

## Safeguarding Children/ Vulnerable Adults and Dealing with Allegations

## Policy version control sheet

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Target Audience	Staff Referring authorities Parents and carers Regulatory bodies
Links to other policies	*Safer Recruitment *Whistleblowing *Complaints and Grievance for staff, parents, professionals and the public. *Complaints procedure for young people. *Child Sexual exploitation *PSCHE Policy * Mental Capacity Act and Deprivation of Liberty ADULT * Training & Development * Data Protection & Information Management ALL Safeguarding & Care policies, including Lone Working and Professional Boundaries.

### Changes to previous version

Updated 31/08/18 sect 5.1. However, the companies whistle blowing policy will be followed where a staff member is concerned about a colleague's conduct.  
Legislation update – Working Together to Safeguard Children 2018. Change to title  
Data Breach Section not added referencing Section 3 of our Data Protection & Information Management policy.

### Distribution

Intranet	Website	Email to managers
√	√	√

**Unless this version has been taken directly from the 3 Dimensions website there is no assurance that this is the correct version.**

# 3Dimensions

## 1 Introduction

1.1 It is 3Dimensions aim to comply with all regulations and guidance to safeguard the children and young people in our care and education. Therefore a range of documents, circulars and guidance for good practice governs Child Protection policy and procedures at 3Dimensions. Key documents, which inform this policy, are:

- South West on Line Child Protection Procedures ([swcpp.org.uk](http://swcpp.org.uk))
- DCSF 2007 Safeguarding Children & Safe Recruitment in Education
- Children's Act 1989 revised 2004
- Care Act 2014 Chapter 14
- Safeguarding Vulnerable Groups 2006
- Mental Capacity Act 2005
- Working Together to Safeguard Children 2018
- Children Act 2004 Volume 5 Section 11
- Protection of Children Act 1999.
- Children's Home Regs 2015, Quality Standards
- Education Act 2002 s175 & 157
- DfE guidance on Preventing & Tackling Bullying
- Equality Act 2010
- DFE guidance issued under section 175 of the Children's Act
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education 2015 updated Sept 2016
- What to do if you are worried a child is being abused 2015
- DFE guidance on dealing with Allegations of Abuse against Teachers and other Staff (2012)

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- 1.2 All our staff receive SSCB approved online training in Safeguarding and updated every 3 years. Our induction training also covers Confidentiality, Complaints and Allegations, and a further ½ day training will be provided to cover Professional Boundaries, Roles and Responsibilities. All service users are informed of safeguarding procedure, how to make a complaint, through our home guides and keyworker sessions.
- 1.3 If any member of staff has concerns about a child's behaviour or if an allegation is made about a member of staff, these should be referred to the Registered House Manager or Education Manager (see 8.3) who will then inform Nita Ellul, Director and Responsible Individual who is the company's designated lead Safeguarding Officer, and is SSCB trained to Working Together to Safeguard Children standard and receives updates every two years. She has level 4 qualification MRCC (Manager in Residential Child Care). As the company's Responsible Individual, it is also her position to oversee any safeguarding issues to ensure they are dealt with in a timely and appropriate manner.
- 1.4 Nita Ellul is the company's Designated Lead officer for Safeguarding and will be informed of any Safeguarding issues. However, each of the homes' Registered Managers, one House Senior or Supervisor, the Education Manager and Education Senior are also trained to Working Together to Safeguard Children standard and act as the safeguarding leads for their homes and the School respectively. Training is refreshed every two years.

In the absence of the Education Manager, education staff should refer to the Education Senior, in the first instance. All Safeguarding matters for Chardleigh House should be referred in the first instance to Hendrik Van Schalkwyk, the Registered Manager or, in his absence to Andrea Beal, House Supervisor. For Woodview Emma English and in her absence Donna Callow House Senior.

- 1.5 If the allegation is about the Registered Manager or Education Manager/Education Senior, staff should inform Nita Ellul directly. Should Nita Ellul be absent, safeguarding matters should then be referred to Nicole Gonzalez who acts as Deputy and will oversee the procedure, until the designated lead returns or in her absence.

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**In Somerset, for Chardleigh House and 3 Dimensions School, please use the SSCB procedures ([www.sscb.safeguardingsomerset.org.uk](http://www.sscb.safeguardingsomerset.org.uk)) and use the contact details provided on page 11/12:**

**At Woodview follow the DSCB procedures ([www.devonsafeguardingchildren.org](http://www.devonsafeguardingchildren.org))**

and contact details provided on page 11/12.

## 2 Aims & Objectives

2.1 3-Dimensions strive to care for and educate all its young people in an environment where learning, communication, truth, justice, respect and community are promoted. We safeguard and promote the welfare of the children in our care and education and ensure that their wellbeing is at the centre of all we do, particularly where there is a possibility of abuse.

2.2 This will be achieved by:

- Prevention of unsuitable people working with children and young people, through our safe recruitment & selection process. Our applications require a declaration regarding past convictions or pending cases. We take up a minimum of 2 references from present and previous employers to offer employment. We apply for a minimum of 4 references, one of which is a character reference. Our application requires a full employment history and further references will be requested where ever that employment has included working with children. We complete an Enhanced D&BS check on all workers and volunteers before employment. This check at present includes POCA & POVA lists and information held by DCSF under sect 142. DBS checks are updated every 3 years and all new staff and staff whose DBS is updated are required to join the update service so that we can access up to date DBS information at any time.
- Continuing to develop awareness in all staff through supervision and training, highlighting the need for Safeguarding/Child protection and their responsibilities in identifying abuse. Ensuring managers undertake South West CP Working Together to Safeguard Children 2 day course with updates every 2 years and all other staff are trained in Safeguarding Basic awareness updated every three years.
- During Induction training all Staff will receive guidance and access to the staff arena online, where a copy of 3 Dimensions' Code of conduct,

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a staff handbook which includes our Whistle blowing policy, 3 Dimensions' Safeguarding and Allegations policy and all other 3 Dimensions policies are available. The South West Online CPP guidelines are available on [www.swcpp.org.uk](http://www.swcpp.org.uk), and other guidance available through SSCB online with the names and contact details of the LADO (local area designated officer) and a copy of "What to do if you're worried a child is being abused" is also in the staff area which ensures that only up-to-date information is available and no outdated paper documents are hanging around.

- New staff members are mentored by existing experienced staff and assessed for risk on lone working, they receive regular supervisions in their 6-month probationary period that may be more frequent initially and will continue monthly as a permanent staff member.
- Identifying instances in which there are grounds for concerns regarding a staff member's conduct, regarding a child's welfare, and initiating appropriate action to keep them safe is imperative. Consultation with the LADO, will advise on procedure, which could include the instant removal or suspension of any staff member suspected of abuse. The LA and Ofsted, will be notified within 24 hours. Outcomes could include referral to DBS should the allegation be founded.
- High staff ratios, risk assessed lone working procedures, contacts agreed with parents and placing authorities, and our identification and supervised visitor's policy act as a further safeguard
- Ensuring that key concepts of Safeguarding are integrated within the curriculum especially via PHSE where personal safety is taught.
- Creating an environment where children feel safe and secure with staff who provide good role models, where children are encouraged to talk, have their viewpoints valued, and are listened to.
- Ensuring that South West Online Child Protection Guidance [www.swcpp.org.uk](http://www.swcpp.org.uk) and SSCB/DSCB reporting procedure is followed by managers and staff, notifying Ofsted of any allegations or complaints and involving any other agencies where appropriate and completing the online enquiry form as required.

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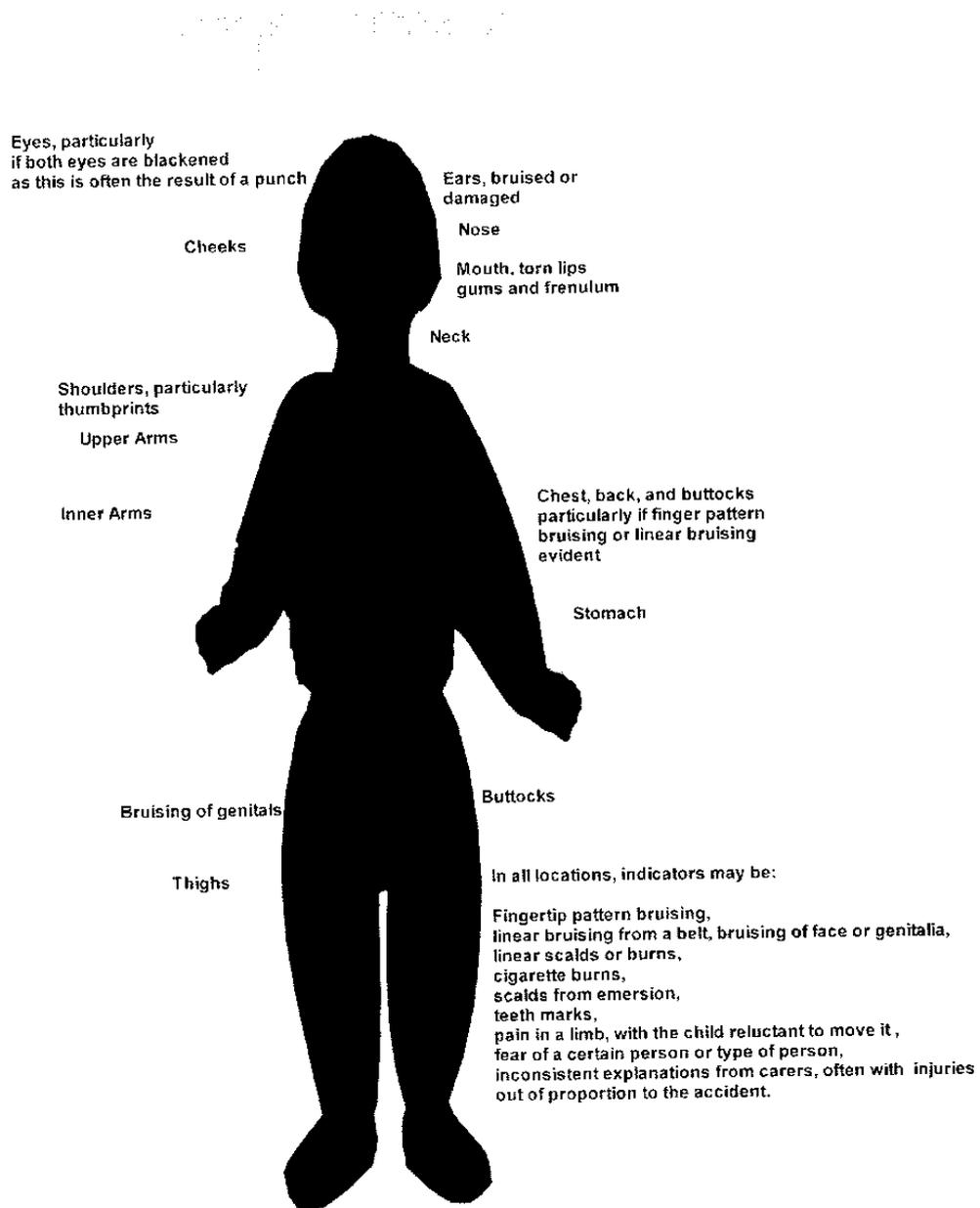
- 2.3 The premises, equipment and transport are maintained, and risk assessed by the H&S Co-ordinator in line with our H&S policy, with in-house staff completing weekly checks.
- 2.4 It is the Companies Policy NOT to use Taxis to transport Children unless they are provided and initiated by the Local Authority Transport Dept, who take responsibility for any safety checks necessary are carried out by the taxi company and ensure that the Taxi driver has a current DBS check.

## 3 Recognizing signs and symptoms of abuse

- 3.1 Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child

*Common sites of non-accidental injury see diagram Below*

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- 3.2 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. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways
- 3.3 Emotional abuse is the persistent emotional ill-treatment of a child causing severe and persistent adverse effects on the child's emotional development, often by making them feel they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.
- 3.4 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.
- 3.5 Bullying (including Cyber Bullying): Under the Children's Act 1989/2004 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.
- 3.6 3 Dimensions School recognises other safeguarding issues:
- Child Exploitation
  - Female Genital Mutilation
  - Domestic Violence
  - Drugs
  - Fabricated or induced illness
  - Faith Abuse
  - Forced Marriage
  - Gangs and youth violence
  - Gender-based violence
  - Violence against women and girls
  - Mental health
  - Radicalisation

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- Sexting
- Teenage relationship abuse
- Trafficking

3.7 The school and homes will endeavour to identify and act upon any forms of abuse according to our procedures.

3.8 All the above definitions were taken from "What to Do If you're Worried A Child Is Being Abused" Any allegation of abuse made against a member of 3 Dimensions staff is defined by the above definitions.

3.9 When there is suspicion of significant harm to a child as outlined above and a referral is made, as much information as possible should be given about the nature of the suspicions, the child and the family. The use of previous records (if available) may prove to be particularly useful in the respect.

3.10 Reports may be needed for Child Protection Case conferences, or the criminal/civil courts. Consequently, records and reports should be:

- Factual (no opinions)
- Non-judgmental (no assumptions)
- Clear
- Accurate
- Relevant

## 4 Dealing with Allegations & Disclosures of Abuse

4.1 We recognise that teaching staff and residential staff are well placed to observe the outward signs of abuse. The school will create a positive ethos amongst staff so that we are able to:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Ensure children know that there are adults in 3 Dimensions school and homes whom they can approach if they are worried
- Include opportunities throughout the curriculum, especially in the PSCHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members will always act in the interests of the child.

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- If, at any point, there is a risk of immediate serious harm to a child all staff are aware a referral should be made immediately see pages 14 & 15

4.2 For the purpose of this policy an allegation is where an adult working with or on behalf of children has:

- Behaved in a way that has harmed, or may have harmed a child or
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates unsuitability to work with children.

4.3 Where there is an allegation of abuse against a member of staff, there may be four types of investigation:

- A child protection investigation
- A criminal investigation
- A civil investigation
- A disciplinary or misconduct investigation

4.4 If a child chooses to tell a member of staff about possible abuse or make an allegation, there are a number of things that should be done to support the child:-

- Stay calm and be available to listen
- Listen with utmost care to what the child is saying
- Question normally without pressurizing, use open ended questions giving the child the opportunity to speak for clarity
- Don't put words into the child's mouth, but note the main points carefully
- Keep a full record – date, time, what the child did, said, etc.
- Reassure the child and let them know they were right to inform us
- Inform the child that this information will now have to be passed on to the designated person, but will not be shared with any other staff member
- If the child is unhappy with this and would prefer to take the matter straight to their social worker, the LADO, Ofsted or the police, ensure they are supported to do this.
- Immediately inform the company Designated person or their deputy who will oversee all correspondence.
- The Registered Manager to inform: LADO immediately via South West Child protection Procedure, found on Somerset or Devon's Safeguarding Children Board's website. The Placing Authority, Parent (Where appropriate) and Ofsted will be notified within 24hrs. The LADO will advise on the next steps to take regarding the staff member.

## 5 Procedures

- 5.1 Any member of staff with an issue or concern relating to the safety of a child, should immediately discuss any Child Protection/safeguarding concern, with the Education Manager, Registered House Managers and/or Responsible Individual, (who is responsible for informing other directors, (it should be made clear to the child that CONFIDENTIALITY CANNOT BE GUARANTEED IN RESPECT OF CHILD PROTECTION ISSUES. However, the companies whistle blowing policy will be followed where a staff member is concerned about a colleague's conduct. Allegations of child abuse must always be given the highest priority and referred immediately, following the SWCPP online guidance.
- 5.2 If a Child makes any kind of Allegation or complaint against a member of staff whether this is verbally, written or maybe through a key worker session, staff need to ensure that the Education Manager or Homes Registered Manager is informed immediately.
- 5.3 The Education Manager/Registered Manager and/or the Responsible Individual will, inform LADO as per the LA procedure and seek advice, then inform all relevant bodies as per Childrens Homes Regulations 2015 Regulation 40, Ofsted and Placing authority within 24 hours and police or parents as appropriate. After which the Reg. House Manager & Responsible Individual will follow action and guidance immediately as requested by any of the above professional before embarking on our own investigation.
- 5.4 If the allegation/complaint is against a member of staff, we will ensure there is no further risk to the child, remove or suspend the staff member if required, but support them, until the investigation is complete. If the allegation is unfounded the staff member will be informed and regular work resumed. If the allegation is founded this will result in further investigation by the LADO/Police/Child Protection Team and result in the termination of their employment and possibly subsequent prosecution by the police. A referral to the DBS will also be made.
- 5.5 Where the complaint is against another child in the home or school, we will put strategies and a risk assessment in place to ensure the young person is kept safe whilst dealing with the perpetrator and making plans for the future, in consultation with their Parent/Social Worker/SEN Case worker as appropriate.

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- 5.6 If it is against a family member or friend or someone else in the community, all contact will be stopped until an investigation is complete and the LA, Child Protection Team, Ofsted and Police if required are happy that it is safe to resume any contact.
- 5.7 Information on our policy & procedure is be made available to Placing Authorities/Social Workers and parents (where appropriate), on request or is available on our website. It is compliant with South West CPP, 3 Dimensions also provides School and Residential Care for Looked after Children, the procedure will also comply with standards and requirements as laid out by Childrens Homes Regulations 2015 and Ofsted and comply with all guidance listed on page 2 of the this document.
- 5.8 If a member of staff makes an allegation against another member of staff, this must be reported to a manager or the Responsible individual. If the complaint is made against one of the Directors/RI or a Manager then the person whom the complaint is made against must not be informed. Seek a director or manager who is not involved and if concerned contact LADO see pages 15 & 16
- 5.9 Allegations against staff and risk to young people are limited through our policy to provide a high ratio of staff. A lone working policy is in place that is governed by the overall risk assessment of the individual child and that of the proposed activity of that day. This is as realistic as possible; however, there may still be occasions when teachers or staff may meet pupils on a one-to-one basis that is not in a planned way. On these occasions, all staff must be aware that perfectly innocent actions may be misconstrued and be guided by 3 Dimensions code of Conduct, and guidance during training (including 3-Dimensions Behaviour Management & Positive Intervention Policy & Training).
- 5.10 It is important not to touch pupils however innocently in ways or on parts of the body that may be considered indecent, however, Nurture is important, and all staff are trained in what touch is appropriate. For example, arm round shoulder side hug.
- 5.11 Professional boundaries must be maintained always.

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## 6 Educating Children about issues (PSHE)

6.1 It is important that children are made aware of behaviour towards them that is not acceptable and how to keep themselves safe PHSE can provide a framework: -

- To recognize and manage risks in different situations and then decide how to behave responsibly.
- To judge what kind of physical contact is acceptable and unacceptable
- To recognize when pressure from others (including people they know) threatens their personal safety and wellbeing and develop effective ways of resisting pressure; including knowing when and where to get help.
- To use assertiveness techniques to resist unhelpful pressure.

6.2 We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. 3 Dimensions home or school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

## 7 The content of the curriculum

7.1 3 Dimensions ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.

7.2 3 Dimensions behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

7.3 Liaison with other agencies that support the pupil such as social services, Child and Adolescence Mental Health Service, education welfare service and clinical and educational psychology service.

7.4 Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school.

## 8 Monitoring & Record Keeping

- 8.1 It is essential that accurate records be kept where there are concerns about the welfare of a child. These records should then be kept in secure, confidential files. These will be kept in a locked file at the main house office.
- 8.2 Staff must keep the Education Manager Registered Manager and/or Responsible Individual informed of:
- Poor attendance & punctuality in school
  - Concerns about appearance and dress
  - Changed or unusual behaviour
  - Concerns about health and emotional well-being
  - Deterioration in educational progress or behaviour in the home
  - Discussions about concerns relating to the child with Social Workers Carers/parents
  - Concerns about home conditions or contact situations
  - Concerns about pupil on pupil abuse (including serious bullying)
- 8.3 3 Dimensions ensure that adequate Employers Liability (10 million) and Public Liability Insurance (10 million) and All Risks Assessments are current and renewed to comply with all legislation and guidance.

The Company Designated Safeguarding Senior is **Nita Ellul – 07795 833310** who will oversee all procedures.

**Each Home and School Managers are Safeguarding Leads**

**Education – Caroline Mousseau 01460 65611**

**Chardleigh House – Hendrik Van Schalkwyk 01460 239623**

**Woodview House – Emma English 01297 631353**

**NB:**In the case of a breach of data concerning children & YP's the Placing Authority's IT team should be contacted.

In the case of a child or YP from Devon: Devon County Council requires companies and other persons to have appropriate standards in place to protect its data. Security incidents must be reported to: [KeepDevonsDataSafe@devon.gov.uk](mailto:KeepDevonsDataSafe@devon.gov.uk) These include, but are not limited to, unauthorized access, denial of service, loss or theft of information and data corruption. See Data Protection & Information Management Section 3 for more details.

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## [Somerset Safeguarding Childrens Board – Working with Children](#)

[Report a concern – sscb.safeguardingsomerset.org.uk](https://sscb.safeguardingsomerset.org.uk)

**Working with children – Allegation Management** - Advice and reporting procedure

If you are not sure what to do- call

**Early Help Advice Hub on 01823 355803**

to make a telephone referral call

**Children's Social Care on 0300 123 2224**

or download and fill in the online Allegation Reporting Form and send to

**[childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)**

Consultation line for DSLs and GPs on 0300 123 3078

Police: **101** or in an emergency **999**

## [Devon Safeguarding Children Board - Workers and Volunteers](#)

**[Devonsafeguardingchildren.org.uk](https://devonsafeguardingchildren.org.uk)**

If you are worried about a child please call

**Devon Safeguarding Hub 0345 155 1071 or out of hours 0845 6000 345**

**Or email [mashsecure@devongcsx.gov.uk](mailto:mashsecure@devongcsx.gov.uk)**

**How do I report an allegation?**

Devon: **Contact a Local Authority Designated Officer (LADO)** who will provide advice and guidance. You can call **01392 384 964** or **fill out this online referral form**.

**Process for Reporting Allegations**

For further details on the process for reporting allegations please see **[South West Child Protection Procedures](#)** .

If you wish to discuss this over the telephone, please call (Devon) 01392 384964

**LADO Guidance notes can also be found on the website**

Advice for organisations

Attending a LADO managing allegations strategy meeting

What happens if an allegation is made against you?

When there are concerns about your personal life

<b>Other useful Numbers</b>	
<b>NSPCC Child Protection Helpline</b>	0808-800 5000
<b>Ofsted notification forms available on Ofsted's website</b>	0300 123 1231

**Please remember to visit Devon or Somerset Safeguarding Children website where you will find a wealth of information.**

**Please also see, our Safeguarding appendices (now a separate document) which include:**

Appendix 1: Definitions & Signs of Abuse & Neglect

Appendix 2: Eating Disorders

Appendix 3: Domestic Abuse

Appendix 4: Preventing Radicalism & Extremism

Appendix 5: Private Fostering

Appendix 6: Useful References & Organisations

### **Useful references and organisations**

Somerset Safeguarding Children Board [www.sscb.safeguardingsomerset.org.uk](http://www.sscb.safeguardingsomerset.org.uk)

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Devon Safeguarding Children Board [www.devonsafeguardingchildren.org](http://www.devonsafeguardingchildren.org)

National Society for the Protection of children [www.nspcc.org.uk](http://www.nspcc.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Stonewall [www.stonewall.org.uk](http://www.stonewall.org.uk)

The Safe Network [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

Child Line 080011111 [www.childline.org.uk](http://www.childline.org.uk)

Barnado's [www.barnados.org.uk](http://www.barnados.org.uk)

[www.horseouth.co.uk](http://www.horseouth.co.uk)

[www.thehideout.org.uk](http://www.thehideout.org.uk)

WHO factsheet on Female Genital Mutilation

[www.who.int/mediacentre/factsheets/fs241/en](http://www.who.int/mediacentre/factsheets/fs241/en)

Multi-Agency practice Guidelines: Female Genital Mutilation

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

'what to do if you are worried a child is being abused' Published by DFES 04320-2006

Guidance for Safer Practice for Adults who work with Children and Young People in Educational Settings

'Is this Love' Lesson plans and guidance for schools [www.devon.gov.uk/adv-education-pack.pdf](http://www.devon.gov.uk/adv-education-pack.pdf)

Respect Training Resources for primary and secondary schools

[www.zerotolerance.org.uk](http://www.zerotolerance.org.uk)

National Action Plan to Tackle Child Abuse Linked to Faith or Belief:

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>