



Child Protection and Safeguarding Policy

inc. referral of safeguarding concerns procedure

Introduction

Silver Lining Care LTD (SLC) places the welfare and safety of every child at the core of our practice. This policy outlines how we safeguard and promote the wellbeing of children and young people, ensuring compliance with legislation and good practice in Wales. It is the responsibility of all staff to follow this policy and procedures at all times.

This policy is in accordance with:

- Wales Safeguarding Procedures (2019)
- Social Services and Well-being (Wales) Act 2014
- Regulation and Inspection of Social Care (Wales) Act 2016
- Children Acts 1989 and 2004
- Working Together to Safeguard People (Parts 2–6)
- Prevent Duty under Counter-Terrorism and Security Act 2015
- Human Rights Act 1998
- UN Convention on the Rights of the Child (UNCRC)

All staff, volunteers, contractors and directors must uphold this safeguarding commitment and are subject to this policy.

SLC is committed to:

- Promoting the welfare of every child in our care
- Protecting children from abuse, neglect and exploitation
- Working in partnership with children, their families and multi-agency professionals
- Ensuring staff are vigilant, trained and supported in safeguarding responsibilities
- Upholding the rights of children under the UNCRC

Children have the right to be safe, be heard, and to thrive.

July 2025

** If you have any concerns regarding the following you need to raise as a safeguarding issue**

The home's designated senior manager is responsible for coordinating Safeguarding children and young person's Referrals, supported by the companies responsible individual Jade Hill.

However, safeguarding and promoting the welfare of children and young people and protecting them from abuse and harm is a shared responsibility and depends on effective joint working between all staff working in the home and other agencies. All staff have a responsibility to report any suspicions that a young person has been mistreated or harmed.

Local authorities have a duty to promote and safeguard the welfare of children and to investigate and take necessary action to protect children and young people from abuse and harm.

This policy is broken up into Three Parts for clear and concise information to be delivered and understood, to ensure the policy is followed precisely.

1. *Definitions of safeguarding and promoting the welfare of children.*
2. *Professional Roles and Responsibilities*
3. *Responding and managing a disclosure or suspicion of harm or abuse.*
4. *Reporting a safeguarding concern*

July 2025

** If you have any concerns regarding the following you need to raise as a safeguarding issue**

PART ONE

Definitions of Safeguarding and Promoting the welfare of children

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children, educate those around them to and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working Together to Safeguard Children as:

- Protecting children and young people from maltreatment.
- Preventing impairment of children and young people's health and development.
- Ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people have the best outcomes.
- Protecting children from abuse and neglect
- preventing impairment of their health or development and ensuring that they receive safe and effective care to enable them to have optimum life chances.

Well-being defined by Social Services and Well-being (Wales) Act 2014 defines well-being in relation to any of the following:

Physical and mental health and emotional well-being

- Protection from abuse and neglect
- Education, training, and recreation
- Domestic, family, and personal relationships
- Contribution made to society.
- Securing rights and entitlements
- Social and economic well-being
- Suitability of living accommodation

In relation to a child, "*well-being*" also includes:

- Physical, intellectual, emotional, social, and behavioural development.
- "Welfare" as that word is interpreted for the purpose of the Children Act 1989 - 2004

This safeguarding is put together in line with:

- Safeguarding Children: Working Together under the Children Act, 2004
- Wales Safeguarding Procedures, which has replaced the All-Wales Child Protection Procedures 2008.
- Working Together to Safeguard People guidance.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

- Protection of Freedoms Act 2012
- The Social and Wellbeing Act 2014
- NSPCC “People should be helped to feel safe” November 2014
- Public Health (Wales) Act 2017 – Part 5 Intimate Piercing
- Mental Health Capacity Act 2005

Definitions/Glossary

A child is at risk or has been abused or neglected; this is when somebody inflicts harm or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

A Child or Young Person up to the age of 18 years can be at risk or can suffer abuse, neglect or exploitation and require protection via the inter-agency child protection plan following the All-Wales Safeguarding procedures in line with, Safeguarding Children: Working Together under the Children Act, 1989 - 2004, All Wales Safeguarding Procedures, which has replaced the All-Wales Child Protection Procedures 2008.

A **Child at Risk** is defined in S.130 (4) of the Social Services Well-Being Act 2014 as a child who;

- Is Experiencing or is at risk of abuse neglect and other kinds of harm.
- has needs for care and support whether or not the authority is meeting any of those needs.

It is important to use the term at risk means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse, neglect.

Harm is defined in the All-Wales Safeguarding Procedures as;

- ill treatment this includes sexual abuse, neglect, emotional abuse psychological abuse.
- The impairment of physical or mental health.
- impairment of physical intellectual emotional social or behavioural development.

Categories of abuse include, physical, sexual, emotional/psychological, financial, neglect. The following categories of abuse are defined within the All-Wales Safeguarding Procedures below;

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Physical Abuse

- to deliberately hurt a child or young person.
- It can include physical restraint such as being tied to a bed, locked in a room, inflicting burns, cutting, slapping, punching, kicking, biting or choking, stabbing or shooting, withholding food, or medical attention, drugging, denying sleep, inflicting pain, shaking or hitting and including fabricating or inducing illnesses.

Sexual abuse

- Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening.
- This can include physical contact, including penetrative or non-penetrative acts: non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities: or encouraging children to behave in sexually inappropriate ways.

Emotional/Psychological Abuse

- The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.
- Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.
- It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.
- It may feature age and developmentally inappropriate expectations being imposed on children.
- It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Note: Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Neglect

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

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Financial Abuse

Though less prevalent for a child, this is still something within the service that is something to be mindful of.

- Not meeting their needs for care and support provided through direct payments.
- Complaints that personal property is missing.

Sexual Exploitation (CSE)

- Child sexual exploitation is the coercion or manipulation of children and young people into taking part in sexual activities.
- It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection.
- The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

Child Criminal Exploitation (CCE)

- Child trafficking is a form of child abuse that required a child protection response.
- Like victims of other forms of abuse a child of a victim of trafficking will decide behaviour that need to be assessed with child modern slavery act.
- CCE consists of 3 components: Action Exploitation and involving of a child.
 - Action – Transportation, transfer, or harbouring receipt of a child.
 - Exploitation – Criminal, sexual, forced labour, financial exploitation.
 - Child – Those up to the age of 18.

FGM

- Female Genital Mutilation is also known as Female Circumcision or Female Genital Cutting or Sunna.
- This is a traditional cultural practice that takes place before the child turns 8 years old.
- This is partial or total removal of external female genitalia for nonmedical reasons.
- Can affect the female's health and wellbeing inc. psychological development and physical development.

Online Risks

- Online safety for children is a vital component of the Wales Safeguarding Procedures, which offer guidance on protecting children from risks encountered online, including exposure to inappropriate sexual content.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

- This framework covers best practices for online safety, steps for addressing harmful material, and legally guided actions when dealing with sensitive situations involving minors.
- The procedures are specifically designed to protect against:
 - **Exposure to Sexual Content:** Explicit material, which may be encountered online through direct messages, social media, or inadvertently while browsing.
 - **Cyberbullying and Harassment:** Managing cases where children are targets of bullying or unwanted communication.
 - **Grooming and Exploitation:** Identifying and reporting suspected cases where adults attempt to engage children in inappropriate conversations or activities.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

PART TWO

Professional Roles and Responsibilities

- **Designated Safeguarding Lead for Silver Lining Care:**
Jade Hill (Responsible Individual)
Daryl Herbert (Director)
- **Designated Safeguarding Lead for Behaviour Management:**
David Meredith (Trainer)
- **Designated Safeguarding Lead for the Homes:**
Paula Lewis (Registered Manager – Ty-Seren)
Helen Owens (Registered Manager – Ty-Heddfan)
Carl Morgan (Registered Manager – Ty-Alban)

Safeguarding Children is everyone's responsibility, regardless of the role they play. At Silver Lining Care LTD we are aware that the children within our care may be particularly vulnerable to abuse and as such there is an increased duty of care to ensure the young people we support are protected.

It will be the Responsible Individual and Home Managers responsibility to ensure that every new employee will attend safeguarding training as part of the Induction process. Company directors will ensure that training is fully funded and booked with recommendations from the R.I and the home manager. This will then be followed with regular yearly refresher training.

All staff will be able to access the Safeguarding policy which is kept in the policy file which is accessible in office area and is on our online system where all staff can access.

If a staff member has any concerns around Safeguarding for a young person, they should inform the Home Manager and complete a Recording of Information. They should also contact the Placing Authority to determine whether the information is historical. If it is new information, then a MARF must be completed and police involvement if necessary.

For safeguarding concerns relating to an alleged incident that has taken place within the home, a Recording of Information should be completed and passed to the home manager and young person's Local Authority. Staff should then follow the process of responding and recording. Further action will be taken if the safeguarding of the child is at risk.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Staff Training

All staff complete:

- Online and face-to-face safeguarding training at induction
- PREVENT and e-safety training
- Annual updates (online) and face-to-face Level 2 every two years
- Specialist training as required (e.g. FGM, exploitation)

All staff are trained in safeguarding Level 1, 2 and 3 in children including refresher training. All staff working in the children's home are trained in dealing with disclosures by the children in the home; and work with the clinical psychologist to support the well-being of staff and the young people when dealing with disclosures.

All Staff are given briefs on reporting safeguarding concerns and the documentation of any concerns that they may have and the procedure to follow during their induction period.

Recruitment and Supervision

Safer Recruitment Training is undertaken by management of silver lining and those who are regularly involved in recruitment.

1. Safer Recruitment

- Enhanced DBS required for all staff
- Two verified references
- Full employment history with explanations for gaps
- Right to work checks
- Mandatory online screening for public risk indicators

2. Supervision and Support

Managers provide:

- Monthly supervisions including safeguarding reviews
- Clinical supervision for trauma, disclosures or complex care
- Open door policy to escalate concerns or debrief

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Senior Management Team Responsibilities

- Ensure staff are given opportunity to access training in the safeguarding of young people including e-safety and social media.
- Address any issues of noncompliance in relation to training.
- Ensure good practice in relation to Safer Recruitment
- Act on concerns raised in relation to any young people and ensure they are safe.

Registered Manager/Designated Person Responsibilities

- Ensure the safeguarding policy is up to date and reviewed regularly. Facilitate training for all staff working in the children's home.
- Access training through appropriate means to stay up to date with local and national policy.
- Follow the framework for reporting and recording safeguarding concerns.
- Ensure staff are aware of the risks of social media poses to children and young people through training and supervision.
- Ensure compliance with Regulation 60 notifications to CIW

Staff team responsibilities

- Access and **attend training** when planned.
- Read and be aware of the **safeguarding policy**.
- Know the signs of abuse and how to respond
- Report any areas of concern in relation to safeguarding. – DO NOT DELAY
- Ensure children and young people are accessing the internet safely.
- **Following ALL** Care Plan and Procedures in place.

Confidentiality and Information Sharing

Staff must:

- Keep all records confidential and secure
- Share only with professionals on a need-to-know basis
- Not disclose personal information (e.g. phone numbers) to children
- Exceptions:
- With explicit consent for work-related contact (e.g. Nellies CIC employment group)

Listening to Children and Advocacy

We uphold Article 12 of the UNCRC and promote:

- Child participation in care planning and decisions
- Access to advocates (e.g. NYAS, Meic Cymru)
- Easy access to complaints, compliments, and feedback

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

- Help to understand safeguarding, rights and how to seek help

Whistleblowing

Staff must raise concerns about:

- Poor or unsafe practice
- Neglect of duties
- Risk or abuse
- The Whistleblowing Policy enables staff to report without fear. Anonymous reporting is possible, and no reprisals will be tolerated.

Under The Social Services and Wellbeing (Wales) Act 2016 the definition of a 'Child in need' has been replaced with a 'Child at Risk'

- ***A child at risk is a child who is experiencing or is at risk of abuse, neglect and other harm and has need for care and support (whether or not the local authority is meeting any of those needs).***

Any breach of safeguarding children and young people could be considered in terms of whether or not they constitute acts of misconduct or gross misconduct.

There is also the "Whistleblowing Policy" available for staff that they can access in regard to keeping young people and others safe.

It is good practice, whenever reasonably practicable, to ensure that children and young people are involved in the safeguarding process. Under The Social Services and Wellbeing (Wales) Act 2016 there is now a New Duty to report a child at risk.

Local Authorities to make enquires - link into the Children's Act 1989 s47.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

PART THREE

Responding and managing a disclosure or suspicion of harm or abuse.

Disclosure made

Support yp, listen to them, inform yp info will need to be passed on. Reassurance that the young person is now in a safe space.

- Stay calm, do not express disbelief or shock
- Do not investigate or ask leading question
- Reassure the child they are being taken seriously
- Report immediately to the DSL and record factually
- Inform senior and house manager.
- Complete incident report/record of information.
- Manager to Contact Local Authority through relevant processes.
- Internal: Record of Information (ROI) and inform DSL/Manager
- External: MARF to MASH or EDT; inform social worker; Regulation 60 to CIW
- If in immediate danger: Contact Police (999)
- Do not promise confidentiality – explain the need to pass on information.

Responding to Self-Harm/Incident of Harm

Self-harm or incident- Assist young person as per risk assessment.

- Inform senior and house manager.
- Complete incident report/accident
- Contact Local Authority
- Visit Emergency services or GP if necessary, to be recorded, the young person to be offered complaints procedure if accident has occurred
- All processes to be overseen by Responsible Individual and Home manager.
- Internal: Record of Information (ROI) and inform DSL/Manager
- External: MARF to MASH or EDT; inform social worker; Regulation 60 to CIW
- If in immediate danger: Contact Police (999)

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Allegations Against Staff or Volunteers

All allegations are taken seriously and dealt with according to statutory requirements.

- Immediately report to DSL or RI
- Consider suspension of staff to protect the child (without assumption of guilt)
- Refer to Designated Officer (DO) in the local authority
- Notify CIW within 24 hours
- Record all actions, outcomes and communications
- Do not discuss the allegation with any uninvolved party.

Peer-on-Peer Abuse

Children can harm others through bullying, sexual harassment, or violence. SLC will:

- Treat such concerns as safeguarding issues
- Provide separate support to victim and alleged perpetrator
- Risk assess and involve external professionals

Contextual and Online Safeguarding

Children can be at risk in the community or online.

- Use Contextual Safeguarding principles to assess risk
- Address threats from peers, gangs, radicalisation and sexual exploitation
- Monitor and educate around online safety, gaming, social media, and grooming
- Report explicit images, sexting or online contact via CEOP and police

Staff must not store, forward or copy any explicit materials found on children's devices.

Responding to Inappropriate Sexual Content on a Child's Phone

If sexual or explicit content is found on a child's phone, it must be managed safely and carefully and in line with safeguarding law and policy.

- **Remain Calm and Supportive:** Approach the child without judgement. Offer reassurance and explain they are safe.
- **Do Not View or Share Content:** Do not forward, store, or share any explicit material. This may constitute a criminal offence.
- **Record and Report:** Document how the content was found, the type of material involved, and any initial discussion with the child. Do not save or reproduce the content.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

- Contain the Content: Lock the phone/content away from other's until the relevant authorities have been notified.
- Inform DSL Immediately: Follow the internal safeguarding process and escalate to the DSL/Manager.
- Report to Authorities: If there is suspicion of grooming or adult involvement, inform social services and/or the police.
- Support the Child: Offer emotional support and age-appropriate education on online safety.

Do Not:

- Attempt to investigate or confront anyone suspected of sending the content
- Resend the content
- Show the content to other's include colleagues.
- Assume blame or intention
- Promise confidentiality

Positive and Protective Touch

Touch is an essential aspect of therapeutic care. It must be:

- In line with behaviour support plans and risk assessments
- Age and developmentally appropriate
- Culturally sensitive
- Monitored and documented when significant (e.g. hugs, handholding)
-

Bathing and personal care for young children must:

- Be agreed in the care plan
- Involve other staff where possible for cursory supervision
- Be explained clearly to the child

Gifts, Boundaries

- Must be modest, appropriate and approved by the Home Manager
- Recorded transparently and fairly across all children

Contact with Former Residents

- No private contact permitted without explicit agreement by the placing authority
- Must be in the child's best interest and risk assessed

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

“Everyone has a ‘Duty to report a child at risk’ under Section 130 of the Social Services and Well Being Act [Wales]”

The home's designated manager is responsible for coordinating Safeguarding children and young person's Referrals.

However, safeguarding and promoting the welfare of children and young people and protecting them from abuse and harm is a shared responsibility and depends on effective joint working between all staff working in the home and other agencies. All staff have a responsibility to report any suspicions that a young person has been mistreated or harmed.

Local authorities have a duty to promote and safeguard the welfare of children and to investigate and take necessary action to protect children and young people from abuse and harm.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

PART FOUR

Reporting a safeguarding concern

If abuse or actions that could be regarded as contrary to safeguarding the child is suspected it is vital to record all details of observations and factual knowledge.

This can be documented on a '**Record of information**' form or in writing to the designated Person, this will be the manager of the home then the Responsible Individual of Silver Lining or acting Designated Safeguarding Lead in their absence.

It is important that whichever medium is chosen the concern is raised as soon as is possible. *If the manager is unavailable, the **on-call manager out of hours** should be informed.*

Staff being involved with a child/young person in relation to an allegation *may* be placed on suspension with immediate effect.

It is not the responsibility of individual staff to conduct investigations and any attempt to do so could seriously compromise any statutory pathway that follows.

If you believe any young person or child to be at **immediate risk**, the **police** should be contacted on **999**. All steps should be taken to safeguard any child at risk of immediate harm.

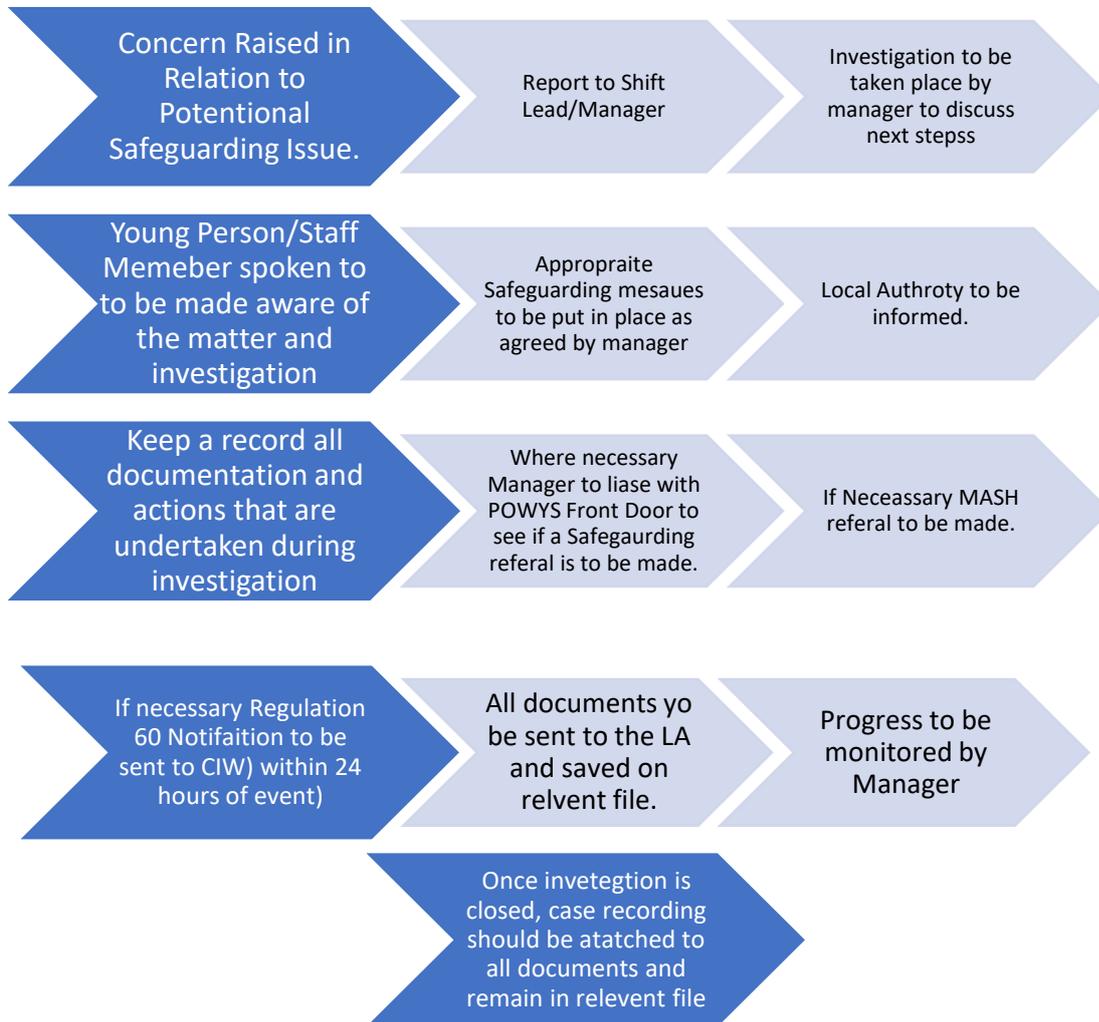
The allocated care team or **out of hours duty social work team should also be contacted** in the event that a safeguarding concern is raised regarding a young person.

Failure to act quickly when there is a suspicion of a young person being at risk of abuse, could **increase risk**. It is vital that all staff working with young people are aware of their responsibilities regarding the protection and safeguarding of children. Staff must be aware of the procedures in relation to any concern raised.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

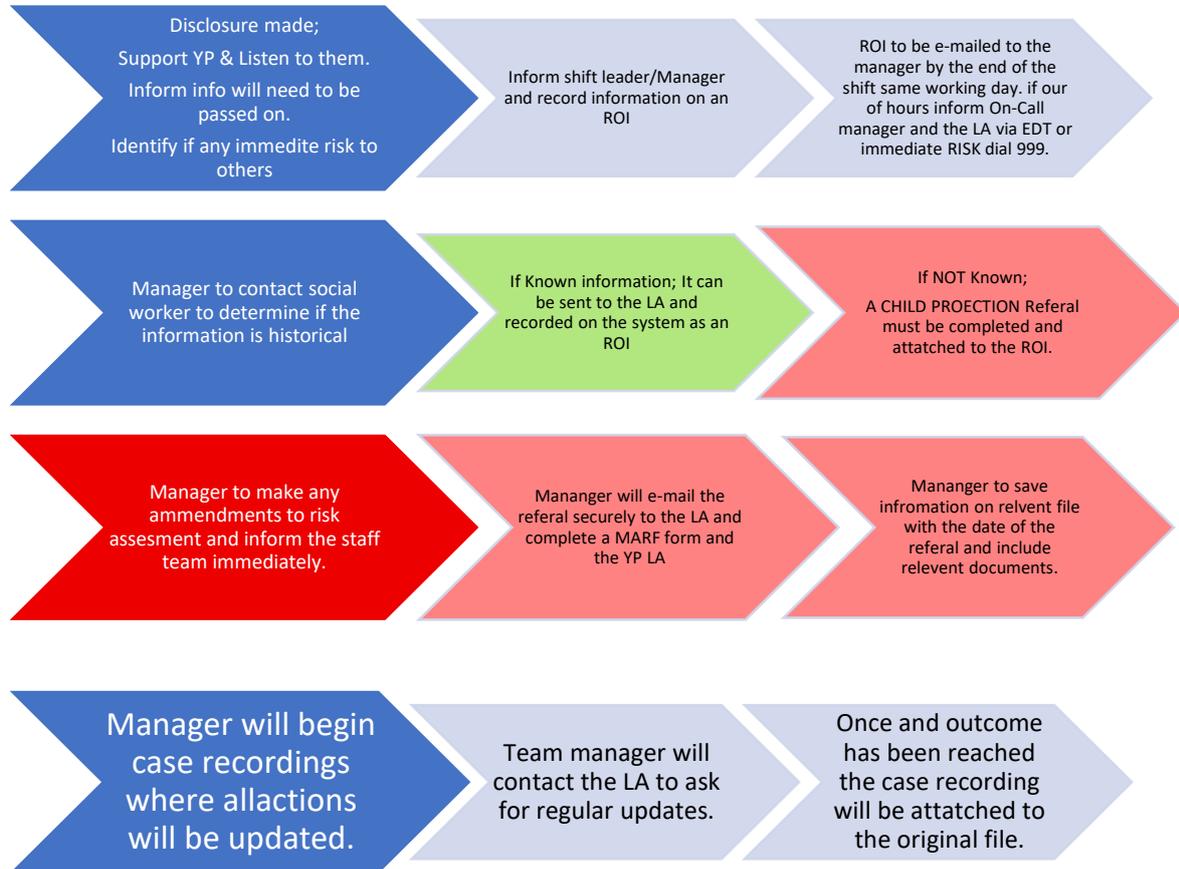
Process for Internal Safeguarding Concerns



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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Process for the Referral of a Safeguarding Concern.



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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Reporting Concerns

1. The principle is that **all** safeguarding concerns and any disclosures **must be reported**.
2. Children and young people must be listened to and enabled to report any abuse or neglect at the earliest opportunity. Children and young people should be supported by staff to understand what abuse is. They should be given information about how to report abuse or how to share any concerns about possible abuse. This should include being able to access in private, relevant websites or help lines such as Childline to seek advice and help.
3. The following actions should be taken when there is any concern or, disclosure about the welfare of a child or young person. This **includes** non-recent or historical abuse that may have occurred at some time in the past and may not have been previously reported or investigated.

Harm can be perpetrated by any person, including:

- Another child or young person (including serious or persistent bullying)
 - Allegations made Against Children or Young People.
 - A member of staff, or manager, *see additional procedures in Allegations Against Staff and Volunteers Procedure.*
 - A visitor or person in the community.
 - A teacher, social worker or other professional.
 - A parent or other family member.
 - Disclosures made as part of a therapeutic intervention or counselling session should also be reported, unless there is clear, written evidence in the child's file that the matter has been formally dealt with.
4. Staff should firstly make their report to the home's designated senior manager, unless the manager is implicated. In which case staff must notify one of the following:
 - Another manager who is not implicated.
 - The Local Authority Children's Social Care Services in whose area the home is located.
 - The social worker.
 - Police.
 - The Regulatory Authority.
 - In an emergency, where there is an immediate risk to the child or young person, staff must take necessary action. This may involve asking for Police assistance or seeking emergency medical assistance e.g. taking the child or young person to hospital or contacting the emergency services via 999. If the child or young person is taken to hospital or the Police are called, staff must inform them that there is a suspicion of abuse or harm. Thereafter staff must notify the manager (or another agency) as described above.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

5. Once notified, the **designated senior manager** will be responsible for following the Multi-Agency Safeguarding Children Procedures for your area and **making a referral** to the Local Authority Children's Social Care Services
6. If a Child Protection / Section 47 Enquiry is initiated, the home's manager must inform the Regulatory Authority

Receiving Concerns in relation to Abuse or Harm

1. When a staff member sees, hears or is told anything that causes them to become concerned that a child or young person is suffering or likely to suffer Significant Harm, they must report it immediately. Children and young people will sometimes disclose abuse to an adult who they have come to feel they can trust. If a child or young person discloses abuse it is important that **staff respond appropriately** by remaining calm and receptive; listening without interrupting; only asking questions for clarification and acknowledging the child or young person's courage in telling.
2. It is **not the staff member's responsibility to investigate** or in any way make judgements about what is reported to them. Investigations, if necessary, must be undertaken by the Police and Children's Social Care.
3. If a disclosure or allegation of abuse or harm has been made, staff should discuss with the child or other person who has made the complaint what steps they would like taken to protect them and their wishes should be shared and, if not in conflict with procedures, followed.
4. Where the allegation or disclosure is of a non-recent or historical nature, e.g. relating to abuse or harm that may have been perpetrated in another placement or by family members, allegations must be taken seriously and must be **reported in the same way as any other allegation**.
5. Staff must **not give absolute guarantees of confidentiality** to those who report possible abuse or harm, but they should guarantee that they will take steps to ensure that appropriate action is taken, and the child or young person protected.
6. If an allegation or any suspicion is about the behaviour, past or present of another member of staff, including managers, which may in any way put children or young person at risk, staff must follow the Allegations Against Staff and Volunteers Procedure.
7. Staff must make a **written record as soon as possible** of what they have been told, any questions they asked, and the replies given, and **the actions taken and by whom**. They **must** then give **the report to the designated senior manager**.

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

8. This information should be placed on the child or young person's record except where a colleague is implicated or there is any risk to the child or young person as a result, in which case notes/records should be given (e-mailed) to the manager dealing with the matter.
9. **Staff should not discuss the matter with others**, including other staff, parents etc unless asked to do so by those responsible for dealing any subsequent investigation or enquiry.

Action by the Designated Senior Manager

1. After receiving a report of a concern, suspicion or allegation of abuse or harm, the home's designated senior manager must firstly take any **steps needed to protect** any child or young person from **risk of immediate harm**.
2. The designated senior manager should ensure the following people are notified:
 - The line manager for the home.
 - Children's Social Care in the area where the home is located. (MARF)
 - If the suspicion/allegation relates to a member of staff/professional, the manager should ensure the Local Authority Designated Officer (LADO) Team of Designated Officers is notified.
 - The Placing Authority/child's social worker.
 - If a Child Protection Enquiry is initiated, the Regulatory Authority, see Notification of Serious Events Procedure.
3. The procedures that will be followed will depend on the decisions made by Children's Social Care and the social worker. It is also likely that the Regulatory Authority will be involved in decision making.
4. The home's manager (or delegated senior manager) will co-operate with the decisions/actions taken by them.

Following receipt of the referral

If Children's Social Care have concerns that a child or young person has suffered or is likely to suffer significant harm a Strategy Discussion/Meeting will be convened, to decide whether to initiate a Child Protection Enquiry and, if so, to agree the following with the manager:

- Who should inform the child's parent(s);
- Arrangements for any medical examination of the child or young person;
- Any immediate arrangements for protection of the child(ren), including whether the child or young person should be moved to another Home;
- Whether it is necessary to inform staff within the home and if so who will do it;
- Whether any implicated staff should be suspended or moved;

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Who should inform/update the person making the initial allegation of the steps/actions taken?

The designated senior manager should ensure that the child or young person is supported during any enquiries/investigation, this may require an independent advocate or independent person to be involved. The manager should also ensure that all staff co-operate fully.

Allegations made against Children or Young People

Abuse and harm can be perpetrated upon one child or young person by another in many different ways, including persistent or serious bullying, sexual exploitation, aggressive, exploitative or other threatening behaviour which places a child or young person at risk.

Where there is any suspicion or allegation of abuse or harm perpetrated by one child or young person upon another, Reporting Concerns should be followed.

Protecting the rights of both victim and alleged perpetrator is important. It may be necessary, dependent on an assessment of all the facts; to separate the alleged perpetrator and victim but it may not be possible to explain why this is necessary to the perpetrator.

Throughout the process thereafter it will be necessary to ensure that children or young people with allegations made against them are properly supported, by an independent person if appropriate or required, as well as their social worker and parent(s).

Once the investigation is complete, consideration will then need to be given to the needs and interests of both alleged victim and perpetrator, and whether counselling and/or other support should be given.

Children or young people who are known to have sexually abused other children should not be placed together unless a risk assessment has been undertaken by someone specially qualified to do so.

Review and Monitoring

- Reviewed annually or following significant legal/policy changes
- Reviewed by the Responsible Individual
- Feedback gathered from staff, children and inspectors
- Logs and audits of concerns are monitored monthly

Next Review Date: August 2026

Policy Owner: Jade Hill – Responsible Individual

DSLs: Home Managers (contact displayed in each home)

July 2025

** If you have any concerns regarding the following you need to raise as a safeguarding issue**

Key Contacts and Resources

- Wales Safeguarding Procedures: <https://safeguarding.wales>
- CIW Notifications: <https://careinspectorate.wales>
- MASH and Local Authority: Refer to specific Local Safeguarding Board websites
- CEOP: <https://www.ceop.police.uk/safety-centre>
- Childline: 0800 1111 | <https://www.childline.org.uk>
- Meic Cymru: 080880 23456 | <https://www.meiccymru.org>

Home

Children and young people at risk of harm

- Section 1** > Safeguarding principles and effective practice: children
- Section 2** > The duty to report a child at risk of abuse, neglect and/or harm
- Section 3 part 1** > Responding to a report of a child at risk of harm, abuse and/or neglect
- Section 3 part 2** > Decision making and initial child protection conferences
- Section 4** > Planning and intervention for children on the child protection register
- Section 5** > Safeguarding allegations / concerns about practitioners and those in positions of trust
- Section 6** > All Wales Practice Guides

July 2025

** If you have any concerns regarding the following you need to raise as a safeguarding issue**



<https://safeguarding.wales/en/>

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** If you have any concerns regarding the following you need to raise as a safeguarding issue**