



Registered Charity No. 1180524

SAFEGUARDING & CHILD PROTECTION POLICY & PROCEDURES

with Appendix – DBS, Safe Employment Policy COVID-19 Special Arrangements



Oxfordshire Safeguarding Children Board

Reviewed Jan 2024 – Next Review Jan 2025

SAFEGUARDING & CHILD PROTECTION POLICY & PROCEDURES

1. General Statement:

1.1. This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

- a. "Working Together to Safeguard Children 2015"
- b. "Framework for the Assessment of Children in Need and their Families" 2000

- c. "What to do if you are worried a Child is being Abused" 2015 ¹
- d. Oxfordshire Safeguarding Children Board (OSCB) guidelines

1.2. The Trustees take seriously their responsibility under section 11 of the Children Act and duties under "working together" to safeguard ² and promote the welfare of Young People; and to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those Young People who are suffering harm or are likely to suffer harm.

1.3. We recognise that all Staff³ and Trustees have a full and active part to play in protecting the Young People from harm, and that the Young Person's welfare is our paramount concern.

1.4. Our setting should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual Young Person free from discrimination or bullying where Young People can play and develop happily.

1.5. This policy applies to all Staff, Trustees and Volunteers working at The Let's Play Project.

1.6. The aims of this policy are:

- a. To support the Young Person's development in ways that will foster security, confidence and resilience
- b. To provide an environment in which Young People feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- c. To raise the awareness with all staff of the need to safeguard Young People and of their responsibilities in identifying and reporting possible cases of abuse.
- d. To provide a systematic means of monitoring Young People known or thought to be at risk of harm, and ensure we contribute to assessments of need and support plans for those Young People where appropriate.

¹ What To Do If You Are Worried A Child is being Abused www.doh.gov.uk/safeguardingchildren/index.htm

² Safeguarding (as defined in the Joint Inspector's Safeguarding report is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies"

³ "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

- e. To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding Young People.
- f. To develop a structured procedure within the Let's Play Project which will be followed by all members of the staff in cases of suspected abuse.
- g. To develop effective working relationships with all other agencies, involved in safeguarding Young People.
- h. To ensure that all adults within Let's Play who have access to Young People have been checked as to their suitability. This includes other community users of our facilities, following correct staff recruitment and selection procedures.

This document should be read in conjunction with the following policies:

- a. Recruitment of Ex-Offenders – PP04
- b. DBS & Safe Employment – PP06

2. Procedures:

2.1. The Let's Play Project procedures for safeguarding Young People will be in line with Oxfordshire Local Authority (the LA) and Oxfordshire Safeguarding Children Board (OSCB), Child Protection Procedures, and "Working Together to Safeguard Children 2015". We will ensure that:

- 2.1.1. The Trustees understand and fulfil its safeguarding responsibilities.
- 2.1.2. Activities Manager, Activities Assistants and Operations Manager have undertaken appropriate training for the role, as recommended by the OSCB, within the past two years. Our Core Staff will update their training with OSCB approved training every two years.
- 2.1.3. In the absence of an appropriately trained member of staff, (the Safeguarding Lead) Shirley Gelleburn of our Trustees will assume this role.
- 2.1.4. All Staff and Volunteers new to Let's Play will be made aware of this policy and the procedures for child protection, the name and contact details of the Core Staff or Session Leader and have these explained, as part of their induction into the Project.

- 2.1.5. All members of staff are provided with opportunities at least every three years to receive training to develop their understanding of the signs and indicators of abuse, how to respond to a Young Person who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 2.1.6. Our Disclosure barring service (DBS) and policy and commitment to Safer Recruitment will ensure the suitability of adults working with Young People on our site at any time.
- 2.1.7. Community users organising activities for children are aware of and understand the need for compliance with the Let's Play guidelines and procedures.
- 2.1.8. The name of any member of staff considered not suitable to work with Young People will be notified to the DBS (Disclosure and Barring service), with the advice and support of the Trustees and or Local Authority Designated Officer (LADO).
- 2.1.9. Our procedures will be annually reviewed and up-dated and a summary report of findings sent to our Trustees and the OSCB.

3. Responsibilities:

3.1. Staff at Let's Play will follow the OSCB Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk).

3.2. We will therefore:

- 3.2.1. Understand that our responsibility to safeguard Young People requires that we all appropriately share any concerns that we may have about Young People.
- 3.2.2. Ensure that we refer a Young Person if there are concerns about a Young Person's welfare, possible abuse or neglect to the Locality & Community Support Service North on 0345 241 2703. For young people in immediate danger contact the Multi Agency Safeguarding Hub (MASH) on the following contact number 0845 0507666.
- 3.2.3. Ensure that detailed and accurate written records of concerns about a Young Person are kept even if there is no need to make an immediate referral. See guidance on record keeping:

[http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Keeping_Child_Protection Records.doc](http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Keeping_Child_Protection_Records.doc)

- 3.2.4. Ensure that all such records are kept confidentially and securely.
- 3.2.5. Ensure that the Core Staff, or another appropriate member of staff, attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process, and provides a report which has been shared with the parents.
- 3.2.6. Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- 3.2.7. Ensure that all Let's Play staff are aware of the Safeguarding policy and procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.
- 3.2.8. Provide, where requested, an annual report for the Trustees, detailing any changes to the policy and procedures; training undertaken by the Core Staff and by all staff, number and type of incidents/cases, and number of Young People referred to Children's Social Care and subject to Child Protection Plans (anonymised). The Trustees will use this report to fulfil its responsibility to provide the OSCB with information about their Safeguarding policies and procedures when requested.
- 3.2.9. Keep themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the Oxfordshire Safeguarding Children Board. Frequent training should include training on child sexual exploitation, radicalisation as well as generalist and specialist safeguarding training.
- 3.2.10. Ensure that all staff and volunteers understand that there is a procedure to be followed in dealing with child protection allegations made against staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about children.
- 3.2.11. Ensure that we have staff on all interview panels who are Safer Recruitment Trained.

3.2.12. Ensure that all Staff and Volunteers are selected and recruited only after having gone through appropriate checks.

3.2.13. Our setting will have regard to our obligations to prevent our young people from being drawn into extremism or terrorism. We recognise that this is our statutory duty under the counter terrorism and security act 2015. Please see the links below for further guidance and information around this.

- a. [Prevent Briefing](#)
- b. [Prevent within Schools](#)
- c. [Channel Panel Advice](#)

4. Supporting Young People:

4.1. We recognise that a Young Person who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/her, and find it difficult to develop and maintain a sense of self-worth.

4.2. We accept that research shows that the behaviour of a Young Person adult in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.3. At Let's Play we will support all Young People by:

4.3.1. Encouraging the development of self-esteem and resilience in every aspect of life.

4.3.2. Promoting a caring, safe and positive environment.

4.3.3. Liaising and working together with all other support services and those agencies involved in the safeguarding of Young People.

4.3.4. Notifying Social Care as soon as there is a significant concern.

4.3.5. Notifying Social Care when a Young Person attending the centre are privately fostered.

5. Confidentiality:

- 5.1. We recognise that all matters relating to child protection are confidential.
- 5.2. The Core Staff or Session Leader will disclose personal information about a Young Person to other members of staff on a need to know basis only.
- 5.3. However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard Young People.
- 5.4. All staff must be aware that they cannot promise a Young Person to keep secrets which might compromise the Young Person's safety or well-being or that of another.
- 5.5. We will always undertake to share our intention to refer a Young Person to MASH with their parents /carers unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with the Trustees or MASH/OSCB on this point.
- 5.6. We will take no names consultations with our local Assessment Teams to discuss concerns we may have, but we understand that if they then ask for a name, we will disclose those details and it will become a referral.

6. Supporting Staff

- 6.1. We recognise that staff working at Let's Play who have become involved with a young person who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2. We will support such staff by providing an opportunity to talk through their anxieties with the Core Staff or Session Leader and to seek further support. This could be provided by another trusted colleague, or a representative of a professional body, as appropriate.
- 6.3. In consultation with all staff, we have adopted a code of conduct for staff at Let's Play. This forms part of our staff induction pack. We understand that staff should have access to advice on the boundaries of appropriate behaviour.
- 6.4. We recognise that our Core Staff and Session Leaders should have access to support and appropriate workshops, courses or meetings as organised by the OSCB.

7. Allegations against staff:

- 7.1. All staff should take care not to place themselves in a vulnerable position with a young person. It is always advisable for interviews or work with individual Young People or parents to be conducted in view of other adults.
- 7.2. We understand that a Young Person may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Project Manager or the most senior member of staff available.
- 7.3. The Project Manager on all such occasions will discuss the content of the allegation with the LADO **before taking any action.** Our Oxfordshire County contact can be contacted via email lado.safeguardingchildren@oxfordshire.gov.uk or calling 01865 810603
- 7.4. If the allegation made to a member of staff concerns the manager themselves, the person receiving the allegation will immediately inform the Chair of Trustees who will consult with LADO, without notifying the manager first.
- 7.5. Let's Play will follow the procedures for managing allegations against staff, a copy of which can be accessed through the OSCB website.
- 7.6. Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with the above-named professionals in making this decision.

8. Whistleblowing:

- 8.1. We recognise that Young People cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team where necessary.

9. Physical Intervention/Positive Handling:

- 9.1. Our policy on physical intervention/positive handling by staff is set out separately as part of our Physical Intervention Policy (PP25). It complies with OSCB Guidance, 'The Use of Force to Control or Restrain Pupils' 2010.

- 9.2. Such events are recorded on a physical intervention form and signed by the witnesses.
- 9.3. We recommend that staff that are likely to need to use physical intervention should be appropriately trained.
- 9.4. We understand that physical intervention of a nature that causes injury or distress to a young person may be considered under child protection or disciplinary procedures.

10. Anti-Bullying:

- 10.1. Our policy on the prevention and management of bullying is set out in our Anti Bullying Policy (PP26) and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. Bullying is a safeguarding matter that if left unresolved can become a child protection matter. Our setting will take seriously any bullying concerns, and both investigate and take action to protect pupils where appropriate.

11. Health & Safety:

- 11.1. Our Health & Safety policy (PP02), set out in a separate document, reflects the consideration we give to the protection of our Young People both physically within Let's Play, and when away from Let's Play when undertaking trips out.

12. Mobile Phones:

- 12.1. The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is forbidden.
- 12.2. Any personal calls should be directed to the Let's Play's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately.
- 12.3. At the start of each session staff or child service user will place their mobile phone in the designated container which will be locked in the office until the session is over.

- 12.4. An increasing number of mobile phones now have built-in cameras and have the capability to capture copy and transmit images through a range of technologies and formats. Employees should never take or transmit images of pupils and colleagues on their personal mobile phone.
- 12.5. A work mobile phone has been provided to Activities Manager and Assistants, which can be used in sessions as it has no photographic capability.

13. Role of the Trustees:

- 13.1. The Trustees of Let's Play undertake the regular review of safeguarding related policies and procedures that operate at Let's Play.
- 13.2. The Trustees have a crucial role in monitoring and challenging staff on the effectiveness of safeguarding arrangements
- 13.3. All staff have a responsibility for action in cases of suspected child abuse. This document outlines the procedures which should be followed if any member of staff suspects a young person is being abused, or if a disclosure is made.

Immediate action is required where there is concern about possible abuse, written records must be made at each stage of the process.

- 13.4. All staff are asked to be alert to possible physical or emotional problems being experienced by Young People.

If a Young Person asks to speak to you about a problem, do not promise confidentiality but explain that it may be necessary to consult a colleague.

14. Categories of Abuse:

- 14.1. The table below outlines the four main categories of abuse as defined by the Department of Health "Working Together to Safeguard Children" document 2010. (Full definitions can be found in this document) Staff should be aware

that the possible indicators are not definitive and that some young people may present these behaviours for reasons other than abuse.

Type of Abuse	<u>Possible Indicators</u>
<p style="text-align: center;">Neglect</p> <p>The persistent failure to meet a young person's basic physical and psychological needs, likely to result in the serious impairments of the young person'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:</p> <ul style="list-style-type: none"> • provide food, clothing and shelter • protect a Young Person from physical and emotional harm or danger • ensure adequate supervision • ensure access to appropriate medical care or treatment 	<p>Obvious signs of lack of care, including:</p> <ul style="list-style-type: none"> • Problems with personal hygiene • Constant hunger • Inadequate clothing • Emaciation • Lateness or non-attendance at Let's Play • Poor relationship with peers • Untreated medical problems • Compulsive stealing and scavenging • Rocking, hair twisting, thumb sucking • Running away • Low self-esteem
<p style="text-align: center;">Physical Abuse</p> <p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a Young Person.</p>	<ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence • conflicting or unrealistic explanations of cause • repeated injuries • Delay in reporting or seeking medical advice.
<p style="text-align: center;">Sexual Abuse</p> <p>Forcing or enticing a Young Person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving young people in watching pornographic material or watching sexual acts.</p>	<ul style="list-style-type: none"> • Sudden changes in behaviour • Displays of affection which are sexual and age inappropriate • Tendency to cling or need constant reassurance • Tendency to cry easily • Regression to younger behaviour – e.g. thumb sucking, acting like a baby • Unexplained gifts or money • Depression and withdrawal • Wetting/soiling day or night • Fear of undressing for swimming

Emotional Abuse	
<p>The persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p>	<ul style="list-style-type: none"> • Rejection • Isolation • Young Person being blamed for actions of adults • Young person being used as carer for younger siblings • Affection and basic emotional care giving/warmth • persistently absent or withheld.

15. Child sexual exploitation (CSE):

15.1. The sexual exploitation of young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

15.2. Key facts about CSE

15.2.1. Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8.

15.2.2. It affects both girls and boys and can happen in all communities.

15.2.3. Any person can be targeted but there are some particularly vulnerable groups: Looked After Young People, Young People Leaving Care and Young People with Disabilities.

15.2.4. Victims of CSE may also be trafficked (locally, nationally and internationally).

15.2.5. Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.

15.2.6. Sexual violence or abuse against young people represents a major public health and social welfare problem within UK society, affecting 16% of young people under 16. That is approximately 2 million children.

15.3. **Good practice – Individuals**

15.3.1. Recognise the symptoms and distinguish them from other forms of abuse

15.3.2. Treat the Young Person as a victim of abuse

15.3.3. Understand the perspective/behavior of the young person and be patient with them

15.3.4. Help the young person to recognise that they are being exploited

15.3.5. Collate as much information as possible

15.3.6. Share information with other agencies and seek advice / refer to Social Care.

15.4. **Good practice – Organizations:**

15.4.1. Ensure robust safeguarding policies and procedures are in place which cover CSE

15.4.2. Promote and engage in effective multi-agency working to prevent abuse

15.4.3. Work to help victims move out of exploitation

15.4.4. Cooperate to enable successful investigations and prosecutions of perpetrators

15.4.5. Link to guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding Children and Young People from Sexual Exploitation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf)

16. Modern Slavery + Trafficking:

Slavery is the status or condition of a person over whom any or all the powers attaching to the right of ownership are exercised.

Victims of modern slavery may be;

- forced to work – through coercion, or mental or physical threat;
- owned or controlled by an 'employer', through mental or physical abuse or the threat of abuse.
- dehumanised, treated as a commodity or bought and sold as 'property';
- physically constrained or have restrictions placed on their freedom of movement

Although many people think of modern slavery and human trafficking as only affecting adults, it affects children as well. Both adults and children can be recruited, moved or transported and then exploited, forced to work or sold. Victims are often subject to multiple forms of exploitation. The Modern Slavery Act 2015 provides legal protection and support to victims and covers two offences –

1. Human trafficking and
2. Forced labour and servitude.

Children do not have to prove that they have been coerced or persuaded in order to be a victim of modern slavery, i.e. a child's consent to being trafficked is irrelevant and it is not necessary to prove coercion or any other inducement for there to be an offence. This includes their engagement in criminal activity.

It is also not just about trafficking adults and children across national borders; human trafficking can take place anywhere. The Government estimates that there are tens of thousands of people in modern slavery in the UK.

Children are trafficked for;

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Public authorities have a duty under the Act to notify the Home Office when they come across potential victims of modern slavery and people trafficking.

Further information

- [Modern Slavery Act 2015](#)

17. Forced marriages (FM):

17.1. FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

17.2. A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

17.3. FM is illegal in England and Wales. This includes:

17.3.1. Taking someone overseas to force them to marry (whether or not the forced marriage takes place).

17.3.2. Marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not).

17.3.3. Link to the guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

18. Female Genital Mutilation (FGM):

18.1. FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.

- 18.2. FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.
- 18.3. Other than in the excepted circumstances, it is an offence for **any person (regardless of their nationality or residence status)** to:
 - 18.3.1. Perform FGM in England, Wales or Northern Ireland (section 1 of the Act);
 - 18.3.2. Assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act); and
 - 18.3.3. Assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a **UK national or permanent UK resident** (section 3 of the Act).
 - 18.3.4. Link to the guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

19. Prevent:

- 19.1. The Counter Terrorism & Security Act 2015 places a Prevent duty on specified schools to have “due regard to the need to prevent people from being drawn into terrorism”. The education and childcare specified authorities in Schedule 6 to the Act are as follows:
 - 19.1.1. The proprietors of maintained schools, non-maintained special schools, maintained nursery schools, independent schools (including academies and free schools) and alternative provision academies, PRUs, registered early years providers, registered late years providers and some holiday schemes.
- 19.2. Schools/settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas:
 - 19.2.1. Assessing the risk of young people being drawn into terrorism
 - 19.2.2. Demonstrate that they are protecting young people from being drawn into terrorism by having robust safeguarding policies.
 - 19.2.3. Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.

19.2.4. Make sure that staff have training that gives them the knowledge and confidence to identify young people at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism

19.2.5. Expected to ensure young people are safe from terrorist and extremist material when accessing the internet in school.

20. Dealing with Disclosures:

20.1. Receive

20.1.1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.

20.2. Reassure

20.2.1. Stay calm, no judgements, empathise. **Never make a promise that you can keep what a child has said a secret.** Giving reassurance that only those who need to know will be told. Reassure the young person that they were right to tell you.

20.3. React

20.3.1. React to the young person only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.

- a. Don't ask leading questions – keep the questions open e.g. 'is there anything else you want to say?'
- b. Do not criticize the perpetrator; the student may have affection for him/her.
- c. Explain what you will do next – inform the Session Leader, keep in contact.

20.4. Record

20.4.1. If possible, make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can.

- a. Try to record what was said by the Young Person rather than your interpretation of what they are telling you.
- b. Record the date, time, place and any noticeable nonverbal behaviour.

20.5. Report

20.5.1. Report the incident to the Session Leader and do not tell any other adults or Young People what you have been told.

Never attempt to carry out an investigation of suspected abuse by interviewing the Young Person or any others involved. This is a highly skilled role and any attempts by yourself could affect possible criminal proceedings.

20.6. Record Keeping

20.6.1. The Safeguarding Leads for child protection are responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place. This means that the records will be a coherent factual record of the concerns that are stored on individual young people in a clear chronological order.

If you have any safeguarding concerns ring:

Let's Play Project Designated Leads:

Sammy Bates – 07852251073

Libby Gardner – 07582400990

Mash + LCSS North – 0345 050 7666

*If you have concerns about a member of staff contact the LADO (Local Authority Designated Officer) on: **01865 810603.***



Oxfordshire LA would like to acknowledge the following, whose documents were referred to during the preparation of this policy: Buckinghamshire, Thurrock, Cambridgeshire, Northamptonshire, Kent and IRSC colleagues.

Appendix 1: - Safeguarding Flow Chart

