or the Chair if there is a serious safeguarding incident within the school/college.
- 4.3. If there is any injury to the child/young person, make arrangements for these to be medically examined without delay (subject to the child/young person’s co-operation).

5. ACTION BY MANAGER/DESIGNATED SAFEGUARDING LEAD

If there are grounds for concern:

- 5.1. Within normal working hours arrange for the matter to be reported immediately to the Local Safeguarding Team
- 5.2. Outside normal working hours inform Emergency Duty Team and report to Local Safeguarding Team at the start of the next working day
- 5.3. If not already done, inform police where there is any evidence of involvement in exploitation

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5.4. Ensure that the following people are informed of your actions:

- The Together Trust’s Designated Safeguarding Officer (Service Director)
- The child/young person’s Social Worker
- Local Authority Designated Officer for the area in which the service is provided (for allegations against professionals)
- Anyone with parental responsibility for the child/young person (unless inappropriate)
- The registration authority (Ofsted/CQC).

5.5. If you are unsure how to proceed, seek advice from one of the following:

- Head of Service/Principal Manager or the Together Trust’s Designated Safeguarding Officer or Deputy Safeguarding Officer
- The Local Safeguarding Team
- The Emergency Duty Team.

6. DEFINITIONS OF ABUSE

THESE DEFINITIONS RELATE TO CHILDREN/YOUNG PEOPLE WHO MAY BE AT RISK OF ABUSE AS WELL AS THOSE WHO MAY BE BEING ABUSED. FOR FURTHER INFORMATION INCLUDING POSSIBLE INDICATORS PLEASE SEE ‘DETAILED GUIDANCE’.

6.1. Physical abuse may involve:

- Hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones, drowning or otherwise causing physical harm to a child/young person
- An adult feigning the symptoms of, or deliberately causing ill health to a child/young person in their care.

6.2. Emotional abuse is the persistent emotional ill-treatment of a child/young person such as to cause severe adverse effects on the child/young person’s emotional development. It may involve:

- Conveying to children/young people that they are worthless, unloved, inadequate or any other form of bullying
- Age or developmentally inappropriate expectations being imposed on children/young people
- The exploitation or corruption of children/young people including coersion into violent extremism
- Some level of emotional abuse is involved in all types of ill-treatment of a child/young person, though it may occur alone.

6.3. Sexual abuse means forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. This may involve:

- Physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts
- Involving children/young people in viewing or producing pornographic material
- Forcing or allowing children/young people to watch sexual activities

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- Encouraging children/young people to behave in sexually inappropriate ways
- 6.4. Involving children/young people in sexual exploitation. Other specific abuse can include Female Genital Mutilation, Forced Marriage, Fabricated Illness, Domestic Violence, Radicalisation and Exploitation (Sexual, Criminal or Modern Slavery).

7. CHILD ON CHILD ABUSE

- 7.1. There is clear evidence emerging that some children/young people who have been sexually abused themselves abuse other children/young people. Staff must be mindful of this fact and discuss with their Manager any areas that are causing concern. In fostering this will be the Supervising Social Worker/Duty Officer.
- 7.2. Where there is evidence or suspicion of this, the following actions need to be taken where appropriate:
- Immediate arrangements to protect all the children/young people concerned (for sexual abuse within schools and colleges refer to DfE guidance - ‘Sexual violence and sexual harassment between children in schools and colleges’ September 2021).
 - Informing the social workers of actual/potential victims
 - Informing the social worker of the child/young person believed to be abusing
 - Consulting the Local Safeguarding Team
 - Notifying the registration authority if required (Ofsted/CQC).
- 7.3. When handling this type of situation consideration will need to be given to the following:
- The difference between child on child abuse and “normal” sexual experimentation. In April 2019 a new law banning ‘upskirting’ came into force, with offenders facing up to 2 years in jail and being placed on the sex offenders register.
 - Not acting in a way that may cause undue distress to either victims or perpetrators.

8. NEGLECT

- 8.1. Neglect is a form of significant harm which involves the persistent failure to meet a child/young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person’s health or development. Neglect can include failure:
- To provide adequate food, clothing or shelter
 - To protect from harm or danger
 - To supervise adequately
 - To ensure access to medical care
 - To meet physical and emotional needs.
- 8.2. Neglect may also occur during pregnancy i.e. as a result of maternal substance abuse.
- 8.3. Neglect differs from other forms of abuse because:
- It is frequently passive
 - The intent to harm is not always present

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- It often overlaps with other forms of abuse.

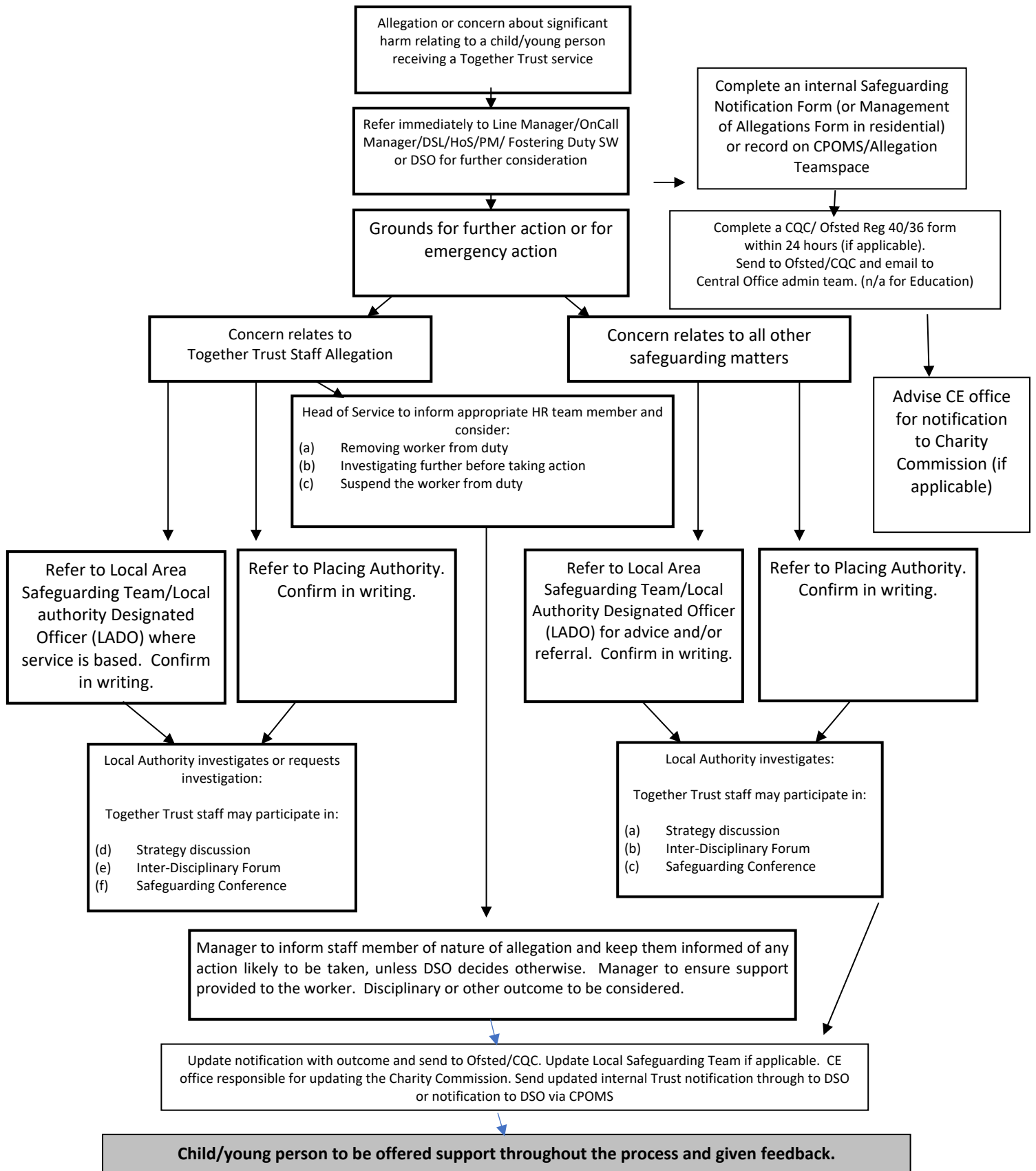
8.4. When handling suspicions of neglect, consideration needs to be given to ‘disguised compliance’ from parents /carers. For example, disguised compliance could be a sudden increase in school attendance, attending a run of appointments, engaging with professionals for a limited time or cleaning the house before a visit from a professional. These can be measures used to mislead professionals.

9. ALLEGATIONS AGAINST STAFF

- 9.1. Allegations against members of staff must be reported immediately to someone more senior than the member of staff against whom the allegation has been made. **For foster carers please follow the Allegations Against Foster Carers Policy & Procedure.**
- 9.2. The Senior will ensure that a Manager, Assistant Manager or On-Call Manager is informed immediately.
- 9.3. The Manager, Assistant Manager or On-Call Manager will report immediately to the service’s Designated Safeguarding Lead, Head of Service or Principal Manager and a decision will be taken as to further action, ensuring the immediate protection of the child/young person.
- 9.4. Ensure that Ofsted or CQC is informed if required.
- 9.5. The service’s Designated Safeguarding Lead/Head of Service or Principal Manager will liaise with the Together Trust’s Designated Safeguarding Officer and an appropriate member of the HR team.
- 9.6. The allegation will be reported to the child/young person’s Social Worker, Team Manager or Duty Officer of the Placing Authority and the LADO (Local Authority Designated Officer) in the residing Local Authority. If a strategy meeting is convened and a Section 47 investigation considered, this will be undertaken in accordance with the Safeguarding Procedures of the residing Local Authority.
- 9.7. Where the allegation is against the Registered Manager/Head of Service, the matter must be reported to the relevant Director who will advise the regulator(Ofsted/CQC). The DSO will ensure that the Governing Body within educational settings are notified.
- 9.8. Where there is an allegation against a member of staff by a child/young person, contact between the staff member and the child/young person will normally be prevented. This will be at the discretion of the Designated Safeguarding Officer in discussion with the appropriate HR team member and will either be redeployment to another setting or suspension on full pay.
- 9.9. In all situations the matter must be reported to the Local Safeguarding Team (LADO).
- 9.10. Such action does not imply guilt and is done to allow a full investigation to take place without prejudice to either party.

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SAFEGUARDING PROCEDURES - FLOW CHART



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