

MUSIC FOR YOUTH

SAFEGUARDING & CHILD PROTECTION POLICIES & PROCEDURES

Reviewed November 2015

CONTENTS	PAGE
Part 1 – Policy Statement	
Purpose of Policy and Procedures	2
MFY’s Policy	3
Defining Child Protection and Safeguarding	4
Part 2 - What to do if you are concerned about a child’s welfare	
Concerns	5
Definitions of abuse	6
Procedure for reporting concerns	7
DSP appropriate response to concern	8
Process flowchart for reporting concerns	9
Designated Safeguarding Person - making a referral	10
Procedures for managing allegations against members of MFY staff	10
Record keeping and information security	12
Confidentiality and Information Sharing	13
Part 3 - Code of safe conduct	
Guidelines for staff and volunteers	15
Part 4 - Responsibilities of MFY Staff and Volunteers	
Designated Safeguarding Person	16
Chief Executive and Senior Management Team	17
All staff and volunteers	17
Part 5 – Glossary	
Children’s Social Services Department	18
Local Authority Designated Officer (LADO)	18
Local Safeguarding Children Board (LSCB)	18
Appendix A	
Form for reporting child protection concerns	19

**This policy will be reviewed biennially
Review date November 2017**

Part 1 - POLICY STATEMENT

1.1. Music for Youth (MFY) acknowledges it has a responsibility for the safety of children involved in all of its activity. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with MFY's work.

1.2. The following principles underpin MFY's approach to safeguarding and child protection;

- The welfare of the child/young person is paramount
- All children regardless of age, disability, sex, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

1.3. For the purpose of this policy, MFY's staff includes employees, Music Mentors, Local Organisers, presenters, workshop leaders and volunteers.

1.4. A child is defined as a person up to the age of 18 years that has not yet reached their 18th birthday.

1.5. A group leader is the adult that has been designated with overall responsibility for the group and is accompanying them to the event on the day. For example this could be a teacher from the school, a conductor of a music ensemble, the leader of a band, a member of music service staff, a member of the education department in a venue, a parent or the administrator of a community group.

1.6. For the majority of MFY events, music groups will be informed that they must be accompanied by an adult group leader and other adult helpers, who have responsibility for the group at all times.

1.7. Purpose of policy and procedure

The purpose of this document is:

- To ensure all staff are clear about how to identify and respond to safeguarding concerns about children, especially those that are of a child protection nature
- To ensure all staff have a clear understanding of the principles and practice involved in the safeguarding and protection of children
- To ensure all staff understand the importance of prevention in responding proactively and efficiently to all concerns
- To provide information for groups and young people participating in the MFY Season on the responsibilities of, and approach taken by, MFY in the protection of children
- To ensure participating groups, young people, staff and volunteers understand that if abuse is disclosed this information cannot remain confidential and that MFY will report it to the appropriate authority

1.8. It is MFY's policy that:

- All staff working on behalf of MFY accept that the welfare of children who come into contact with MFY in connection with its tasks and functions is paramount, and that they will report any concerns about a child or somebody else's behaviour using the procedures laid down
- There is a Designated Safeguarding Person (DSP) within MFY who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear
- The DSP knows how to make appropriate referrals to statutory child protection agencies
- All MFY staff and volunteers should adhere to the MFY Code of Safe Conduct at section 3.1 in relation to children
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible and there is a procedure setting out who should record information and the time-scales for passing it on
- Legislation states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
- MFY's policy on duty of care to children will be referred to or included in recruitment, training and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.
- A culture of mutual respect between children and those who represent MFY in all its activities will be encouraged, with adults modelling good practise in this context.
- All staff roles will be evaluated and applicants vetted appropriately for the role.
- It is part of MFY's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of MFY will be supported when they report their concerns in good faith.

1.9. Defining child protection and safeguarding

Safeguarding and promoting the welfare of children is defined¹ 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 so as to enable them to have optimum life chances and to enter adulthood successfully

Child protection is a part of safeguarding and promoting welfare and refers to the activity that is undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

In terms of **protecting** those children where concerns or risks have been identified we expect our staff and volunteers to adhere to MFY policies, procedures and practices that;

- Take all suspicions and/or allegations of abuse or risk to children seriously, and respond swiftly and appropriately through the provision of child protection procedures
- Support the timely sharing of information, with relevant authorities, when there are concerns about a child's welfare
- Contribute to effective partnership working between all those involved in providing services for children

In terms of **safeguarding** children we expect our staff and volunteers to adhere to the principles and practices as outlined above at 1.8.

¹ England - Working Together to Safeguard Children: A guide to inter-agency working to safeguard & promote the welfare of children, HM Government 2013 DCSF, 2010, 1.20,
Wales - Safeguarding Children - Working Together Under the Children Act 2004, Welsh Assembly Government, 2006
Scotland – National guidance for child protection in Scotland 2010, Scottish Government, 2010

Part 2 - What to do if you are concerned about a child's welfare

2.1. Any concerns you might have may not always be of the same nature, and may not require the same course of action. In practical terms, concerns are likely to arise in a number of ways:

- **Day to day concerns:** these are concerns that will arise as part of the child's day to day activities and are not concerns to do with safeguarding or child protection. On the whole these concerns will be dealt with immediately by the responsible adult that is the group leader as part of their relationship and engagement with that child and they may require the assistance of MFY staff, or for specific MFY projects working with individual children that do not involve group leaders, these concerns will on the whole be dealt with immediately by MFY staff.
- **Safeguarding concerns:** these concerns will go beyond those that are dealt with as above and will usually indicate a member of staff or volunteer's concern about a child's vulnerability, where it is felt that vulnerability needs further assessment and possible action.
- **Child protection concerns:** these will arise when staff or volunteers are worried or have evidence that a child has been harmed or is likely to be harmed or where a child makes a disclosure.

All staff have a responsibility to ensure concerns about children, no matter how unclear, are passed on and assessed. *MFY staff should not undertake any investigations. The responsibility of MFY staff is to be vigilant, record and report only.*

The source of your concern is most likely to stem from either;

- The conduct of a member of the public or a staff member
- A child 'disclosing' abuse
- Bruising or evidence of physical hurt; which may be accompanied by
- Your observations of how the child is behaving, either by themselves or with others

If a child discloses abuse, remember that this may be the beginning of a legal process, as well as of a process of recovery for the child. Legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

2.2. Definitions of abuse

Statutory guidance ² offers four defined areas of abuse:

- **Physical abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** Emotional abuse is the persistent emotional maltreatment 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 insofar 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. It may involve 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to;
 - Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
 - Protect a child from physical and emotional harm or danger
 - Ensure adequate supervision (including the use of inadequate care-givers); or
 - Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

² England - Working Together to safeguard children: A guide to inter-agency working to safeguard & promote the welfare of children, 20130, HM Government

Wales - Safeguarding Children - Working Together Under the Children Act 2004, Welsh Assembly Government, 2006
Scotland – National guidance for child protection in Scotland 2010, Scottish Government, 2010

2.3 Procedure for reporting concerns

2.3.1 Responding to a disclosure

- Respond in a calm manner
- Rather than directly questioning the child, just **listen** and be supportive. Do not investigate, e.g. ask to see other bruises.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than s/he wishes.
- Do not promise to keep secrets. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – but only those who need to know about it.
- Reassure the child that they have done the right thing in telling you
- Tell the child what you will do next
- Write an account of the conversation immediately. Put the date and timings on it, and mention anyone else who was present. Then sign it, and hand your record in to your Designated Safeguarding Person, who should contact the Children's Social Services Department
- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Person in the organisation.
- Keep the discussion confidential, following the procedure for reporting concerns, aside from this do not discuss with others.
- Any subsequent events/incidents where you or MFY are involved affecting the child need to be recorded.

2.3.2. If you have seen/heard something that concerns you, but a child has not disclosed to you:

- Write an account of your concerns immediately. Put the date and timings on it and mention anyone else who was present. Then sign it, and hand your record in to your Designated Safeguarding Person, who will decide what action to take next
- If a child has not disclosed to you, do not approach the child and ask questions of them or anyone else involved in the situation.

Concerns about a specific child or concerns relating to the conduct of a member of public should be reported by MFY staff and volunteers immediately to the MFY DSP following the process as laid out in section 2.3.

If at a Regional Festival where no member of full time MFY staff is present and neither of the MFY DSP's are not present then the reporting process of the school or music service of the Local Organiser where the festival is held should be followed and reported to the MFY DSP by telephone at the appropriate point following the flowchart in section 2.5.

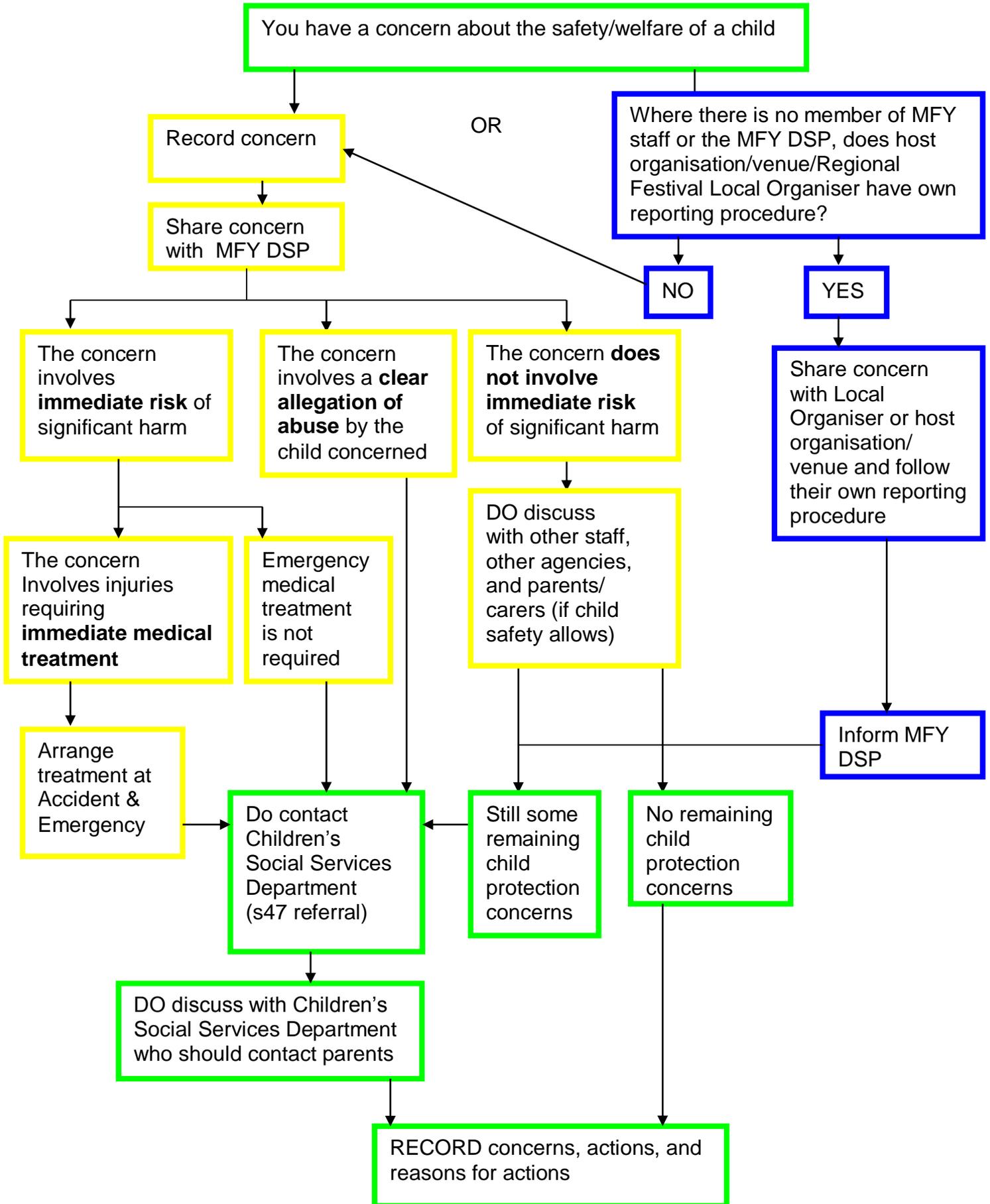
At other events such as MFY Show Case Music or small projects where no member of full time MFY staff is present and the MFY DSP is not present then the reporting process of the host organisation or venue should be followed and reported to the MFY DSP by telephone at the appropriate point following the flowchart in section 2.5.

2.4 DSP appropriate response to concern:

A child may disclose directly to the DSP, or the DSP may see/hear something that concerns them, in which case the DSP should follow the steps for responding to concerns laid out in section 2.3 in the first instance.

- Once a concern has been raised with the DSP, the DSP should follow the process flowchart in section 2.5 to consider whether the concern involves immediate risk of significant harm, a clear allegation of abuse by the child, or does not involve immediate risk of significant harm
- If the child requires immediate medical treatment the DSP should arrange treatment in dialogue with the child's responsible adult Group Leader (if child safety allows).
- If this is a project where you are working with individual children and therefore there is no group leader, where possible the DSP should arrange treatment in communication with the child's parents (if safety allows)
- Where there is not an immediate risk of significant harm, if safety allows, the DSP should talk to the group's designated responsible adult Group Leader and the child's parents
- The DSP may talk to the MFY Senior Management Team and other professional agencies including the NSPCC helpline in order to determine the best course of action (if safety allows)

2.5 PROCESS FLOWCHART FOR REPORTING CONCERNS



2.6 Designated Safeguarding Person - making a referral

When contemplating referrals to children's social care, consider the following:

- Do you have sufficient information about the child if a referral is to be made?
- What other information do you need to make an informed decision and how should you go about obtaining it?
- Is there reason to have concerns about the child's immediate safety?
- Are there issues of consent and/or confidentiality in respect of sharing information (common law duty of confidence, Human Rights Act 1998, Data Protection Act 1998)?
- Who else should you share the information with, and when and how should this be done?
- Have you and/or other staff written a report of the concerns, ensuring this accurately reflects anything a child has said and distinguishes clearly between fact and opinion?
- Have you taken account of the child's right to know what action, if any, will be taken? Have you ascertained their wishes and feelings?
- Have you provided for the child's immediate support needs? Have you considered any support needs of the person reporting the concerns?

2.7 Procedures for managing allegations against members of MFY staff

If concerns relate to the conduct of a member of staff these should be reported in person or by phone to the DSP immediately, following the flowchart in section 2.5.

Concerns about a member of staff may fall into any of the following three categories where someone has;

- Behaved in a way that has harmed the 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 they may pose a risk of harm to as a member of staff s/he is unsuitable to work with children

The allegation should be reported by the DSP to the Chief Executive immediately, unless that person is the subject of the allegation, in which case it should be reported to the Chair of the MFY Board of Trustees. If the DSP is the subject of the allegation, then it should be another member of MFY's Senior Management Team that reports to the Chief Executive.

If the allegation meets any of the criteria in the paragraph above the employer should report it to the **local authority designated officer ('LADO')** for the area where the event is taking place within one working day. (The LADO is responsible for providing advice, liaison and monitoring the progress of cases specifically relating to allegations against members of staff, to ensure that cases are dealt with as quickly as possible, consistent with a fair and thorough process).

The police and other relevant agencies should always be consulted before informing the person who is the subject of an allegation that may possibly require a criminal investigation.

The LADO will discuss the matter with the employer and, where necessary, obtain further details of the allegation and the circumstances in which it was made.

If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the LADO will immediately refer to children's social care and ask for a strategy discussion to be convened straightaway. In these circumstances, the strategy discussion should include the LADO and a representative of the employer.

If there is no cause to suspect that 'significant harm', but a lower threshold of 'harm' is an issue, or where but a criminal offence might have been committed, the LADO will immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

There are three possible courses of action that might follow the initial consideration and none, one or a combination of these may be necessary:

- Disciplinary action
- Police investigation
- Referral to a list of persons considered unsuitable to work with children

Steps will be taken to fully support anyone who in good faith reports his or her concerns and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered. Advice on management of such allegations or concerns will be managed by the Designated Safeguarding Person who will also seek consultation with the relevant Local Authority Designated Officer.

2.8 Record keeping and information security

Information held by MFY may need to be passed to the Children's Social Services Department or the Police in order to assist any further enquiries and investigation. It is the responsibility of the Designated Safeguarding Person in MFY to ensure that information is passed on to the relevant authorities as requested, and that it is completed correctly.

The purpose of recording information is that it:

- Allows for a chronology of what happened and when it happened
- Shows history of events and allows analysis of any patterns
- Allows for continuity in absence of a staff member
- Shows actions taken by staff
- Provides accountability
- Provides a basis for evidence in court
- Provides information for enquiry, statistics, research
- Highlights staff training and development needs

So as to be as helpful as possible the information should include;

- The nature of the allegation or concern
- A description of any visible bruising or other injuries
- The child's account (using his/her own words)
- Any times, dates or other relevant information
- Whether the parent, carer, child or adult is aware of the referral having been made
- A clear distinction between what is fact, opinion and hearsay
- Keep free of using jargon
- Decisions reached with others are clearly recorded
- Records should be signed, timed and dated

Do not:

- Delay reporting the matter by trying to obtain more information
- Destroy any handwritten notes made at the time of the incident in case they are needed by the Courts

Practice issues:

- Be specific – what is the exact nature of the concern and which category of abuse does it suggest
- Show the evidence – What did you see, hear? Who said what, when, where, how?
- Be precise with time words – what does always, frequent, never mean?
- State your professional judgment
- Ensure your professional judgment is supported by the evidence

Copies of records and referrals should be kept in line with MFY's data protection policy and procedure

2.9 Confidentiality and Information Sharing

Care must be taken to ensure that both adults and children's confidentiality is maintained and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by MFY will only be disclosed to others either with their consent or when there is a legal duty to do so.

Good practice principles must be adhered to when handling personal information, that is;

- Personal information is obtained and processed fairly and lawfully
- Only disclosed in appropriate circumstances
- Accurate, relevant and not held for longer than necessary
- Kept securely

Guidance³ allows for the disclosure of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern.

It is best to gain verbal or written consent from a child or parent/carer before any personal information relating to them is shared with another organisation (such as Children's Social Services Department). However, you may not need to seek consent to share information if it might be unsafe to seek (e.g. seeking consent might increase the risk to the child) or causes an unjustified delay or if it would prejudice the prevention, detection or prosecution of a serious crime. When in doubt advice should always be sought from someone experienced in dealing with these issues, such as a Children's Social Services Department or the NSPCC Helpline. A decision can then be made about whether or not to seek consent and/or inform the parents/carers of your concerns.

³ England - Working Together to Safeguard Children: A guide to inter-agency working to safeguard & promote the welfare of children, HM Government 2013 DCSF, 2010, 1.20,
Wales - Safeguarding Children - Working Together Under the Children Act 2004, Welsh Assembly Government, 2006
Scotland – National guidance for child protection in Scotland 2010, Scottish Government, 2010

In situations where a request is made by another organisation for information about individuals (staff, volunteers and children), the relevant manager and designated person must be informed, and their decision (including reasoning for this decision) should be recorded and stored by the DSP.

In all cases where information is shared the following information should be recorded:

- Date and time
- Summary of information shared
- Who the information was shared with
- Whether you are sharing with or without consent
- If sharing without consent, whether the child or family were informed
- How the information was shared and any receipt of it having been received

MFY will ensure that data regarding children is correctly stored and managed in line with these principles, and that we will take all appropriate action regarding the sharing of information as follows:

- Recognise that legislation is not a barrier to sharing information about concerns
- Be honest and open with the person (be they a child or an adult) about why, what, how and with whom information will be shared
- Seek advice when we are in doubt, without disclosing the identity of the person (be they a child or an adult) where possible
- Share information with consent where appropriate and respect the wishes of those who do not consent to share confidential information where possible
- Base our information sharing decisions on considerations of safety and well being
- Ensure the information we share is necessary, proportionate, relevant, accurate, timely and secure
- Keep a record of our actions, decisions, and reason(s)

Part 3 - Code of safe conduct

3.1. Guidelines for staff and volunteers

Within MFY's acknowledgement that it has a responsibility for the safety of children involved in all of its activity and that the welfare of the child/young person is paramount, it expects all its staff and volunteers to adhere to safe conduct. Safe conduct includes valuing and respecting children as individuals.

Your attention is drawn to the position of trust you hold in working with children and the power and influence you hold. MFY expects this responsibility to be at the forefront of the minds of all staff and volunteers to ensure that these positions of trust are never abused.

- Wherever possible ensure that there is more than one adult present during activities with children and young people and avoid spending time with young people unobserved
- Where absolutely necessary invite the young person to bring a friend, move into view of others or leave the door open
- Staff and volunteers should watch out for each other. Are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each other's practice will be how outsiders will view it, including parents
- Give guidance and support to inexperienced helpers
- Be aware of any physical contact with a young person. Where necessary, for example when there has been an accident and you are the on duty first aider, ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary.
- Do not have, or be perceived to have, favourites
- Treat young people with respect, do not bully, shout or use racism, sectarianism or sexist language
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted
- Do not give lifts to young people
- Do not take young people to your home
- Do not use physical punishments or any action that involves locking up a child
- Do not arrange meetings outside working hours
- Do not develop social relationships with young people that participate in the MFY Season. If you come into contact with a participant in a social setting, try and move away, if this is not possible try and maintain a professional distance. Pay attention to your own behaviour in such a setting.
- Do not buy goods from or use the services of MFY participants or their friends
- Do not accept any money or gifts from MFY participants. Tell young people of MFY's policy and ensure the participant does not feel offended. If they just wish to make a charitable donation, inform them of MFY's online fundraising pages.

- Do not give money or gifts to MFY participants. If in a situation where a participant is stranded with no money to get home, discuss the situation with the participants' parents. Where there is no other alternative than to give the participant money to cover travel costs such as train fare, ensure that other members of MFY staff are aware of this and make a written record of conversations leading to this decision.
- Do not borrow money from MFY participants
- Do wear identification badges and t-shirts as supplied to you by MFY, or as supplied by the Local Organiser/host organisation/venue.

MFY expects that all staff will be aware of this Code of safe conduct and adhere to its principles of good practice in their approach to all children.

Part 4 - Responsibilities of MFY Staff and Volunteers

4.1 Designated Safeguarding Person(s)

MFY has a Designated Safeguarding Person (DSP) who is responsible for dealing with any concerns about the protection of children. This is the Acting Head of Programmes, Kate Gardner (020 7759 1836/ 07751 176591/ kate@mfy.org.uk).

The correct contact details will be given to staff and participating groups depending on which DSP is available for each MFY event.

The role of the DSP is to:

- To act as the first point of contact for staff or volunteers concerned about the safety and welfare of a child
- To be responsible for contacting the Children's Social Services Department in cases where a child is at risk of harm
- To be familiar with Local Safeguarding Children Board (LSCB) procedures
- To ensure that all staff/volunteers know where they can find the child protection policy and procedures
- To advise and provide guidance to staff concerned about a child protection issue
- To liaise with appropriate local agencies for support and advice and keep a list of local contacts
- To organise training of staff about how to respond to child protection concerns and advise MFY of training needs
- To collect monitoring data on all safeguarding activities across the organisation
- To lead on reviewing MFY's safeguarding and child protection policy and monitoring its implementation

4.2. Chief Executive and Senior Management Team

MFY has a Chief Executive, Judith Webster and Senior Management Team (SMT) – Acting Head of Programmes, Kate Gardner, Marketing Manager, Jenny Barrett, Operations and Finance Manager, Alexander Tucker and Development Manager, Rob Yates. The Chief Executive and Senior Management Team are responsible for making decisions about the day to day running of MFY and risk managing the organisations activities in communication with the Board of Trustees. The Chief Executive and SMT also have responsibilities for the protection of children.

It is the role of MFY's Chief Executive and/or Senior Management Team:

- To support staff/volunteers after they have shared their concerns about a child
- To communicate to staff any changes in policy and procedures
- To evaluate the effectiveness of safeguarding within the organisation
- To review, update and develop MFY's policy and procedures on safeguarding in consultation with the NSPCC
- To promote the importance of safeguarding across the organisation
- To manage complaints about poor practice of either staff or volunteers
- To make decisions about appointing someone who has a criminal record
- To ensure that the organisation meets the requirements of its insurers regarding its safeguarding responsibilities

4.3. All staff and volunteers

All MFY staff and volunteers have a responsibility for the protection of children engaged in MFY activities.

It is the role of all MFY staff and volunteers:

- To be familiar with MFY's child protection policy and procedures
- To follow MFY's Code of safe conduct
- To respond appropriately to and report concerns about a child to the MFY DSP
- To keep accurate records of concerns about children and actions taken
- To ensure parents, carers, children and young people are aware of the organisation's safeguarding policy and procedures

Part 5 - GLOSSARY

5.1 Children's Social Services Department

Every local authority has a statutory duty to protect and promote the welfare of children in need in its area. This may be achieved through the provision of a range of services but includes working closely with children, young people and their parents, relatives or other carers and also with other organisations. The name of the department may vary from one authority to another – children's social care, children's services etc – however there will always be a dedicated department within each local authority responsible for assessing child welfare concerns.

5.2 Local Authority Designated Officer (LADO)

The LADO works within Children's Social Services Departments and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children s s/he is unsuitable to work with children.

The LADO captures concerns, allegations or offences and will provide advice and guidance to the employer. They help co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

5.3 Local Safeguarding Children Board (LSCB)

A LSCB is the local statutory body responsible for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do. All LSCBs are partnerships made up of senior representatives from several organisations and agencies which may include the Local Authority, the local Council, the Police, the Health Service, Youth Offending Service, local Probation Service, the Children and Family Courts Advisory and Support Service, the NSPCC and others. Each LSCB will produce and publish guidance on what to do if you are concerned about a child's welfare; this guidance will be based on statutory guidance issued by Government (nation specific).

APPENDIX A

FORM FOR REPORTING CHILD PROTECTION CONCERNS

After a concern has been raised and dealt with according to the procedure laid out in the MFY Safeguarding and Child Protection Policy and Procedure it is important that all details get written down on this reporting form.

CONFIDENTIAL

Where a referral is made this form will be sent to the children’s social care services as a written confirmation of the referral with a copy retained by the DSP.

Name of child	_____
Age if known	_____
Event Name	_____
Event Date	_____
Event Venue	_____

What prompts your concerns? Please be specific and include the dates and times of any incidents:

Were there any physical or behavioural signs? Any other causes for concern?

Have you spoken to the child? If so, what was said?

Have you spoken to the child's parents/carers? If so, give details.

Has anybody been alleged to be the abuser? If so, give details.

Please give your name and contact details.

Signature:

Today's date:

This form must be completed and given, or sent in a sealed envelope marked Private and Confidential to MFY's Designated Safeguarding Person (DSP) on the same day as the concern was reported to and dealt with by MFY's DSP.

Kate Gardner
Acting Head of Programmes
Somerset House
Strand
London
WC2R 1LA