



HULL UK CITY OF CULTURE 2017 LTD

Safeguarding Policy Covering Children

Incorporating Hull 2017 Welfare & Lost Children Policy
To be used in an Event Environment

Policy Title	Safeguarding Policy Covering Children
Status	Approved
Review Date	1 st June 2017
Lead Area	Corporate

About our safeguarding policy

Hull UK City of Culture 2017 Limited has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

The policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of (or in partnership with) Hull UK City of Culture 2017 Ltd (including all event management or productions companies, subcontractors or suppliers working on any events produced by Hull2017).

The purpose of this policy is

- To protect children and young people from harm or maltreatment;
- To prevent the impairment of children's health or development;
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care; and
- To take action to enable all children to have the best life chances.
- To provide a framework for Hull 2017 events and initiatives to deliver within
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding

A 'child' or 'young person' is defined as anyone who has not yet reached their 18th birthday.

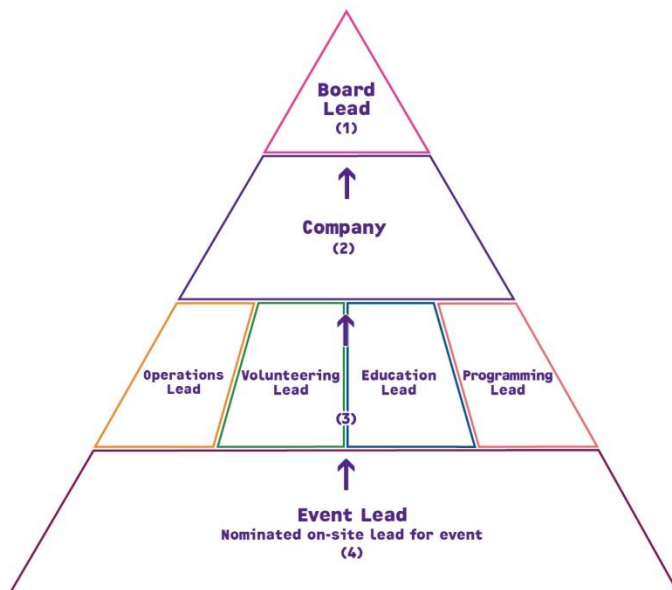
The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlement to effective safeguarding or protection from harm.

The leads for safeguarding across Hull 2017 are as follows:

- BOARD LEAD (1) Phil Benson, Board Trustee
Rosie Millard, Chair Board of Trustees
- COMPANY LEAD (2) Jo Franklin, Business Director
Fran Hegyi, Executive Director
- OPERATIONS LEAD (3) Melissa McVeigh, Technical & Operations Coordinator
- VOLUNTEERING LEADS (3) Shaun Crummey, Head of Volunteering
Harriet Johnson, Volunteer Engagement Manager
- EDUCATION LEAD (3) Roisha Wardlaw, Schools
Engagement Manager
James McGuire,
Engagement Manager

- PROGRAMMING LEAD (3) Henrietta Duckworth, Executive Producer
Lindsay Alvis, Producer
Elisabeth Bergeron, Assistant Producer
Louis Jones, Humber Street Gallery Operations Assistant
- “EVENT LEAD” (4) Nominated onsite lead for the event

Escalation should be from 4 → 1 based on the above.



The main contact in relation to this policy is: jo.franklin@hull2017.co.uk 01482 318882
All Hull2017 leads for safeguarding have had DBS checks carried out and attended a tailored Level One Safeguarding Children: A Shared Responsibility Awareness, Recognition and Responses course as approved by the Hull Safeguarding Children Board.

All staff and volunteers are made aware of this policy and the process for reporting concerns.

Hull 2017 Staff

This policy forms part of Hull 2017’s staff induction process which covers all company policies and is kept in a central folder which is accessible to all staff. Our policies will also be available to view on the new intranet site which is currently under development.

The company’s organogram has been reviewed to assess who requires DBS checks and each member of the Senior Leadership Team has nominated staff within their team who should have the check carried out and also who the nominated lead is for each area of work.

We have appointed Hull City Council’s DBS Team as our umbrella organisation who will carry out our checks on our behalf and also provide both practical and strategic



information around the appropriateness of carrying out the checks.

THE EMPLOYEE LEAD FOR ALL HULL 2017 EVENTS, PARTNER-EVENTS AND OFFICIAL HULL 2017 INITIATIVES (E.G. VOLUNTEER PROGRAMME) WILL BE REQUIRED TO PRODUCE EITHER AN ACTION PLAN FOR HOW THEY INTEND TO ENSURE THE PRINCIPLES AND GUIDANCE OUTLINED IN THIS POLICY IS APPLIED IN A PROJECT-SPECIFIC CONTEXT OR SHOULD INCORPORATE THIS INTO THE EVENT MANAGEMENT PLAN.

Our contracting procedures will ensure that organisations, companies, artists and freelancers we are commissioning to deliver work on our behalf acknowledge the high priority given by Hull 2017 to the protection of children and that they follow best practice in having appropriate policies and procedures in place to ensure the protection of children, young people including policies for lost children.

A secure folder on the Hull2017 shared drive has been established with access restricted to the Safeguarding leads in the organisation for the storage of any information relating to concerns about individual children and Safeguarding issues and a locked cupboard in the Corporate Team office will be used for the storage of any hard copies of Safeguarding related documents.

Hull 2017 Volunteers

Prospective volunteers are vetted through a number of processes, including:

Application Form

- All applicants submit an application form for review.
- Within the form applicants have the optional opportunity to declare details of criminal convictions or similar on the basis that they assume this information may help clarify their position and potential to become an eligible volunteer.
- All application forms are reviewed and sifted for selection for progression to offer of interview.

Volunteer Selection Centre (VSC)

- All applicants progressed to interview attend a face-to-face interview at a VSC where they get the chance to bring to life and add to their application and backstory and Hull 2017 gets the opportunity to ask more detailed questions.
- All applicants must present two forms of identification for approval at VSC.
- Interviewers are typically pre-existing volunteers, who all attend interviewer training.
- However, for interviewees that fall into the following criteria, a designated senior member of staff is always allocated as interviewer:
 - Children
 - Anyone who has self-declared a criminal history or similar
 - Anyone who has self-declared a disability
 - Any other cases deemed worthy of attention through the sifting process.

- Applicants' interview performances are scored immediately and then reviewed against pre-determined criteria in order to assess their viability for selection as trainee-volunteers.

Training

- Once selected, trainees must complete three core modules of training in order to ensure that they have the rudimentary skills and knowledge for the volunteering and ambassadorial requirements of a generic volunteer position.
- All relevant Hull 2017 policies and protocols (e.g. Safeguarding, Equalities, Inclusivity, Access etc.) are referenced in the training - with practical sessions on how they become relevant in day-to-day for volunteers.

Police Vetting

- All volunteers are required to clear the vetting processes of Humberside Police. These include review of:
 - Police National Computer (PNC)
 - Police National Database (PND)

DBS Vetting

- Of the 28 indicative roles identified, four (at time of print) have been identified and agreed with the Local Authority DBS Unit as being eligible for DBS clearance. Any applicant indicating an interest in any one of these DBS'able role areas is therefore eligible for DBS clearance.
- As applications come in, from wave to wave, a proportion of those registering interest in these DBS'able roles will be offered the opportunity to complete a new Hull 2017 associated DBS certification. Those able to subsequently evidence a sufficiently clear DBS certificate will form the cohort from which volunteers will be allocated to shifts that require these DBS cleared roles.
- Roles that require DBS will always be filled by volunteers with a cleared DBS certification.

Additional processes support the above vetting processes in our efforts to safeguard all volunteers and those they come into contact with. Processes include:

Team Leader Volunteers

- Because of the repetition of contact and potential for isolated contact that may be apparent as part of Team Leader Volunteer duties, this status will always require a DBS clearance as a prerequisite.
- All Team Leader Volunteers will need to complete training additional to the core modules. This will include an enhanced focus on safeguarding protocols beyond that outlined in the core modules.

Accreditation & Identity

- All volunteers will be provided with a full uniform, handbook and accreditation badge that all confirm a volunteer's identity.

- Guidelines on accreditation and uniform dictate that accreditation should only be worn on shift and uniform should only be worn during shifts or the journey to/from shifts.
- A volunteer arriving on shift without either uniform or relevant accreditation will not be permitted on shift.
- Accreditations will include:
 - Standard photo/name ID badge for all volunteers.
 - Photo/name ID badge for DBS cleared volunteers.
 - Photo/name ID badge for Team Leader volunteers.

Master Classes

In addition to core training, a suite of optional training opportunities will be provided in response to training needs largely identified by the volunteers themselves. This suite will include opt-ins for safeguarding awareness where volunteers can choose to enhance their understanding beyond the rudimentary training in the core Orientation module.

Staff

All Hull 2017 Volunteer Team Staff will require DBS clearance and to complete the Level 1 in Safeguarding accredited training.

Issues Log

Any incidences that may be deemed worthy of suspicion are to be recorded in an organisation log in order that case histories can be monitored which will be specifically useful if any queried behaviours were to occur through multiple but isolated incidences.

Incident Report Form

Separate to the Issues Log, there is a reporting process that will document incidents involving event wide issues, including concerns flagged regarding audience participation, event spaces etc.

Grievance Procedure

This procedure enables volunteers to flag more personal concerns. The procedure involves stages for:

- **I**dentified - you will always have the opportunity to flag and register a grievance. This should be done via your Event Volunteer Lead or Volunteer Leader whilst on shift.
- **E**scalated - a reported grievance will always be escalated to the relevant department at Hull 2017. Hull 2017, as part of its duty of care to volunteers, has robust working practices to ensure that all concerns have an appropriate escalation route.
- **A**ssessed - all grievances will be assessed in light of safeguarding, disciplinary and any other relevant established processes of Hull 2017.
- **R**esponded - every formal grievance will get a response that confirms its receipt and an outline of proposed next steps. Depending on the case's specific details, responses may involve a request for further information or input from the person registering the grievance.

Super Engagement Strategy

Our engagement work includes identifying certain vulnerable groups in order that we may plan accordingly what any additional processes are to assist with simplifying and increasing engagement from such groups.

Isolation

- All volunteers will be deployed in at least pairs, i.e. they will always be in line of sight of another volunteer.
- U18 volunteers will always be deployed in at least a three, with two of the group of adult age.

Security of Information

All files and documentation on safeguarding issues pertaining to an individual will be stored in a secure folder, accessible only by those listed in this policy as having enhanced designated safeguarding status.

Designated Safeguarding Lead

Every event or activity that has volunteers deployed to will always have a link via its Volunteer Lead Officer to a designated Safeguarding Lead from within the central Volunteer Staff team. An individual will always be accessible to every event in order issues can be escalated at the earliest possible opportunity should they be required.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, including:

- Children Act 1989 and Children Act 2004
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Working Together - a guide to inter-agency working to safeguard and promote the welfare of children (2015)
- Relevant government guidance on safeguarding children and vulnerable adults

We recognise that the welfare of a child is paramount, as enshrined in the Children Act 1989. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

1. Recruitment and selection of staff and volunteers

It is important when recruiting paid staff and/or selecting volunteers Hull 2017's recruitment policy is adhered to. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people.

To reduce the risk of abuse to children and the likelihood of allegations being made that are founded, Hull 2017 undertakes the follow recruitment and selection procedures.

- All paid workers are required to submit details of previous employment and the names of two referees. Referees should be reminded that they should not misrepresent the candidate or omit to say things that may be relevant to their employment.
- All paid workers and volunteers engaged in activity with children and young people where there is considered to be:
 - more than incidental contact and/or
 - a lack of adequate supervisionmust have the appropriate Disclosure and Barring Service (DBS) check before they are engaged - anyone who refuses to do so should not be engaged in the above activity
- All individuals (paid and voluntary) should be interviewed face-to-face to establish previous experience and their perceptions of acceptable behaviour
- Where it is determined a DBS check is required to undertake the proposed activity, the individual should not start work before the DBS process completed with a disclosure certificate received.

The Disclosure and Barring Service (DBS) can help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. If Hull UK City of Culture 2017 Ltd knowingly employs someone who is barred from working with those groups they will also be breaking the law. If there is an incident where a member of staff or volunteer has to be dismissed because they have harmed a child or vulnerable adult, or would have been if they had not left, Hull UK City of Culture 2017 Ltd will notify the DBS.

2. Our approach to safeguarding in a large scale event environment

All event organisers have a responsibility for safeguarding regardless of whether or not it is known in advance that children or young people may be present.

Where an event or Hull 2017 initiative is likely to attract, engage or involve children and young people (determined by this policy as those under 18 years of age) then an action plan should be established to identify how this policy will be operationalised in the specific context of the event.

It is the expectation of Hull 2017 that:

- All employed staff working with children should attend basic safeguarding training.

- All events that are likely to attract, engage or involve children and young people should have a **NOMINATED EVENT LEAD** for safeguarding onsite at all times. This should be documented in the Event Management Plan.
- If an event is determined as to have a low risk of children or young people being present and there is no nominated event lead then an ON CALL event lead for safeguarding should be agreed in advance from the individuals identified on page 2. This should also be documented in the Event Management Plan and communicated to and accepted by the proposed individual (in writing) at least 48hours prior to the event commencing.
- All volunteers working in an event environment with children should have regular supervision from a more experienced member of paid staff with adequate safeguarding training.
- No paid member of staff or volunteer is to be left alone with a child/children where they cannot be observed by other paid staff or volunteers.
- Where possible, that there should always be at least two members of staff/volunteers with a group of children.
- It is vital that the ratio of child to adult is adequate to ensure safety. For children under 8 no more than 1:8 and under 5 no more than 1:6
- All paid staff and volunteers should be vigilant in relation to safeguarding children.
- Where possible children should not be allowed to leave a closed event environment with anyone other than the responsible adult with whom they arrived with.
- Inform staff and volunteers that if a child has not been collected after a session it is reasonable to wait for at least half an hour. If the parent or carer has still not arrived and cannot be contacted they should contact the nearest duty team or the police and request advice and assistance.
- All staff and volunteers should be encouraged to talk to all young people and encourage their involvement and participation.
- Contact with a child or young person should be limited to a reasonable period of time (not usually exceeding 20minutes) unless required by the activity.

If a trip or excursion has been arranged relating to a Hull 2017 event or project that will involve children, then the event organiser must ensure that:

- All vehicles being used are insured, roadworthy and fitted with seatbelts

- All drivers have at least one escort and that they have up to date DBS checks and been subject to appropriate recruitment procedures.
- Roll call is taken at the beginning of the journey and again on the return trip. If more than one vehicle is used children and young people should use the same vehicle both ways.
- Staff accompanying the trip have contact numbers for the responsible adult or organisation.
- If a child goes missing on a trip, staff should instigate an immediate search and alert appropriate security staff. Contact should be made with parents / carers to ensure that the child has not returned home. If the child cannot be found within half an hour the police must be notified.
- The care of the remaining children is paramount and it is imperative that they return to the home site as quickly as possible. A senior staff member must remain at the visit site to co-ordinate contact between security/police staff and the parents/carers.

In the event that a room or rooms within the organisation are let out to other organisations, the letting organisation must work to approved child protection procedures and must agree to read and abide by these guidelines.

All event organisers have a legal duty to protect persons (including children) from risks to their health or safety under the Health and Safety Act 1974. Event organisers must be prepared for children to be less careful than adults.

3. Dealing with lost children at a large scale event

CHILDREN FOUND WITHOUT A PARENT OR CARER

There are different situations where a child may be considered 'lost' and this will be assessed by the circumstances and behaviour of the child:

- Is the child distressed or is their behaviour giving you cause for concern?
- Has the child expressed that they are lost or do not know where their responsible adult is?

There may be events where a child arrives unsupervised by an adult. The event manager will have determined prior the site entry rules in the Event Management Plan. The majority of free open-access events will permit children under the age of 18 to enter site unsupervised.

In this case a child will only be considered 'lost' if they meet one of the two criteria above.

If a member of paid staff or a volunteer sees a child arrive with a responsible adult and then finds the child still present

without visibility of the responsible adult they arrived with, the child may be considered 'lost' and the following step should be taken:

The child should be approached and asked if they know where their parent / carer is?

If the child still appears to be lost they should be led to the closest 'lost children point' (detailed in the event management plan) where they will be encouraged to remain until they have been re-united with a parent or carer.

Only this nominated lead will ask the child for as much information as possible, including their name, who they are with, their parent / carer name, where they last saw them and a description of them, and if the child has a contact number for the parent / carer.

If the child is brought over by another adult, as much information as possible should be gained from them - this information when possible will be recorded on the 'Lost Child ID Form' along with the details of the person bringing the child to the lost children point.

In the case of larger events, the incident detail will be sent by the nominated event lead for safeguarding to Event Control (or for smaller events the Event Manager) via 2-way radio or secure telephone line, who will then organise a search through event control that would include all members of the security team and Humberside Police where appropriate.

The name of the child WILL NOT be given over the radio or passed to anyone other than the nominated event lead for safeguarding without just cause.

The following details will be relayed to all staff to facilitate reunion to an appropriate adult:

- Description of child including height/clothing/distinguishing features/hair colour/gender
- Location found
- Location where last saw guardian
- Age if known
- Parents first name

If the person collecting them is not an adult, permission to release the child must be gained from event control or a police officer.

If the parent or carers name is known - an announcement will be made via the PA system "This is a public announcement, could ... (name of person) please present themselves to the nearest steward or police officer and you will be directed to event control."

If the name of the parent / carer is not known, the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, please present yourself to the nearest steward or police officer and you will be directed to event control."

Reference to the lost child should NOT be included in the announcement, especially name.

The child should always be under the supervision of 2 staff members / volunteers at all times.

If a parent or carer is not located within 30minutes, Humberside Police will be consulted for further advice and an assessment will be made of the child and a further care plan will be decided in agreement with the nominated event lead for safeguarding and event control.

The nominated event lead for safeguarding will always be issued with a direct line / radio or contact number for the event manager or event control.

Once the lost child incident is resolved the nominated event lead for safeguarding must inform the event manager / event control of a satisfactory conclusion and this information will be related to all staff standing them down.

It is the responsibility of the nominated event lead for safeguarding to complete all the necessary paperwork and file with the event manager.

PARENTS / CARER REPORTING LOST CHILDREN

If a parent or carer reports a lost child, the following steps should be undertaken:

- Reassure the parent / carer that a search will be organised
- Encourage the parent / carer to stay at the lost children point or with the nominated event lead for safeguarding
- Gather details about the child (as per previous) and record on the 'Lost Child ID Form'
- Follow previously detailed search procedure
- If the parent / carer will not remain with you, ask for an emergency contact number where you can reach them
- Advise the parent / carer that if they are reunited with the child through their own search to inform the nominated lead in order to stand down the search

Where the child is felt to be at particular risk (i.e. very young or vulnerable) then an all-stations alert will be issued to all staff on site via radios and they should ensure no child matching the description is taken past their post.

If a child is not found within 20 minutes the event manager will escalate the response with stewarding teams and Police where appropriate.

RE-UNITING PARENT / CARER WITH CHILD

The child should not be reunited until a match has been established. The adult should provide a signature and identification and a detailed description of the missing child.

This could include name, age, gender, ethnic origin, hair colour, build, clothing, location last seen and who they were with - this information should be recorded on the 'Lost Child ID form'

A mobile number for the adult should be taken and it should be checked that this is for the phone they have on their person at that point in time.

If the child is reluctant to reunite with the collecting adult and they have disclosed information which suggests significant harm, then the event manager should be advised immediately - police will then be asked to attend immediately.

All lost children's incidents must be logged on the 'Lost Child ID Form' and filed. Details of lost children at events should be submitted to the Business Director of Hull UK City of Culture 2017 Ltd within 24 hours of incident and will be stored for up to 2 years.

Further information on lost children and general welfare of children at events is available from the HSE Event Safety Guide (Chapter 22, Page 144)

FOR LARGER EVENTS, A LOST CHILDREN POINT SHOULD BE ESTABLISHED. THIS IS WHERE THE NOMINATED EVENT LEAD FOR SAFEGUARDING WILL BE BASED AT ALL TIMES.

INFORMATION FOR PAID STAFF AND VOLUNTEERS IN AN EVENT OR PROJECT ENVIRONMENT WHERE CHILDREN MAY BE PRESENT:

4. Definitions of harm

A key aim of this policy is to protect children and young people from harm or maltreatment.

Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

There are a number of different definitions of harm that should be considered when developing an action plan to support the implementation of this policy:

Abuse

A form 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which 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

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 a child 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 a 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

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

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.

This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm.

All individuals bound by this policy (as detailed in the opening section) have a duty to escalate and report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines and Procedures.

5. Identifying harm

The harm or possible harm of a child may come to your attention in a number of possible ways;

- Information given by the child, his/ her friends, a family member or close associate.
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' a harmful situation in play.
- An injury which arouses suspicion because;
 - It does not make sense when compared with the explanation given.
 - The explanations differ depending on who is giving them (e.g., differing explanations from the parent / carer and child).
 - The child appears anxious and evasive when asked about the injury.
- Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to his/her peers.

6. Acting on a concern

No-one should assume that someone else will pass on information which they think may be critical to keeping a child safe. If an individual has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children's social care.

Where medical attention is required, because a child has a physical injury and there are concerns about abuse assistance should be sought from the onsite first aid provider or immediately by phoning an ambulance.

You should then follow Hull 2017's procedures for referring a concern to the designation onsite officer with responsibility for safeguarding and child protection.

7. Managing a disclosure

It is possible that a child may disclose information that either confirms harm is taking place or gives cause for concern in relation to the safeguarding or welfare of a child.

If this takes place you should do as follows:

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.
- Never stop a child who is freely recalling significant events.
- Make note of the discussion (ideally on an event incident form), taking care to record the timing, setting and people present, as well as what was said.
- **Do not** ask children to write a statement.
- Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- The designated event lead for safeguarding and child protection must be informed immediately who will escalate the relevant Hull 2017 lead.

8. Allegations against staff members or volunteers

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual working within the group or organisation including:

- Behaving in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against, or related to, a child or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The nature of the allegation or concern should be immediately reported to the Event Lead with designated responsibility for dealing with safeguarding.

The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

The Event Lead will follow Hull 2017 procedures for referring concerns about a child.

**INFORMATION FOR THE NOMINATED LEAD
FOR SAFEGUARDING:**

9. Referring concerns about a child

The designated safeguarding lead will act on behalf of the Hull UK City of Culture 2017 Ltd in referring concerns or allegations of harm to Local Authority Access and Assessment Team or the Police Protecting Vulnerable People Unit.

This will be one of the designated individuals outlined on Page 2 of this policy, in consultation with the Business Director, who is the senior employee with overall responsibility for safeguarding.

If the designated safeguarding lead is in any doubt about making a referral it is important to note that advice can be sought from Local Authority Access and Assessment Team. The name of the child and family should be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.

It is not the role of the designated safeguarding lead to undertake an investigation into the concerns or allegation of harm. It is the role of the designated safeguarding lead to collate and clarify details of the concern or allegation and to provide this information to the Local Authority Access and Assessment Team whose duty it is to make enquiries in accordance with Section 47 of the Children Act 1989.

Only a trained designated Hull 2017 safeguarding lead should seek to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority Access and Assessment Team.

This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.

It should be noted that parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded and communicated with the Local Authority Access and Assessment Team.

In cases where an allegation has been made against a family member living in the same household as the child and it is your view that discussing the matter with the parent or carer would place the child at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.

All allegations and concerns about a child or adult should be handled in a confidential manner and only share the information with those who need to know

Preparing to Discuss Concerns about a Child with Children's Social Care

- What you have seen
- What you have heard from others AND what has been said to you directly

Try to be as clear as you can about why you are worried and what you need to do next:

- This is what I have done. What more do I need to do?
- Are there any other children in the family?
- Is the child in immediate danger?
-

In the conversation that takes place the Access and Assessment Team Duty Social Worker will seek to clarify:

- The nature of the concerns
- How and why they have arisen
- What appear to be the needs of the child and family and
- What involvement they are having or have had with the child and / or family.

Questions Children's Social Care may ask at Initial Contact

- Agency (i.e. school, etc.) address and contact details of referrer
- Has consent to make the referral been gained? Information regarding parents' knowledge and views on the referral
- Where consent has not been sought to make a referral you will be asked to explain what informed your decision making
- Full names, dates of birth and gender of children
- Family address and, where relevant, school/nursery attended
- Previous addresses
- Identity of those with **Parental Responsibility**
- Names and dates of birth of all members of the household
- Ethnicity, first language and religion of children and parents
- Any special needs of the children or of the parents and carers
- Any significant recent or past events
- Cause for concern including details of allegations, their sources, timing and location
- The child's current location and emotional and physical condition
- Whether the child needs immediate protection
- Details of any alleged perpetrator (name, date of birth, address, contact with other children)
- Referrer's relationship with and knowledge of the child and his or her family
- Known involvement of other agencies
- Details of any significant others
- Gain consent for further information sharing / seeking
- The referrer should be asked specifically if they hold any information about difficulties being experienced by the family/household due to domestic violence, mental illness, substance misuse and/or learning difficulties

The HSCB Confirmation of Referral Proforma

All telephone referrals made by professionals should be followed, within 48 hours by a written referral giving specific and detailed information. The attached HSCB proforma can be used for this purpose.

If you have a secure email the form should be sent to the Access and Assessment Team accesspodgc@hullcc.gcsx.gov.uk If you do not have secure



email system it should be faxed to 01482 444145 [Click here to view Confirmation of Referral Pro Forma](#)

Expectation of feedback

Children's Social Care should acknowledge a written referral within one working day of receiving it. If the referrer has not received an acknowledgement within 3 working days, they should contact Children's Social Care again.

11. Key contacts for referring a safeguarding concern

Hull

Children's Social Care (Local Authority)

Access and Assessment Team	Mon-Fri 9-5pm	(01482) 448879
Immediate Help		(01482) 300304
<u>Local Authority Designated Officer</u>		(01482) 790933
<u>Hull Safeguarding Children Board</u>		(01482) 379090

East Riding of Yorkshire

Children's Social Care (Local Authority)

The Golden number		(01482) 395500
Children's Services		(01482) 396840
Emergency Duty Team		(01482) 880826
<u>Local Authority Designated Officer</u>		(01482) 396999
<u>East Riding Safeguarding Children Board</u>		(01482) 396998/9

Protecting vulnerable People Team

101

Emergency

999

12. Guidance for information sharing

Advice for practitioners providing safeguarding services to children, young people, parents and carers (Department for Education, March 2015) has been produced to support practitioners in the decisions they take when sharing information to reduce the risk of harm to children and young people.

Below are the 7 golden rules of information sharing that this guidance recommends.

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.



2. From the outset be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgements on the facts of the case.
5. Consider safety and wellbeing: Base your information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reason for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.