Children's Safeguarding Policy Summary

(NB this policy applies to working with children and young people up to the age of 18)

Introduction

This document is the Safeguarding Children Policy for Morecambe Bay Partnership which will be followed by all members of the organisation.

It is publicly available on the Morecambe Bay Partnership website morecambebay.org.uk/safeguarding.

The full policy and procedure can be accessed via a member of the MBP team.

The definition of child relates to anyone under the age of 18, including unborn babies.

This document is written in accordance with the Westmorland and Furness Safeguarding Children Partnership policy and procedure and the statutory guidance within 'Working Together to Safeguard Children' 2023, Working Together to Safeguard Children 2023 (publishing.service.gov.uk) alongside the relevant sections of The Children's Act 2004.

Morecambe Bay Partnership paid staff, trustees and volunteers may all have incidental contact with children through the delivery of activities on behalf of Morecambe Bay Partnership.

Throughout this policy, safeguarding and promoting the welfare of children is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection is also part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering or at risk of suffering Significant Harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, we should aim pro-actively to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

To fulfil our commitment to safeguard and promote the welfare of children, Morecambe Bay Partnership has:

- A Designated Safeguarding Lead (DSL) to take leadership responsibility for the organisation's safeguarding arrangements. Their role is to support trustees, paid staff and volunteers in the organisation in relation to safeguarding and promoting the welfare of children.

- A clear commitment from all management to the importance of safeguarding and promoting children's welfare

- Safe recruitment practices for individuals who will work regularly with children, including a policy on when to obtain criminal record checks (see MBP Safer Recruitment Policy)

- Appropriate induction, supervision and support for trustees, paid staff, and volunteers, including undertaking safeguarding training and keeping this up to date by refresher training at regular intervals

- Procedures for dealing with allegations of abuse against trustees, paid staff, and volunteers
- Policies and procedures for safeguarding and promoting the welfare of children
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information as appropriate.
- A culture of listening to, and engaging in dialogue, with children - seeking children's views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services
- Clear whistle-blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Principles

Morecambe Bay Partnership's Safeguarding Children Policy is based upon these principles -

- The welfare of a child or young person will always be paramount
- The welfare of families will be promoted
- The rights, wishes and feelings of children, young people and their families will be respected and listened to
- Keeping children safe from harm requires people who work with children to share information as appropriate – (see GDPR Act 2018 for guidance)

Code of Conduct for Morecambe Bay Partnership Staff and volunteers

All employees will be required to undergo awareness training: Level 1 Safeguarding. Those working with children, young people and/or vulnerable adults will be required to undertake a higher level deemed appropriate to the role.

Staff and volunteers should not:

- Meet with a child or vulnerable adult in their own time, in their own home or other place.
- Ask overly personal questions, including those about age or appearance (unless specifically related to a work project, in which case it must be documented.)
- Send/give out material that could be considered offensive, which includes digital material or social media sites.
- Suggest or imply a personal relationship could develop.
- Take an aggressive or bullying tone.
- Have physical contact.
- Offer or accept personal gifts.
- Travel alone with a young and/or vulnerable person unless part of their contracted role and sufficient risk assessment is in place.

Staff and volunteers should:

- Promote the safety and welfare of Children and Adults at Risk at all times.
- Report all concerns and disclosures (including any historic unreported concern or disclosure)
- Follow MBP's Social Media Policy and only posted information on MBP's website, social media pages or partner sites which is appropriate and directly related to MBP's work.

Website/Online safety

The internet is a significant tool in the distribution of indecent photographs and some adults use the internet to try and establish contact with children, young people and/or vulnerable adults to 'groom' them for inappropriate or abusive relationships.

Morecambe Bay Partnership will not publish identifiable images or names of young people on their website or social media channels (new policy active from October 2026).

Morecambe Bay Partnership consider the involvement of staff and anyone undertaking duties on behalf of Morecambe Bay Partnership in such activities as gross misconduct, which could ultimately lead to dismissal and referral for police investigation.

Presence on websites and social media - All persons should take care when communicating with others online, particularly when identifying themselves as Morecambe Bay Partnership staff and when in contact with children and vulnerable adults.

Morecambe Bay Partnership staff obtaining and accessing inappropriate text and images - Many websites contain offensive, obscene or indecent material such as

- Sexually explicit images and related material
- Advocating of illegal activities
- Advocating intolerance of others

Employees and others undertaking duties on behalf of Morecambe Bay Partnership, authorised to use the internet, must not download pornographic or other unsuitable material on to Morecambe Bay Partnership machines or distribute such material to others. Morecambe Bay Partnership will consider this gross misconduct which could ultimately lead to dismissal and referral for police investigation.

In addition, no material should be placed on to the internet that would be considered inappropriate, offensive, or disrespectful of others. Disciplinary action will be taken against employees and others that breach this policy.
Where this is done inadvertently, the user must escape from the website and/or delete the material immediately. They should also report the incident to the DSL or Team Leader/CEO. Breach of this will be treated as gross misconduct.

Morecambe Bay Partnership Safeguarding and Protection Risk Areas

Morecambe Bay Partnership works with children, adults, and families through a range of activities:

- Volunteering
- Educational programmes for young people
- Environmental Awareness
- Heritage Awareness
- Events
- Mental and Physical Health and Wellbeing Programmes
- Engagement via social media

The Charity also provides opportunities for children and adults to engage and participate in programmes alongside partner organisations.

To manage the safeguarding and protection risk associated with these programmes of work, Morecambe Bay Partnership staff, volunteers and trustees will:

- adhere to the Code of Conduct (above)
- complete the required safeguarding awareness training, as outlined in this policy
- never work with children or vulnerable adults alone – children and adults identified as vulnerable must always be supervised by a responsible adult and staff/volunteers/trustees will deliver work alongside another member of the team, where it is reasonably practical to do so.

Responding to a Safeguarding concern

1. Internal contacts

If you are concerned about a child you must share your concerns. Unless there is a need for urgent medical treatment or to ensure immediate safety you should, as soon as possible, initially speak to one below –

- Sophie Cringle, Operations Officer – Designated Safeguarding Lead
- Sarah Mason – DSL Deputy
- Mark Holroyd –Trustee Safeguarding Lead
- Team Leader or CEO

You can speak to any one of the managers above or Morecambe Bay Partnership's Designated Safeguarding Lead/Deputy. If your responsible manager is implicated in the concerns, you should contact the Safeguarding Lead/Deputy. The above managers can seek further support, and guidance from Morecambe Bay Partnership's Designated Safeguarding Lead.

All the above individuals will be trained in safeguarding procedures, including additional awareness and guidance relating to children in specific circumstances e.g. Domestic Violence, Self-Harm, Bullying, Forced Marriage, Child Sexual Exploitation, Sexually Active under 18s, Gangs, Fabricated/Induced illness, Prevent radicalisation strategy.

You should consult with Westmorland and Furness Safeguarding Children Partnership if –

- You are unsure, or disagree, after internal discussion as to whether child protection concerns exist
- When you are unable to consult promptly or at all with your internal contact
- When concerns relate to the Safeguarding Lead/Deputy

2. External contacts

Westmorland and Furness Safeguarding Hub (all hours) - call 0300 373 2724.

Lancashire Children's Services Support Hub - call 0300 123 6720

In the event of not being able to contact the above Safeguarding numbers, guidance can also be sought from NSPCC 24 hour National Child Protection helpline on 0808 800 5000.

If a volunteer identifies concerns, upon discussing your concerns, the Designated Safeguarding Lead will assess, where necessary, who will proceed with making a referral and follow the remainder of the Safeguarding Procedure.

Where the concern is identified within a school setting, unless specifically requested not to by the child/young person or to do so would put the child at risk, the schools Child Protection Officer should be approached for advice and a course of action agreed. It will be the responsibility of the Child Protection Officer to follow up on any agreed course of action and provide Morecambe Bay Partnership with an update. This is to preserve the relationship between child, family and school and ensure the child has on site support throughout. If Morecambe Bay Partnership disagrees with the school's Child Protection Officers view of action required, or is not satisfied that the agreed action has been carried out, Morecambe Bay Partnership will act separately in accordance with this policy.

URGENT MEDICAL TREATMENT, ENSURING IMMEDIATE SAFETY AND MAKING A REFERRAL MUST NOT BE DELAYED BY THE UNAVAILABILITY OF INTERNAL/ DESIGNATED CONTACTS

Making a referral

Referrals where there is concern about the child being at risk of significant harm must be made in one of the following ways:

i. In person or by telephone contact to:

a) Westmorland and Furness Safeguarding Children Partnership (WFSCP)

Call **0300 373 2724** Multi-Agency Children's Hub (outside normal working hours, contact the Cumbria Emergency Duty Team (EDT) on 0300 373 2724)

b) Lancashire Children's Services Support Hub

Call 0300 123 6720

ii. In an emergency outside office hours, by contacting the Children's Social Care Out of Hours Service / Emergency Duty Team or the Police (999)

Cumbria **0300 373 2724** (shared Westmorland and Cumberland Emergency Duty team – out of hours)

Lancashire **0300 123 6722**

iii. Verbal and telephone referrals must then be confirmed in writing within 48 hours of being made, utilising the required safeguarding referral form :

a) Westmorland and Furness https://wfscp.org.uk/how-report-concern

b) Lancashire https://www.lancashire.gov.uk/professionals/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/

In the event that MBP does not agree with the response and decisions about the referral by the Children's Social Care, the referring agency (MBP) should discuss their concerns directly with the line manager of the social worker, in the first instance to seek resolution. Refer to the W&FC Escalation Policy - https://westmorlandfurnessscp.trixonline.co.uk/chapter/escalation-policy

If the referral is not serious or an emergency, make the referral online via the Safeguarding Hub Single Contact Form (W&FC) or Request for Support Form (Lancashire).

a) Westmorland https://wfscp.org.uk/how-report-concern

b) Lancashire https://www.lancashire.gov.uk/professionals/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/

If the concern arises out of office hours, the referral must be made to the Out of Hours / Emergency Duty Team as above or local Police as appropriate. Any work undertaken by the Emergency Duty Team will be completed by the regular office hours' respective Council Children's Safeguarding Teams.

The person making the referral should provide the following information if available.

Note – absence of information must not delay a referral:

- Full name, any aliases, date of birth and gender of child/children;
- Full family address and any known previous addresses;
- Identity of those with parental responsibility;
- Names, date of birth and information about all household members, including any other children in the family, and significant people who live outside the child's household;
- Ethnicity, first language and religion of children and parents/carers;
- Any need for an interpreter, signer or other communication aid;
- Any special needs of the child/ren;
- Is the child registered at a school or regularly attending a school? If so, identify the school;
- Any significant/important recent or historical events/incidents in the child or family's life;
- Has the child recently spent time abroad or recently arrived in the area?
- Cause for concern including details of any allegations, their sources, timing and location;
- The identity and current whereabouts of the suspected/alleged perpetrator;
- The child's current location and emotional and physical condition;
- Whether the child is currently safe or is in need of immediate protection because of any approaching deadlines (e.g. child about to be collected by alleged abuser);
- The child's account and the parents' response to the concerns if known;
- The referrer's relationship and knowledge of the child and parents/carers;
- Known current or previous involvement of other agencies/professionals;
- Information regarding parental knowledge of, and agreement to, the referral

The duty social worker should acknowledge a referral within one working day of receiving it. If the referrer has not received an acknowledgement within 3 working days, he/she should contact the manager in Children's Social Care.

The Children's Social Care manager is responsible for ensuring that the referrer and the family (provided this does not increase any risk to the child) are informed of the outcome of the referral and reasons for supporting the decision. This will be done as soon as possible and, in all cases (in Cumbria), within a maximum of 7 working days.

Feedback on the outcome of a referral should be provided to the referrer, including where no further action is to be taken, including the reason(s) why no further action will be taken.

Recording

If you have any concerns about a child, once you have discussed your concerns, you should complete the following **within 24 hours;**

- Complete relevant fields in the Morecambe Bay Partnership safeguarding report/ record document, see 'APPENDIX 1' attached to this document.
- The referrer should note details of discussion with managers and the reason for the decision to refer or not.

Morecambe Bay Partnership does not hold files on external personnel.

The MBP safeguarding record (Appendix 1) should be kept up to date as appropriate.

NB. MBP's Safeguarding records are located in Morecambe Bay Partnership's Sharepoint folders – policy, procedure and advice documents are available for all staff to access. Access to Safeguarding reports and records are restricted to the Designated Safeguarding Lead/Deputy, the Trustee Safeguarding Lead and the CEO.

Within 48 hours, if you make a referral to children's social care or a crime is reported to the Police (regardless of the outcome/response), you should;

- Confirm verbal and telephone children social care referrals in writing, using the relevant local authority referral form (see links above).
- Complete Morecambe Bay Partnership safeguarding report form (See APPENDIX 1). This form should be updated as appropriate throughout the referral/feedback process and, once signed off by the Designated Safeguarding Lead, should be passed to the CEO. Any original notes of discussions with the child, parents, managers etc and a copy of the local authority referral form should be attached to the safeguarding report form.

Records will be reviewed regularly by the DSL to ensure decisions are followed through and recorded appropriately.

Safeguarding report forms and attachments will be retained subject to the discretion of Morecambe Bay Partnership's Data Controller (currently the Operations Officer) in line with guidance from W&FC Safeguarding, the Information Commissioners Office (ICO), the nature of the report and the views of the child concerned if aged 13 or over.

Safe Recruitment

All organisations which employ staff and/or volunteers to work with or provide services for children have a duty to safeguard and promote the children's welfare. This includes ensuring that safe recruitment and selection procedures are adopted which deter, reject or identify people who might abuse children or are otherwise unsuitable to work with them.

It is the responsibility of Morecambe Bay Partnership's SLT to consult with their human resources adviser, develop and review their own procedure (Safer Recruitment Policy, Jan 2024) and ensure that their practice satisfies the requirements of employment law.

Making safeguarding and promoting the welfare of children an integral factor in human resources management is an essential part of creating safe environments for children and young people. Safer practice in recruitment means thinking about and including issues to do with child protection at every stage of the process.

To ensure that those involved in recruiting and selecting staff are able to successfully test the candidates' ability and experience against a clearly defined person specification, they must be offered:

- Specific training in respect of safe recruitment and selection;
- Supervised/supported experience of recruitment;
- Periodic evaluation of performance by their supervisors

Morecambe Bay Partnership must not sub-contract to any personnel who have not been part of a safe recruitment process.

Enhanced DBS with barred list checks will be carried out for all members of staff, trustees and volunteers who work closely with young people or who manage those working closely with young people, if the criteria for needing the enhanced check is met. The Update Service will be subscribed to for staff who are delivering programmes for young people over an extended time period.

Allegations against Adults who work with Children

These procedures should be applied when there is an allegation that a person who works with a child has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.

Whilst in connection with his/her employment, voluntary activity or student placement.

In order to discharge these duties Morecambe Bay Partnership will:

- Put in place and operate arrangements for handling allegations in accordance with these procedures;
- Identify a **Designated Manager** to whom allegations or concerns should be reported, and a deputy in his/her absence or if he/she is the subject of the allegation – **Sophie Cringle, Designated Safeguarding Lead / Sarah Mason CEO**
- The person to whom the allegation is reported must (see Appendix 2 for further guidance):
    - Treat the matter seriously.
    - Ensure that, where necessary, the child/young person receives appropriate medical attention;
    - Use Appendix 1 to make a written record of the information (where possible in the child's/parents own words) including when the alleged incident took place; who was present; and what happened;
    - Sign and date the written record;
    - Report the matter immediately to the Designated Safeguarding Lead, or deputy in his/her absence;
    - Maintain confidentiality – this means that the matter must not be discussed or shared with anyone other than the DSL to whom it is reported
- The DSL will:
    - Obtain written details of the allegation, signed and dated by the person receiving the allegation;
    - Countersign and date the written details;
    - Record any other information and names of any potential witnesses;
    - Establish a chronology of significant events;
    - Consider any information already known about those involved;
    - Discreetly check any incident or log books;

- On the basis of these factors, make a professional judgment, and record the reason for any subsequent action taken.

Local Authority Designated Officers (LADOs)

Procedures need to be applied with common sense and judgment. Some allegations will be so serious as to require immediate referral to Children's Social Care and the Police for investigation. Others may be much less serious and at first sight may not seem to warrant consideration of a Police investigation, or enquiries by Children's Social Care. However it is important to ensure that even apparently less serious allegations are seen to be followed up, and that they are examined objectively by someone independent of the organisation concerned; Consequently the Local Authority Designated Officer (LADO) should be contacted.

Westmorland and Furness **LADO**	Telephone Line - Tel: 0300 303 3897 Email: lado@westmorlandandfurness.gov.uk https://wfscp.org.uk/resources-and-guidance/lado-allegations-against-those-who-work-or-volunteer-children
Lancashire LADO	Tel: 01772 536 694 Email: lado.admin@lancashire.gov.uk https://www.lancashire.gov.uk/professionals/supporting-children-and-families/safeguarding-children/local-authority-designated-officer-lado/

The LADO should be informed of all allegations that come to the employer's attention and appear to meet the criteria within 1 working day so that s/he can consult Police and Children's Social Care colleagues as appropriate. In the event that the DSL is unclear about what action to take i.e. he/she is unsure whether or not the issue meets the criteria, then the LADO is available for support and advice;

The role of the LADO (or Designated Officer) is set out in Working Together to Safeguard Children (2018) (Chapter 2 Paragraph 4) and is governed by the Local Authorities duties under section 11 of the Children Act 2004.

The LADO is responsible for managing allegations against adults who work with children. This involves working with police, children's social care. employers and other involved professionals.

- If emergency action is required to safeguard or protect the child concerned, the usual safeguarding procedures will take precedence. Contact with the Cumbria LADO should not be delayed in order to gather information;
- If an allegation requiring immediate attention is received outside of normal office hours the DSL should consult/refer immediately with the Out of Hours Emergency Social Work Service or Local Police. They must ensure they inform the LADO the next working day, where possible
- The fact that a person tenders his or her resignation or ceases to provide their services must not prevent an allegation from being followed up in accordance with these procedures. Wherever possible the person should be given full opportunity to answer the allegation and make representations about it, but the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded

as substantiated on the basis of all the information available should continue even if that cannot be done or if the person does not co-operate

- By the same token so called "settlement agreements" by which a person agrees to resign, the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference must not be used in these cases and cannot prevent a thorough Police investigation. Nor can it override an employer's statutory duty to make a referral to the Disclosure and Barring Service where circumstances require that

- The possible risk of harm to children posed by an accused person needs to be effectively evaluated and managed – in respect of children involved in the allegations, and any other children in the individual's home, work of community life. In some cases that will require the employer to consider suspending the person. Suspension should be considered in any case where there is cause to suspect a child is at risk of significant harm or the allegation warrants investigation by the Police, or is so serious it might be grounds for dismissal. People must not be suspended automatically, or without careful thought. Employers must consider whether the circumstances of a case warrant a person being suspended from contact with children until the allegation is resolved. The power to suspend is vested in the employer alone, however the W&FC LADO can canvass the view of other agencies involved as to whether the accused member of staff needs to be suspended to inform the employer's consideration of suspension. If suspension is deemed appropriate, the reasons and justification should be recorded and the individual notified of the reasons

- Employers should keep a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved and details of any action taken and decisions reached on a person's confidential personnel file and give a copy to the individual. Such information should be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age or for ten years if that will be longer. The record will provide accurate information for any future reference and provide clarification if a future Disclosure and Barring Service disclosure reveals an allegation that did result in a prosecution or conviction. This record will prevent unnecessary re-investigation if the allegation should resurface after a period of time. Details of allegations that are found to be malicious should be removed from personnel records.

- Where there is insufficient evidence to substantiate an allegation the employer should consider what further action, if any, should be taken. Parents and child/young person should be informed in writing as to the reasons why no further action will be taken. The individual against whom the allegation was made should be informed in writing and where necessary reference made to the employer's guidance for safe practice.

- Where an allegation has been determined as unfounded, this may be a strong indicator of abuse elsewhere requiring further exploration. The employer should refer the matter and inform LADO as to whether the matter should be referred to Children's Social Care to determine whether the child is in need of services, or might have been abused by someone else;

- If an allegation has been deliberately invented or malicious, the Police should be asked to consider whether any action might be appropriate against the person responsible;

- If it is decided on the conclusion of the case that a person who has been suspended can return to work the employer should consider how best to facilitate that. Most people benefit from some help and support to return to work after a very stressful experience. The employer should consider how the persons contact with the child or children who made the allegation can best be managed if they are still in the workplace.

- If the allegation is substantiated, and on conclusion of the case, the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his/her services, the LADO should consult with the employer as to whether a referral to the Disclosure and Barring Service and/or a Regulatory Body is required or advisable, and the form and content of a referral. A referral must always be made if the employer thinks that the individual has harmed a child or poses a risk of harm to children.

- If such a referral is appropriate it should be made within one month. It is the responsibility of the employer to make the referral; the LADO will provide support to do so where necessary and will track the progress of the referral;

- Children and families involved in the allegation should be made aware of services that exist locally and nationally which can offer support and guidance, and be provided with any necessary information regarding independent and confidential support, advice or representation;

- Parents or carers of a child should always be kept informed of the progress of an investigation; however the detail of the information considered by the disciplinary panel and their deliberations cannot normally be disclosed;

- Parents or carers of the child should be told of the outcome as soon as possible after the decision of any disciplinary panel has been reached.

- Employers have a duty of care to their workers and should act to manage and minimise the stress inherent in the allegations and disciplinary process. Support to the individual is key to fulfilling this duty;

- Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action unless there is an objection by Children's Social Care or the Police. They should be advised to contact their trade union representative, if they have one, and given access to welfare counselling or medical advice where this is provided by the employer;

- Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and in developments occurring in the workplace. Social contact with colleagues and friends should not be precluded except where it is likely to be prejudicial to the gathering and presentation of evidence;

- When an employee returns to work following a suspension, or at the conclusion of a case, planned arrangements should be made to facilitate their reintegration. This may involve informal counselling, guidance, support, reassurance and help to rebuild confidence in working with children and young people.

- At the conclusion of a case in which an allegation is substantiated the employer should review the circumstances of the case to determine whether there are any improvements to be made to the organisation's procedures or practice to help prevent similar events in the future. This should include issues arising from any decision to suspend a member of staff, the duration of the suspension and whether or not suspension was justified

- Historical allegations should be responded to in the same way as contemporary concerns. In these cases it is important to find out if the subject of the allegation is still working with children in a paid or voluntary role. If this is the case the Cumbria LADO will consider the need for an allegations meeting.

Senior Manager Contact Details

Designated Safeguarding Lead	Sophie Cringle 01539555439
Deputy *(to be contacted in the safeguarding lead absence*	Sarah Mason 01539555439

Where a Morecambe Bay Partnership employee, student or volunteer has been referred to the Disclosure and Barring Service, a referral to Children's Social Care should also be made if the person has contact with/resides with children.

Where it comes to light during the course of our duties that a person may present a risk to children, a referral should be made to Children's Social Care as detailed above.

APPENDIX 1

CHILDRENS SAFEGUARDING REPORT FORM

This report should be completed and forwarded to the DSL, whenever a referral is made to children's social care/the Police, regardless of the outcome.

Safeguarding database ref no	
Child/young person full name	
D.O.B (please state if child not yet born and give due date)	
Home address	
Name, relationship, contact details for person with parental responsibility	
Situation details (include timings, settings, who was present, what was said in peoples own words) **If any notes taken attach to this form**	
Was urgent medical treatment required? If yes provide detail of actions	
Was it necessary to ensure immediate safety? If yes provide detail of actions	
Advice/support received and name/job title of who received from (include contact details if external)	

Rationale for decision	
If Child Protection Officer in school took lead, what action / timescales were agreed?	
Was a referral made to the Police? **If so why?** **Date, time of referral.** **Name and role of person spoke to.**	
Was the child/young person informed about the decision to refer/contact Police? **Did the child/young person consent?** **If no to either provide rationale**	
Was the parent/guardian informed about the decision to refer/contact Police? **Did the parent/guardian consent?** **If no to either provide rationale**	
Was a referral made to Children's Social Care? **Date, time of referral.** **Name and role of person spoke to- please state if this is the child's/young person's existing social worker or duty social worker.**	
Was the child/young person informed about the decision to refer/contact Children's Social Care? **Did the child/young person consent?** **If no to either provide rationale**	
Was the parent/guardian informed about the decision to refer/contact Children's Social Care?	

Did the parent/guardian consent? **If no to either provide rationale**	
Date, time and details of acknowledgement of referral from duty social worker/and or police. **If not acknowledged within 3 working days – date/time, contact details and detail of discussion held with children's social care manager/Police.**	
Did you provide written confirmation on appropriate referral form within 48 hours of making referral? If yes attach to form. **If no please explain**	
Date, time and details of action taken and outcome reached by children's social care/Police **If not received within 7 working days of referral - date/time, contact details and detail of discussion held with children's social care manager/Police**	
Do you agree with outcome? **If no provide rationale, details of support/advice and action taken.**	
Details of any other actions taken.	
Referrer from Morecambe Bay Partnership: **Name** **Role** **Signature**	

Date	
Officer responsible for safeguarding: **Name** **Role** **Signature** **Date** *(Your signature indicates full/accurate completion of this report/completion of the safeguarding procedure)*	
Officer responsible for safeguarding /in discussion with referrer: **Learning identified in this case, suggested actions, timescales and responsibilities for discussion with the safeguarding lead/ deputy**	

Safeguarding lead / Deputy name…..……..

Signature ……Date ……

(Your signature indicates the report/process/decisions have been analysed, urgent actions/additional learning identified and plans in place to address)

Notes, including any additional learning and trends/themes/concerns to report to the WFSCP/Lancashire Childrens Services Support Hub:

GDPR The retention length of this record will be subject to discussion with the GDPR lead at Morecambe Bay Partnership and review of current best practice guidance at the time.

APPENDIX 2

MANAGING SAFEGUARDING ALLEGATIONS MADE AGAINST A TRUSTEE, MEMBER OF STAFF, STUDENT OR VOLUNTEER

Notes on completing the form.

Morecambe Bay Partnership will ensure any allegations made against members or a member of staff, students or volunteers will be dealt with swiftly and in accordance with these procedures:

- The individual who is informed of or witnesses an incident/concerns must ensure the child is safe and away from the person against whom the allegation is made

- The Safeguarding Lead or their Deputy must be informed immediately. In the case of an allegation involving the named person or in their absence a designated safeguarding Manager

- The person named above will seek further advice/make a referral/contact the Police in accordance with WFSCP procedures

- The individual who was first informed of or witnessed the incident/concerns should make a full written record of what was seen, heard and/or told as soon as possible. It is important that this record is an accurate description and is signed and dated. The person named above (if appropriate) can support this individual but must not complete the record for them. This written record must be made available on request from either the Police and/or social services.

- Regardless of whether a Police and/or social services investigation follows, Morecambe Bay Partnership will ensure an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal, dependent on the nature of the incident.

- Morecambe Bay Partnership recognises the impact a safeguarding allegation can have for a member of staff, student or volunteer and will provide them with details of independent support available.

Appendix 3

GUIDANCE ON

TYPES OF ABUSE AND NEGLECT

Source: 'Working Together to Safeguard Children' – A Guide to inter-agency working to safeguard and promote the welfare of children. Published by: Department for Children, Schools & Families, Revised March 2015

What is abuse and neglect? Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child including involving children in self-flagellation religious/cultural ceremonies. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (including domestic abuse or self flagellation of adults in religious/cultural ceremonies) serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

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. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts (e.g. masturbation, kissing, rubbing and touching outside of clothing). They may include non-contact activities, such as involving children in looking at pornographic material, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or the grooming (preparing) of a child (including via the internet).

Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of sexual abuse. It occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants and/or(b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. ('Child Sexual Exploitation: Definition and Guide for Practitioners' Feb 17)

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, supervision, failing to protect a child from physical and emotional harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse.

Bullying

Child abuse may occur between children of the same age or of an age which falls within the range of the Children's Act (18 years and below). Such abuse normally manifests itself as bullying. Bullying can be psychological, verbal or physical in nature. It involves an imbalance of power in which the powerful attack the powerless, and occurs over time rather than being a single act. In certain instances, bullying may occur inadvertently. For example, sports coaches must not adopt methods which may be construed as bullying in an attempt to improve performance. Bullying is unacceptable behaviour. Employees who witness or suspect bullying must report it immediately to ensure the practice is stopped.

Staff are to take due regard to Safeguarding guidelines on any intervention of a bullying incident. Examples of bullying behaviour can include:
Cyber-bullying – emails, chat rooms, message boards, social networking sites, instant messaging services, sms text messages, phone calls and misuse of camera phones
Physical – physical assault (pushing, kicking, hitting, punching, etc) or threats of violence
Verbal – name calling, insulting others, sarcasm, lying about others, spreading malicious rumours or persistent teasing
Emotional – ignoring/excluding, tormenting, ridiculing, deliberately embarrassing or humiliating others, making people feel different or like an outsider
Racist – using racial taunts, gestures or racist graffiti
Sexual – unwanted physical contact, abusive comments or homophobic behaviour.

Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Honour-based Abuse

Honour based abuse and violence is a collection of practices, which are used to control behaviour and exert power within families to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that an individual has shamed the family and/or community by breaking their honour code. The individual is being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour.

So-called 'honour based violence' is a fundamental abuse of Human Rights. There is no honour in the commission of murder, kidnap and the many other acts, behaviour and conduct which make up violence in the name of honour.

It may be referred to in some communities as ‘Izzat’. It is often committed with some degree of approval and/or collusion from family and/or community members. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community, by breaking their honour code. But whilst Honour Based Violence often focuses on the violence experienced by victims, other forms of abuse should not be overlooked.

Women are predominantly (but not exclusively) the victims of ‘so called honour based violence’, which is used to assert male power in order to control female autonomy and sexuality.

Honour Based Violence can take place across national and international boundaries, within extended families and communities and often cuts across cultures, communities and faith groups; including Turkish, Kurdish, Afghani, South Asian, African, Middle Eastern and European. This is not an exhaustive list.

The term is used to describe violence, which sometimes results in a murder, in the name of so-called honour. This is when - predominantly - women are injured or killed for perceived immoral behaviour, which is deemed to have breached the honour code of a family or community, causing shame.

Radicalisation (Prevent Duty)

Vulnerable children (and adults) can be susceptible to radicalisation and recruitment into terrorist organisations; nationally there have been cases where extremist groups have attempted to radicalise vulnerable children to hold extreme views. Such views include justifying political, religious, sexist or racist violence, or to steer individuals into a rigid and narrow ideology that is either vocal or active opposition to fundamental British values including embracing diversity and mutual respect and tolerance of different faiths and beliefs.

While it remains rare for children and young people to become involved in terrorist activity, they can be exposed to terrorist and extremist influences or prejudiced views from a young age. This can include through the influence of family members or friends and/or direct contact with extremist groups and organisations or, increasingly, through the internet. This can put a young person at risk of being drawn into illegal activity and has the potential to cause significant harm. As with other forms of safeguarding strategies, early intervention is always preferable. All agencies working with children and young people, along with families and communities, play a key role in ensuring young people and their communities are safe from the threat of radicalisation and terrorism.

Prevent is one of the key elements of CONTEST, the Government's counter- terrorism strategy and it aims to stop people from being drawn into terrorist-related activity.

If any type of abuse or neglect is reported or suspected staff must follow the safeguarding procedures outlined in this policy.

Appendix 4 - Cumbria and Lancashire children's Safeguarding guidance (link)

Cumbria Threshold Guidance (May 2022)

Lancashire Working Well with Families and Children Guidance

NB – not a definitive guide, contact children's safeguarding if unsure for any reason.

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