

# SAFEGUARDING – GUIDELINES FOR CHILDREN’S AND YOUNG PEOPLE’S WORK

---

## Record of updates

<b>SAFEGUARDING POLICY</b>	
<b>Policy Created</b>	<b>January 2006</b>
<b>Adopted by Trustees</b>	<b>January 2006</b>
<b>Revision Due</b>	<b>July 2010</b>
<b>Revision Due</b>	<b>July 2013</b>
<b>Revision Due</b>	<b>July 2014</b>
<b>Revision Due</b>	<b>July 2015</b>

<b>DOCUMENT VERSION CONTROL</b>		
<b>Issue No.</b>	<b>Issue Date</b>	<b>Summary of Changes</b>
1	January 2006	Original Policy
2	January 2007	Change in Child Protection Nominated person
3	January 2008	Revised to include Manual Handling and Handling allegations of abuse by staff
4	November 2008	Revised to add Space Requirements, Drugs & Alcohol, Recruitment of People with criminal record
5	January 2010	Revised to add non usage of camera phones
6	March 2010	Change in Child Protection Nominated person
7	November 2010	Wording revisions
8	January 2011	Further revision re Rules on Use of Personal Phones
9	March 2012	Remove wording relating to electric socket covers
10	April 2012	Appendix 12 added and New LADO flowchart
11	April 2013	No Changes
12	May 2013	New Alert Form & reference to latest LSCB procedures
13	June 2014	Updated WSCB flowchart
14	August 2014	Updated wording to DBS section
15	November 2014	Wording changes
16	July 2015	Wording changes & nominated person

**This policy will be reviewed every six months and an annual CP audit will be conducted – this will be reviewed mid-year**

# **SAFE FROM HARM – GUIDELINES FOR CHILDREN’S AND YOUNG PEOPLE’S WORK**

**(including**

- Fire Procedures,**
- First Aid Provision and**
- Health & Safety)**

## **Contents**

- Responsibility for safeguarding the welfare of children and young people
- Planning to minimise situations where abuse may occur
- Introduction of a system whereby children can talk with an independent person
- Procedures for selecting, managing and training workers with children and young people
- Transporting children to and from events
- Outings and Residential Activities
- Insurance policy
- Implementation and review of the SAFE FROM HARM guidelines

## **Appendices**

1. Job description
2. Application form/Confidential Declaration
3. Child protection guidelines
4. Letter to Referees
5. Risk Assessment blank
6. Lost Child Procedure
7. Handling Accidents Procedure and Handling Incidents Procedure and Working with Parents Procedure
8. Equal Opportunities Policy
9. Complaints Procedure
10. Handling allegation of abuse by a member of staff
11. Dealing with an allegation of abuse flowchart
12. Alert Form

## **Responsibility for safeguarding the welfare of children and young people**

Everyone shares in the task of preventing physical, sexual and emotional abuse of children and young people. A child is a young person under the age of 18 years.

However, the Trustees and leaders within children's and youth groups have a responsibility for leadership in this area, most particularly in providing an appropriate environment to ensure the safety of children and their teachers and leaders.

The RISE Trust have available the latest version of Wiltshire Safeguarding Children Board's document on Safeguarding Children. This document provides an overview of Wiltshire's model of integrated working within children's services, and also to give some guidance about making decisions on service thresholds to everyone who works with children and young people.

The Trustees are responsible for the appointment of all staff and volunteers.

### **Frequency of tasks**

The following shall be performed termly:

1. The fire drill
2. A thorough check and clean of all equipment and toys
3. A check and replenishment of the first aid box.

The following shall be performed annually:

1. Inspection of electrical equipment – The Playleader to ensure that the stickers are applied detailing the date of inspection and due date for next inspection.
2. Inspection of fire equipment by registered technician.

The RISE Trust operates a no smoking policy and no member of staff or volunteer shall smoke in the presence of any children being cared for by the RISE Trust.

### **(a) Registration**

Formal records of children and young people shall be maintained. These shall include:

- § the child's name
- § date of birth
- § address
- § telephone number
- § emergency contact details
- § the name of the parent or guardian
- § any special information concerning allergies to food or medication
- § whether any named persons have restricted access to the child

This record shall be updated at least annually (September) as soon as any change of details occur.

At each meeting of each group of children or young people, a register shall be completed to ensure the Leaders know which children are present.

Leaders must be aware of the whereabouts of all children in their care at all times.

In the event that a child is lost or not collected the Lost Child Procedure is to be followed. See appendix 6.

### **(b) Fire Procedure**

In the event of a fire, or suspected fire, or incident requiring evacuation, Leaders must account for all children in their care and evacuate the building by the nearest available door. Children should be evacuated to the main car park at the front of the building.

A register of those present should be taken. When all are accounted for, and when it is safe to do so, the children should be supervised whilst waiting for collection by their parents or carers.

A record of each child's whereabouts MUST be maintained at all times. The emergency services should be called as soon as possible, maintaining sufficient adult/child ratio as stated below.

Fire exits must never be blocked and must be kept clear of equipment; leaders should be familiar with the position of fire extinguishers and have a basic knowledge on how to use them.

Fire drills are to be carried out monthly.

### **(c) First aid provision**

One nominated and suitably qualified adult shall be responsible for first aid and he or she shall be available for the duration of each session.

The first aid box shall be stored in an accessible (to adults) place but out of reach of children.

In the event of an accident or of a child being taken ill, the nominated person for first aid should be summonsed, the child must at all times remain in the care of a responsible adult.

Injuries requiring hospital treatment may be transported to hospital by private car, if they are not serious, however the casualty must have an escort as well as a driver. If the casualty is a child and car transport is deemed suitable it is preferable that the parent or guardian are located and taken to the hospital with their child.

If at all in doubt an ambulance must be called.

If a child shall fall ill during a session a member of staff shall contact the child's parent or carer. The child shall be cared for until a parent or carer arrives to collect the child. A Child Illness form shall be completed to record the details of the symptoms and any actions taken by RISE Trust staff. The parent shall sign to indicate that the child has left the premises. Children should not attend until 48 hours have elapsed since the last incident of vomiting or diarrhoea. In the case a child has an infectious and/or contagious condition then the child should not attend until a medical practitioner has confirmed that the child no longer has the infectious/contagious condition.

### **(d) Incidents / accidents**

All incidents and accidents must be recorded in accordance with the handling incident or accident procedures. See appendix 7.

Should the incident or accident involve a minor, their parent or guardian must be informed at the earliest possible time. Parents or guardians should be asked to sign the accident or incident form to record the fact that they have been informed. Incidents and accidents of a serious nature should be reported to the RISE Trustees.

### **(e) Administering medication**

Administering medication to minors does not come within the role of a nominated adult responsible for first aid.

Parents of children requiring medication during the time they are in the care of the children's worker must have completed a "Medication Form". The person authorised to do so by the parent should administer medication. This should in preference be the Group Leader.

Medications held for this purpose must be stored safely and in accordance with the instruction on the label. All medication must be in a container labelled with the drug name and the child's name.

*It is the parent's responsibility to ensure this is done properly.*

**If the children's worker is unhappy about administering medication they must not accept responsibility from the parent**

## **(f) Health and Safety**

The health, safety and well being of those children cared for by the RISE Trust, RISE Trust employees and other adults and children visiting the s of up most importance. It is the responsibility of all RISE Trust employees and volunteers to implement good practice, to pay attention to any hazards and to record and report them appropriately.

It is the responsibility of the senior member of staff to ensure that the play setting (indoors and outside) is kept clean, safe, secure and that all hazards are assessed, recorded and dealt with appropriately. Potentially hazardous equipment and substances are to be securely stored. Equipment, toys and resources to be used by children and young people attending are to be checked that they are fit for purpose. Any water or drainage system outside is to be made safe and children are to be closely supervised during water activities.

It is the responsibility of the senior member of staff to keep the RISE TRUST trustees fully informed and to give direction and instruction to the play workers and volunteers working in the setting.

The following should be checked for each session:

1. Front door lock and release button – Playleader ensure that the caretaker is notified if faulty.
2. The intercom/bell – Playleader ensure that the caretaker is notified if faulty. Post a sign on the window to inform parents/carers on how they are to make you aware that they are waiting to collect their child(ren).
3. Toilet facilities including the disabled toilet - Playleader ensure that the caretaker is notified if faulty. Playleader to ensure that the toilet facilities are clean at the beginning of the session and cleaned up if necessary by the end of the session. Disposable aprons and gloves to be used for protection when changing soiled articles and nappies and cleaning up bodily fluids and stools.
4. All exits are clear from obstruction – Playleader to ensure that any obstructions are cleared.
5. The kitchen area in terms of hygiene, storage and safety –
  - Playleader to ensure that it is cleaned up if it is dirty, before, during and at the end of the session.
  - Playleader to ensure that the fridge is checked daily for food that has exceeded its eat by date and note and record the fridge temperature
  - Playleader to ensure that knives are out of reach of children
  - Playleader to ensure that the door to the kitchen is locked when the kitchen is not in use.
  - Aprons to be worn when working in the kitchen, preparing and serving food
6. The phone – Playleader to ensure that it is charged up and can be used to make and receive calls.
7. Visual inspection of the fire extinguishers, fire alarm panel and emergency lighting to be done.
8. The heating and ventilation system is operational.
9. That fresh drinking water is available for children to access when they need it

## **(g) Manual Handling**

The RISE Trust requires employees and trustees to comply with The Manual Handling Operations Regulations 1992, as amended in 2002. These regulations require that the risks specifically associated with manual handling activities (including lifting, lowering, pushing, pulling and carrying) are assessed, and eliminated or reduced as far as reasonably practicable. The load may be inanimate – such as box or a trolley, or animate – a person, child or adult.

### **Duties of Employees**

Staff should follow the Health and Safety Method Statements developed from the risk assessment for handling operations, using any mechanical aids provided. Any hazards or risks immediately reported to their manager/supervisor.

### **Risk Assessment**

When a manual handling operation could give rise to personal injury, there is a need for a specific risk assessment, which should be in writing.

A risk assessment checklist is presented in the HSE Code of Practice for Manual Handling Operation Regulations, attached as appendix 10. This is a suitable means of undertaking a specific manual handling risk assessment.

When lifting children the nursery practitioner must make a judgement on how heavy a child they are able to lift as an individual. Therefore as with any manual handling task, the practitioner must perform a risk assessment before lifting the child and the practitioner must take into consideration:

- How much the child weighs
- What their lifting capabilities are as an individual
- The environment
- The task
- If the lifting is necessary

### **(h) Equal Opportunities**

The trustees require that the Equal Opportunities Policy is followed. See appendix 8.

#### **Special Needs Statement:**

It is The RISE Trust's policy to discuss on a case-by-case basis the needs and care plan of each child in its care.

Initially parents are invited to inspect the facilities provided by The RISE Trust.

At this stage a member of staff shall discuss with the parents a care plan for the child.

The RISE Trust shall use reasonable effort to accommodate the needs of the child.

### **(i) Managing a Child's Behaviour**

No member of staff, paid or a volunteer shall administer or threaten physical punishment to a child in his or her care. Under no circumstances shall a child be shaken.

The RISE Trust's behaviour management policy focuses on:

- Prevention of unacceptable behaviour
- Redirection of the child's actions and focus
- Care and consideration for the child
- Consistency of behaviour displayed by representatives of The RISE Trust
- Respect for people and property by children and adults
- Firm and fair treatment of all at all times
- Parental involvement in their child's behaviour
- Constructive help and support provided by representatives of The RISE Trust to resolve difficulties
- Children may only be restrained physically with the minimum of force necessary to prevent a serious happening, prevention of an accident or avoidance of injury
- It is the behaviour not the child that is unacceptable

### **(j) Working with parents and carers**

The RISE Trust shall take all complaints about its childcare services seriously regardless of the complainant's gender, racial origins, cultural or social, disability, age or sexuality.

The RISE Trust aims to provide a high quality, effective and accessible service to children and parents. It is the intention of The RISE Trust to work in partnership with parents and the community in general and it welcomes suggestions on how to improve the childcare service.

However should a parent or child feel they have a complaint about some aspect of how the service is run or an individual member of staff which is not possible to resolve as soon as it has occurred make a note of the complaint and follow the Complaints Procedure in appendix 9.

The procedure for Working with Parents (appendix 7) should be followed to help regular exchange of information between parents and staff.

A parent shall have access to all written records about his or her child.



## 2. Planning to minimise situations where abuse may occur

Few people actually wish to harm children but we must reduce the opportunities for abuse to take place. We will take the following precautions in our planning:

**(a) Arrange that, as far as possible, no adult is left alone with a child or young person where there is little chance of the activity being observed by others.**

This may mean groups sharing a large space or working with adjoining doors open. A lone volunteer should tell someone else that he or she is working unaided. (Refer to Lone Working Policy)

A balance must be worked out by staff so that the privacy of children is maintained when intimate care is being provided.

**(b) Maintain as far as possible the following adult/child ratios:**

The minimum required staffing levels for children's groups are given below. More help may be required if children are being taken out, undertaking activities or there are children in the group who have additional needs and/or disabilities.

Each group should have at least two adults and it is recommended that a gender balance be maintained.

If groups are in the same room or adjoining rooms with doors open one person per group is allowed.

Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring that good practice and the child protection procedures are followed. Young people under 16 may help with other things but should not have responsibility for children.

Adults asked to help on a very occasional basis may be seen as visitors but must be accountable to an appointed worker. If they become part of a regular rota they should become part of the team and be properly appointed through the normal recruitment process.

- Age 0 - 2: 1 adult to 30 children
- Age 2 - 3: 1 adult to 4 children
- Age 3-4: 1 adult to 8 children
- Age 4 - 8: 1 adult to 6 children
- Age 9 - 12: 1 adult to 8 children
- Age 13 - 18: 1 adult to 10 children.

If adult numbers are insufficient, Groups should combine and if necessary, the activity will have to be cancelled. Each team of adult helpers should have a rota established to ensure adequate cover at all times. In the event of cancellation parents need to be contacted to collect their children.

In the play room there should be no more than 26 children under the age of 5 years and no more than seven of those may be under 3 years old. It is required that there is 2.5m<sup>2</sup> per child aged under 3 and 2.3m<sup>2</sup> per child aged 3-5 years old.

- (c) Make sure that no worker with children and young people plans to meet with a child or young person on their own**
- (d) Never take a group off the premises with fewer than three adults and without parental permission this entails a consent form being signed by the parent/guardian**
- (e) Aim to have two adults with a group, particularly when there is only one activity taking place on the premises**
- (f) Not expect children or young people to have to walk along a dark unsupervised path to get to the premises**
- (g) Ensure that when children have to be transported by car or minibus, there will be more than one passenger in the vehicle. Check the driver is insured and there are adequate seatbelts for the number of passengers**
- (h) Inform parents fully of all arrangements for day trips and holidays in writing – Guidelines must be followed as laid out in Protecting all God's Children and the Supplement issued in 2006. See the Child Protection Officer for details**
- (i) Inform The RISE Trustees fully of all arrangements for day trips and holidays for Insurance purposes**
- (j) If there is an allegation of abuse made against a member of staff follow the process illustrated in appendix 11.**

### **3. Introduction of a system whereby children can talk with an independent person**

A Nominated Person (or persons) will be available to children and young people to talk to if they feel they have been abused or bullied in any way. The Nominated Person for The RISE Trust is Angela Sadler and her telephone number will be posted on the internal notice board. The telephone number of Childline will also be posted on the internal notice board.

The nominated person must be selected and approved by the Leaders of the young peoples groups and the RISE Trust and will have the skills and confidence to deal with children who feel they need help and support with issues of abuse.

The telephone number will be displayed with the message: "Want someone to talk to? Ring ... on ...". This information could also be displayed in other places, such as Group membership or registration forms providing permission has been granted by the nominated person and the RISE Trust.

*All Leaders and Helpers must know where to obtain the contact telephone number.*

The contact person is to be consulted regularly for their comments and to monitor activity.

### **4. Procedures for selecting, managing and training workers with children and young people**

**N.B. No-one can be appointed to work with children who has not been fully cleared as required by statutory guidance (DBS, Vetting and Barring Scheme)**

**(a) Apply agreed procedures to all workers: paid staff and volunteers**

It is essential to include all Leaders and Helpers in the process of formulating these procedures. No one, regardless of previous years of experience, must be excluded from the policy. All should be familiar with the guidelines and follow them carefully.

**(b) Give all workers clear roles and responsibilities**

Abuse among children and young people is most easily concealed when there is confusion over roles and responsibilities.

*Each person should have a clear written job description.*

*This applies to existing as well as new workers.*

Job descriptions are in Appendix 1.

**(c) Treat all would-be workers for any position involving contact with children as job applicants**

Child abusers do exist. Anyone wishing to work with children and young people, including existing workers, will be asked to complete a Confidential Declaration form, a copy of which will be kept in accordance with the Data Protection Act and a Criminal Records check must be obtained within 3 months.

A sample form is attached – see Appendix 2.

**(d) Obtain at least two written references & contact at least one for each applicant.**

Before a paid staff or volunteer worker is accepted, a reference will be obtained. The reference should emphasise previous experience with children.

If the applicant has worked with children before, then the reference must be provided by someone who has experience of the applicant's work in children's activities. However, if the applicant is a newcomer to children's work then a general character reference should be used.

If it is clear that a person is unsuited to the task then attempts should be made to find other more appropriate work.

**(e) Explore all applicants' experience of working or contact with children in an interview before appointment**

This will take the form of an extended conversation between the applicant and the relevant Group Leader and one other Leader. Notes will be made at the time or immediately afterwards.

Volunteers for the crèche need only to chat with the Crèche Organiser. Note should be made at the time.

Experience gained through this work, voluntary organisations or family activities could all be relevant. Any doubts must be explored by more searching questions.

**(f) Find out whether an applicant has any conviction for criminal offences against children**

This is not a particularly effective method of finding out if a person has abused children or young people, as most abusers have not been convicted. However, convicted abusers admit that they constantly seek new opportunities to abuse.

All situations, which involve children and young people, are exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions, however old, which relate to children and young people, must be declared. Information about other criminal convictions must also be given as they may reflect on the suitability of the worker or assistance. Of course a determined person may well lie.

All children's/young peoples workers will be required to complete a DBS on-line application.

*References still need to be sought as the process of a DBS check does take a little time to complete.*

On satisfactory completion of all relevant forms and recommendation by the appropriate Group Leaders, new applicants may be appointed by THE RISE TRUST providing there is no objection.

**(g) Recruitment of people with a criminal record.**

The RISE Trust with Wiltshire Council is determined to make all efforts to prevent discrimination or other unfair treatment against anyone working for or applying to work or volunteer, who has a history of offending behaviour where this does not create a risk to children or vulnerable adults, a risk to property or financial assets or which is not specifically outlined in statute.

**Code of Practice**

1. People with criminal records applying to work or volunteer for the RISE Trust should be treated according to their merits and to any special criteria of the post.
2. Having a criminal record, in itself, should not necessarily prevent a person from being appointed to any post, unless the offence debars the person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children or vulnerable adults or to property or financial assets then that person should not be appointed.
3. Discrimination either in favour of or against those persons currently in post who have disclosed their criminal record is not permissible (unless the offence debars them) and such information is strictly confidential.
4. If an applicant reveals a serious criminal record the person receiving that information should discuss this with the CEO.
5. If the Enhanced Disclosure reveals anything the Counter-Signatory receiving the Disclosure should share that information with the Child Protection Liaison Person in the case of applicants for positions of trust involving contact with children or vulnerable adults or the Chair of the RISE Trust

in the case of applicants for positions involving trust with money. In consultation between the Child Protection Liaison Person, the Trustee responsible for Child Protection and the Chair of the Trust a decision will be made as to the degree of risk assessment to be followed.

6. A risk assessment will be carried out as appropriate.

7. All information received from the applicant or the Disclosure is to be treated with the utmost confidentiality. Information is to be shared on a need-to-know basis.

8. The conclusions of the risk assessment are shared with the applicant and a representative of the RISE Trust as appropriate.

9. Information relating to an applicant's criminal record must be stored securely and should be retained for as long as required.

10. If a positive DBS disclosure is made a Positive DBS Disclosure Decision Form (Risk Assessment) should be completed. Any disclosures which raise child protection issues should ALWAYS be referred to the LADO (Local Authority Designated Officer) for consultation. This may necessitate the holding of a strategy meeting, if recommended by the LADO.

**(h) Make all paid and voluntary appointments conditional upon the successful completion of a probationary period**

The RISE Trust has decided that each worker will serve a probationary period of six months. At the end of the probationary period the member of staff or volunteer will meet with the person to whom he or she is responsible. That person must be satisfied with the worker's competence and their commitment to prevent abuse.

Volunteers for short-term work, such as holiday activity weeks, will be supervised as if they were undertaking a probationary period.

**(i) Issue guidelines on how to deal with the disclosure or discovery of abuse –**

see appendix 3.

**(j) Train ALL paid staff and volunteers, their managers or supervisors, and policy makers in the prevention of child abuse**

*Training in the prevention of abuse, and the action to take if abuse occurs is included as part of the training programmes provided for all workers with children and young people.*

Local training is provided for all that come into contact with children and young people.

If you have suspicions or are worried, talk in the first instance to the person to whom you are responsible, and follow this up with the Nominated Person.

**(k) Use supervision as a means of protecting children (see Staff Support and Supervisions Policy)**

As workers we need to meet at regular intervals to plan and review work and to share experiences.

Special attention must be paid to any situation in which a child or young person is being highly favoured or harshly treated as these could be signs of abuse.

Group Leaders should try to observe those for whom they are responsible as they carry out their work with children and young people.

## **5. Transporting Children to and from events**

Do not transport children and young people alone, always ensure another member of staff/volunteer is present (2 members of staff to be present).

Ensure that your vehicle insurance company has been informed to check that you are insured for transporting children and provide the insurance details, car details and your driving licence details to the RISE Service Manager.

## 6. Outings and Residential Activities

Guidelines for outings and residential activities must be based on Protecting All God's Children and the Supplement issued in 2006. This can be obtained from the Child Protection Officer.

The RISE Trust MUST be informed of all activities outside the normal group meetings for insurance purposes. Contact the Trust's Service Manager.

## 7. Insurance policy

All activities shall be adequately insured, in respect of both young people and leaders. The RISE Trust is covered through Ecclesiastical Insurance Group.

The RISE Trust needs to be kept fully up to date with the events on the Children and Youth programmes. This can be done through contacting the RISE Trust Service Manager who will place items on the agenda for the Trust Board.

Any activities outside normal events must be checked with the Ecclesiastical Insurance Group this can be done through the RISE Trust secretary.

## 8. Implementation and review of the SAFE FROM HARM guidelines

This policy and its implementation will be reviewed six monthly by The RISE Trust.

### **Addendum 1:**

Arrange that camera phones are never used by staff or volunteers in any Children's Centre session. Be vigilant about parental permission for photography and prevent any unauthorised use of cameras in all sessions.

### **Addendum 2:**

Centre Rules on Use of Personal Phones.

The RISE Trust accepts that employees will bring their mobile phones to work. As a general rule, staff are not permitted to make or receive calls/texts during work time as this inevitably impacts on work time and effective supervision and engagement with children and families.

The RISE Trust staff should ensure that mobile phones are turned off or on silent at all times whilst on duty. In the event that an employee has a particular reason for a specified period of time, they may request via their manager that they leave their phone on during working hours.

Staff are not permitted to use recording equipment on mobile phones. For example, to take photographs or videos of nursery children.

## **Appendix 1 Job descriptions Leader**

*Responsible to:* Chief Executive Officer

*Responsible for:*

- Playworkers
- Children cared for by The RISE Trust (any age depending on session being run)

*Purpose of Leader Role:*

Day to day organisation and operation of crèche and out of school care sessions

*Responsibilities of Leader:*

1. To deliver creative, stimulating and age/developmental stage-appropriate play opportunities in a safe and caring environment.
2. To provide full care for the children including: registration of children arriving and the safe delivery to parents and /or named carers and provision of refreshments.
3. To encourage the children to be confident, independent and interact with the children in ways that will help the children to develop and maintain self-esteem.
4. To devise, prepare and deliver a programme of appropriate play opportunities in consultation with the children attending including trips to places of interest.
5. To manage, supervise and lead a team of playworkers and volunteers.
6. To carry out day-to-day administration, record keeping and place the requisition requests for required materials and equipment.
7. To work within the operating budget.
8. To administer first aid where appropriate.
9. To encourage and promote parental support and elicit feedback through questionnaires and suggestion boxes.
10. To maintain close liaison with parents and the RISE Trust trustees
11. To carry out all responsibilities and activities within the Equal Opportunities framework.
12. To work within the RISE Trust's Safe from Harm Policy.

If working in a breakfast or afterschool session there is the additional responsibility of:

13. providing full care for the children whilst delivering and collecting them to and from school

*Person Specification:*

Essential for the post

1. At least 2 years experience of working with children in a care environment
2. Have an NVQ3 or working towards NVQ3 in Childcare or Playwork
3. Ability to communicate with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and local government regulatory departments.
4. An understanding of and ability to delivery good quality childcare
5. A commitment to equal opportunities
6. Ability to provide and facilitate safe, creative play
7. Ability to manage and lead a team
8. Ability to work on own initiative
9. Current first aid certificate
10. Current food hygiene certificate

*Desirable for the post:*

1. Some experience of administration including budget management
2. Current driving licence

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Play Assistant (voluntary or paid)**

*Responsible to:* Leader

*Responsible for:*

Children cared for by The RISE Trust (any age depending on session being run)

*Purpose of Play assistant Role:*

Assist in the day to day organisation and running of crèche and out of school care sessions

*Responsibilities of Play assistant:*

1. To deliver creative, stimulating and age/developmental stage-appropriate play opportunities in a safe and caring environment in consultation with the children attending the session.
2. To encourage the children to be confident, independent and interact with the children in ways that will help the children to develop and maintain self-esteem.
3. To provide full care for the children including: safe delivery to parents and/or named carers and providing light refreshments.
4. To assist with day-to-day administration and record keeping
5. To administer first aid where appropriate.
6. To encourage and promote parental support and elicit feedback through questionnaires and suggestion boxes.
7. To attend staff meetings
8. To carry out all responsibilities and activities within the Equal Opportunities framework.
9. To work within the RISE Trust's Safe From Harm Policy.

If working in a breakfast or afterschool session there is the additional responsibility of:

10. providing full care for the children whilst delivering and collecting them to and from school.

Person Specification:

Essential for the post

1. Ability to communicate with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and local government regulatory departments.
2. An understanding of and ability to delivery good quality childcare
3. A commitment to equal opportunities
4. Ability to provide and facilitate safe, creative play
5. Ability to work as part of a team

Desirable for the post

1. Experience of working with children of different ages
2. Willingness to work towards qualifications for Playwork
3. Some experience of administration
4. Current first aid certificate
5. Current driving licence

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



### **CHILD PROTECTION OFFICER**

1. Responsible for safe keeping of all documentation relating to paid children/youth workers and volunteers under the Data Protection Act 1998.
2. Liaise with leaders to ensure that all paid children/youth workers and volunteers have completed the necessary application forms and have completed a Confidential Declaration and have undergone an enhanced disclosure from the DBS.
3. Keep up-to-date on child protection issues and inform leaders of training in this area.
4. Report to the RISE Trustees on a regular basis on this issue and seek guidance and confirmation on the appointment of all volunteers in children and youth work within The RISE Trust. The RISE Trustees being ultimately responsible for the implementation of the Safe from Harm Policy within The RISE Trust.
5. The point of contact for anyone who has received a disclosure of abuse to a child under the age of eighteen.
6. Report any allegations of abuse to the relevant statutory and voluntary authorities.

### **NOMINATED PERSON**

1. Be available for children and young people to report any allegations of abuse.
2. To Report any allegations of abuse to the relevant statutory and voluntary authorities.
3. To liaise with the Child Protection Officer.

## Appendix 2

### The RISE Trust

Office Use Ref checked: 3 months check:      Date: Approval: CRB:
---

### Confidential Declaration for Children’s Workers

For employees and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

Applicants Full Name:	Date of Birth:
Former Name if any:	If under 18 please complete this form with an appropriate adult
Home Address:	Post Code:
Tel No:	email:
If you have lived at the above address less than 12 months please give details of your previous address:	
How long did you live at this address?	
Please give details of any qualifications/experience y that may be relevant to working with children. (If necessary use a separate sheet.)	
Referees: You must provide us with two referees who have known you for at least 2 years. Referees must NOT be a relative and must NOT be someone who is already a member of The RISE Trust.	
<b>Reference 1</b>	Title: Full Name:
Full Address:	
Tel No:	email:
<b>Reference 2</b>	Title: Full Name:
Full Address:	
Tel No:	email:

Applicants Full Name:	Please Tick	
	Yes	No
1a Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?*	<input type="checkbox"/>	<input type="checkbox"/>
1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?	<input type="checkbox"/>	<input type="checkbox"/>
1c Are you at present under investigation?	<input type="checkbox"/>	<input type="checkbox"/>
1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?	<input type="checkbox"/>	<input type="checkbox"/>
2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?	<input type="checkbox"/>	<input type="checkbox"/>
2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? If yes, please give details on a separate sheet, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.	<input type="checkbox"/>	<input type="checkbox"/>
3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or similar order under other legislation?	<input type="checkbox"/>	<input type="checkbox"/>
4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?	<input type="checkbox"/>	<input type="checkbox"/>
* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed. ** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.		

**Personal Declaration**

I declare that the above information (and that on the attached sheets<sup>\*\*\*</sup>) is accurate and complete to the best of my knowledge.

I consent to references and further checks being made with the relevant authorities if necessary.

I declare that I have read and understood the job summary of the team for which I have applied and I agree to abide by the procedures laid down by the leadership team.

I declare that I have read and understood the child protection policy in the information sheet and I agree to abide by the procedure laid down by The RISE Trust's Safe from Harm Policy.

I agree that, as a volunteer, my primary commitment is to my team.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate number of sheets attached

<sup>\*\*\*</sup> Please delete if not applicable

Please return completed forms to:

Mrs Julie Swales  
Service Manager  
The RISE Children's Centre, The Oaks  
Chippenham, Wiltshire, SN15 1DU

**Before an appointment can be confirmed applicants must provide an enhanced disclosure from the DBS and be approved by the RISE Trustees. Consult with your Child Protection Officer for details of the process.**

## Appendix 3 – Child Protection Guidelines

The RISE Trust recognises the unique status of children and young people, and seeks to ensure that they are respectfully treated as individuals. All workers, paid and voluntary, must accept that the welfare of the child is paramount.

The highest standards towards children and young people will be maintained in all pastoral, counselling, teaching and recreational circumstances. All workers, paid and voluntary, may have contact with children and young people; and so all workers, paid and voluntary, will be asked whether they have been subject to criminal or civil proceedings, and whether they have caused harm to children or put them at risk.

Clear recruitment procedures, training and supervision are essential for achieving a high quality service, to children and young people participating in RISE activities. It is the duty of all people working with children and young people to prevent abuse and unsafe situations from occurring. All workers are also required to report any abuse disclosed, discovered or suspected, in line with these procedures. The RISE Trust will collaborate fully with the statutory and voluntary authorities concerned with investigating abuse. It is important to note that it is the responsibility of the Police, Social Services and NSPCC (not RISE) to investigate the truth of any allegation of abuse.

### Good Practice Guidelines

- It is essential that any child abuse issues are not trivialised or exaggerated, and that the proper steps are followed.
- Please be aware that your words and actions may be open to misinterpretation, and therefore you should take great care to avoid situations in which your actions could be misunderstood.
- You should never be on your own with, a child or young person in an unsupervised situation.
- You should never meet with, a child or young person outside the organised activity without another worker being present, and your Line Manager being informed. • You will be responsible for ensuring that abusive peer activities (such as bullying, etc.) do not occur.
- All steps must be taken to ensure that the site is safe for children, young people and young workers. Any concerns that you may have should be reported to your Line Manager.

### Dealing with an allegation

For all workers, the most important consideration is to safeguard and promote the welfare of the children and young people with whom they come into contact. Any allegations of abuse must be taken seriously.

The RISE Trust has a duty and a legal obligation to report all allegations of abuse to the relevant statutory and voluntary authorities.

Allegations may come directly from a child or young person, or from a fellow team-worker, or from an adult. Allegations may refer to a family member, or to someone outside the family such as a teacher, youth leader, or pastor etc. No groups of people are exempt from being abusers or from being abused.

Abuse falls into four broad categories, which can be defined as follows:

- **Physical Injury:** Any injury to a child or young person caused by a parent or family member, or another person who is responsible for their care, or in loco parentis.
- **Neglect:** A failure to meet a child or young persons basic needs – food, warmth, protection and care.
- **Emotional Abuse:** The persistent, severe emotional ill-treatment or rejection that severely affects the emotional and/or behavioural development of a child or young person.
- **Sexual Abuse:** The use of a child or young person to meet an adult's sexual needs.

**If a child or young person begins to tell you about abuse it is vital that you do the following:**

- Do not 'promise not to tell anyone' or say 'you'll keep it a secret'.
- Listen carefully but do not ask questions (a trained professional will do this, in due course).
- Reassure the child or young person that, by disclosing the abuse, they have done the right thing.
- Report the child or young person's disclosure to your Team Leader immediately.
- As soon as possible, write down what you were told by the child or young person, using their own words to describe the abuse, and pass this report to your Line Manager. Use the Alert Form (blank is in Section 5 of the Centre Policies) see Appendix 12.

**The RISE Trust procedure for dealing with allegations of abuse:**

Please report all allegations of abuse to **ONE OR TWO** of the following people:

*RISE Service Manager, The Rise Trust Child Protection Officer, A Rise Trustee, Senior Event Leader;*

who will take up the matter, with the parent's permission appropriate, with the relevant statutory and voluntary authorities (Police, Social Services or NSPCC etc.) which are responsible for investigating allegations of abuse. The first person to be told of the abuse may be asked to give a statement to the Police. It is important to remember that what has been disclosed is confidential and should only be shared with others on a need-to-know basis. The child/adult should be informed that such a disclosure cannot remain confidential as it must be reported to prevent further harm. The person to whom the disclosure is made must complete a full written description of exactly what was said. After telling of abuse, a child or young person can be distressed, and concerned about what will happen next. They should be reassured that they have done the right thing, and someone should stay with them within the supervised team situation. It is important to remember that the best interests of the child or young person - and the need for the abuse to stop - come before the interests of The RISE Trust or the abuser.

We also recommend that if abuse is disclosed to you, you seek the comfort and support of your Team Leader for yourself.

**PLEASE KEEP THIS INFORMATION IN A SAFE PLACE FOR FUTURE REFERENCE.**

## Appendix 4 Letter of enquiry for referees

Date:

Dear

The person named below has applied to work / become a volunteer at the RISE Sure Start Children's Centre and as such would have substantial access to children and young people. He/She has given your name as someone who can comment on their suitability for this work and I would be grateful if you would kindly complete the questionnaire below and return it to me in the stamped addressed envelope as soon as possible.

Please bear in mind that it is everyone's duty to protect children from harm of a physical, emotional or sexual nature and all those who wish to work with children and young people are required to sign an undertaking to this end. Should you require any further information or wish to discuss any concerns please contact Vicky Watt at the Children's Centre.

Yours sincerely

Vicky Watt, Volunteer Co-ordinator  
RISE Sure Start Children's Centre

NAME:
ADDRESS:
1. How long have you known the above applicant
2. What is your relationship with the applicant
3. With your knowledge and experience of the applicant, please comment on their suitability for working with children/young people. Please include com eliability, health and experience of working with children and young people.
4. From your experience does the applicant have the ability to follow policies and procedures?
5. Do you consider the applicant to be a good team worker?
6. Any additional comments you would like to make about the applicant.

Signed	Date
Print Name	
Occupation	
Address	

***If there is insufficient space in any section above please continue overleaf***

## Appendix 5: Risk Assessment blank





## Appendix 6: The Lost Child Procedure

1. A lost child can be one who:
  - a. is not at the collection point at the school
  - b. does not arrive at the club
  - c. disappears during a session at the club
  - d. is not collected at the end of the session
  
2. In case a. above
  - i) contact a member of staff at the child's school
  - ii) if child has already gone home and is in the care of his or her parent clarify the situation with that adult and complete an incident form
  - iii) if child is not there and the teacher does not know where the child is follow step 3 below
  
3. In case b. and c. above
  - i) Check the toilets, immediate outside areas, sheds, garages, and call out their name
  - ii) Blow the Centre whistle to alert all staff – lock down the Centre immediately.
  - iii) When you are away from the club contact another member of the RISE Trust for them to call the parent, if you are at the club use the parents details to contact the parent
  - iv) If the parent does not know where the child is contact the police with the following information
    - The child's name, address and parent's contact details
    - Description of the child
    - Where and when the child was last seen
    - Your contact details
  - v) Complete an incident form
  
4. In case d. above
  - i) If a child is not collected within 15 minutes of the session finishing the senior member of staff should contact the parent to find out their estimated time of arrival.
  - ii) If not possible to reach the parent, contact emergency collection person for the child.
  - iii) If possible two members of staff wait with the child
  - iv) If no contact has been made with parent or emergency contact within 30 minutes of the club closing then the senior member of staff must inform the CEO/Deputy CEO. A decision will then be taken about contacting the police:

Police - 101

Telephone: 01249 707900

Out of hours number 0845 60 70 888

- v) Complete an Alert Form

## **Appendix 7: Handling an Accident Procedure**

If an accident occurs:

1. Approach the scene calmly with speed.
2. Take control until the first aider arrives.
3. Reassure the children.
4. Assess the situation.
5. Decide on what action to take.
6. If possible or necessary withdraw the child or children from the source of the accident.
7. Gather information for the emergency services.
8. Explain and or reassure and/or distract un-injured children to avoid panic, to keep the atmosphere calm and to stop rumours.
9. Request assistance from others
  - a) someone to phone for help
  - b) another playworker to supervise the children
  - c) someone to stay with the injured person
  - d) someone to contact the parent/carer
  - e) someone to accompany the injured person to hospital if necessary
10. As soon as possible following the accident the playleader will talk with the children involved individually. Details of the accident will be recorded on an accident form.
11. Report the occurrence of the accident as required.
12. Explain to the parent the details of the accident, in accordance with the RISE Trust Working with Parents Procedure, when he/she collects the child and get the accident form signed by the parent.

## **Handling Incidents Procedure**

If an incident occurs:

1. Ensure that all children are safe by removing damaged equipment or removing the children to another area. Separate antagonistic parties.
2. Treat anyone that has an injury.
3. If necessary withdraw the offending child or children and distract whilst dealing with immediate dangers.
4. As soon as possible following the incident the playleader (or other member of staff if instructed by the playleader) will talk with the children involved individually.
5. All members of staff shall be informed of the details at the earliest opportunity.
6. Details of the incident will be recorded on a child incident form.
7. The values of respect and taking responsibility for one's own actions will be reinforced.
8. A plan of action will be drawn up to
9. Aim to resolve any conflict between people
10. Aim to replace or repair damaged equipment or property
11. If the incident involved
  - acts of physical violence or bullying
  - attack causing harm (such as biting, hitting or scratching)
  - deliberate swearing
  - verbal abuse or bullying
  - repeated refusal to take guidance and instruction from a member of staff
  - physical restraint has been usedthe incident report will be filed against the child's \_\_\_\_\_ cords.
12. Staff shall follow the RISE Trust Working with Parents \_\_\_\_\_ cedure for communicating the details to the child's parent or carer.
13. Copies of the incident form will be made available to the parent and The RISE Trust trustees
14. In the event that a subsequent incident involving any or all of those acts detailed in point 9 is recorded for a single child then steps may be taken to exclude the child from sessions at the RISE Trust.

## Working With Parents Procedure

At any time that a RISE Trust member of staff exchanges information with a parent or carer he or she shall:

1. Let all other members of staff know that it is necessary to exchange some information with a parent or carer should an accident or incident have occurred.
2. On parent's arrival give a summary of the incident or accident to the parent or carer.
3. Offer the parent or carer the choice as to where he or she wishes to discuss the matter. It is imperative that staffing ratios are maintained for the care of the remaining children. The incident or accident can be discussed in the main club hall or more privately away from the room in which the session is taking place. It is strongly recommended that the child is included at this meeting but the parent or carer's wishes must be respected and acknowledged. If the child is not at the meeting then it is the RISE Trust's policy to inform the child of what the meeting is about. It is necessary that a second member of staff is present at this meeting to make a record of the meeting. No other staff members should be involved to avoid an intimidating situation for the child and parent.
4. If the staffing ratios do not allow for a separate meeting to take place at the time of collection and the parent or carer is unwilling to hold the meeting in the main hall then a date and time to have the meeting with the parent or carer shall be arranged. However if the incident is of a severe nature it may be necessary to exclude the child from the sessions until a meeting has taken place with the parent or carer and a course of action for improvement has been agreed.
5. If a separate meeting is to be held it is recommended that the room is free of distractions, the parent and child sit next to each other and the playleader sits beside or diagonally from the child – not opposite the child. The second member of staff should take no active part in the meeting except to take notes. Ideally the second member of staff shall be sitting separate from the meeting, out of eye contact of the child.
6. The member of staff shall cover the details. If it was an accident he or she shall cover the treatment given and subsequent observations made. If it was an incident then he or she shall describe the nature of the incident and cover the plan of action to remedy the situation and any further action required.

## **Appendix 8: Equal Opportunities Policy**

### **Policy Statement:**

No individual will be unjustifiably discriminated against on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, family circumstance, sexual orientation or age.

### **Policy:**

The RISE Trust believes that excellence will be achieved through recognising the value of every individual.

The RISE Trust aims:

- To create an environment that respects the diversity of trustees, staff, volunteers and children, their families, carers and others.
- To enable the children in the care of The RISE Trust and staff and volunteers to achieve their full potential, to contribute fully, and to derive maximum benefit and enjoyment from their involvement with The RISE Trust.

To this end, The RISE Trust acknowledges the following basic rights for all involved:

- To be treated with respect and dignity
- To be treated fairly with regard to all procedures, assessments and choices
- To receive encouragement to reach their full potential

These rights carry with them responsibilities and The RISE Trust requires all staff (voluntary and paid), children and parents/carers to recognise them and to act in accordance in all their interactions with The RISE Trust.

In addition, The RISE Trust will comply with all relevant legislation and good practice.

The use of discriminatory language and incidents of discriminatory behaviour are not acceptable and shall be addressed immediately using The RISE Trust Handling Incidents Procedure.

Should an employee or volunteer of The RISE Trust breach confidentiality he or she may be subject to disciplinary action in accordance with The RISE Trust's Disciplinary Procedure.

### **Monitoring**

1. The effectiveness of The RISE Trust's Equal Opportunities policy shall be monitored through regular analysis of data regarding occupancy of places.
2. All employees and job applicants will be asked to complete questions denoting their sex, race, ethnic origin and any disabilities. These details will be kept separate from application forms and made anonymous.

The RISE Trust offers its service to all members of the community. It seeks to employ people and to have volunteers from all sections of the community as well. In accordance with legislation The RISE Trust aims to make its services accessible. OFSTED registration is dependent on complying completely with this policy and procedure.

## **Appendix 9: Complaints Procedure**

Stage one:

1. If a discussion with the member of staff or session leader does not satisfy you put your complaint in writing to the session leader. Full details along with names and dates should be included, letting The RISE Trust know what it is you are unhappy about. You can complete a complaint form obtainable from the session leader
2. The RISE Trust will acknowledge your complaint as soon as possible and fully investigate the matter within fourteen days. If there is any delay, The RISE Trust will advise you of the reasons. The RISE Trust will keep you up to date with what is happening and give you a full reply.

The response received will be copied to the staff members concerned with recommendations for any action to be taken, and the matter will be reported to the Trustees. If this does not satisfy the complainant, he/she can ask the session leader to refer to the next stage.

Stage two:

The session leader will refer the complaint and response to the Trustees. The Trustees will investigate the complaint together with the response at a specially convened meeting.

The RISE Trust Chairman will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome.

Stage three:

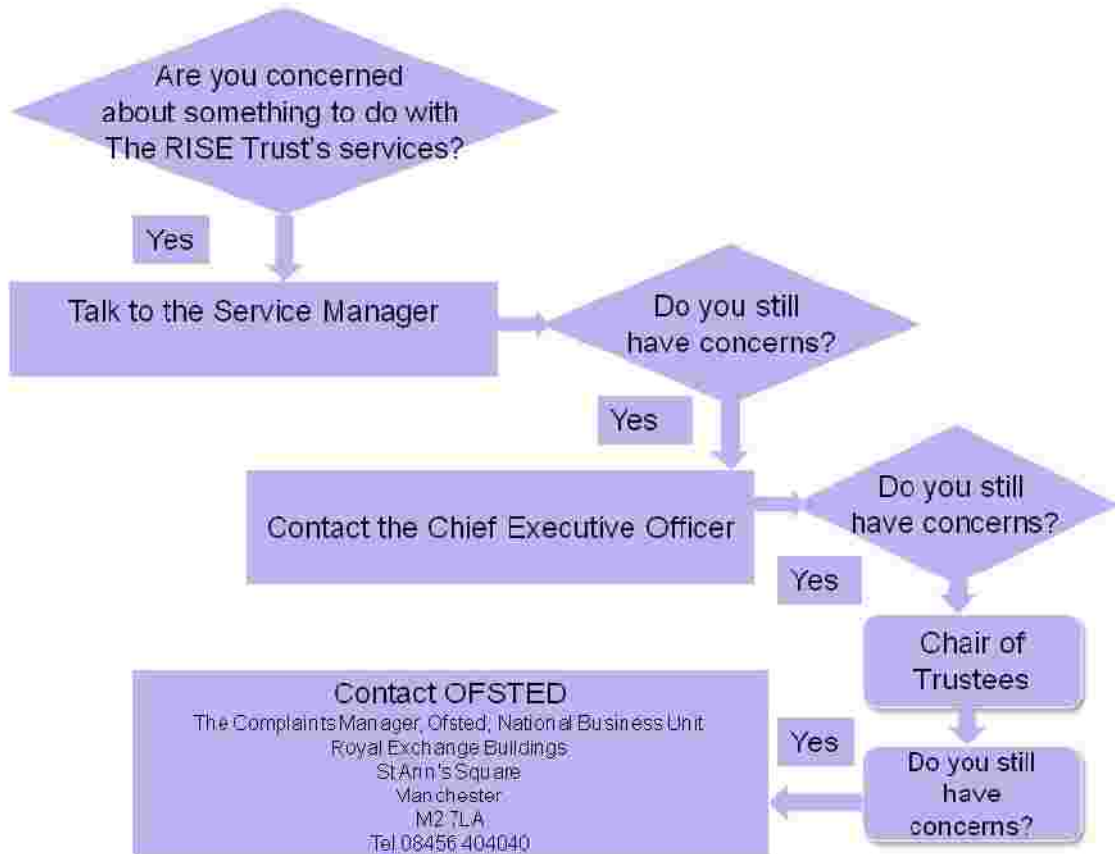
If the complainant is still not satisfied with that outcome he/she can contact OFSTED in writing to:

The Complaints Manager  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Or by telephone on:  
0300-123-1231

We follow the process outlined in the following flowcharts. We will do all we can to sort out the problem and if we cannot we will help you to contact someone else to investigate your complaint/grievance.

# COMPLAINTS FLOW CHART



## Appendix 10:



### ALLEGATIONS AGAINST ADULTS - Risk of harm to children

#### GUIDANCE FLOWCHART

##### If you become aware that a member of staff/volunteer may have:

- Behaved in a way that **has harmed** a child, 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 they **may pose a risk of harm** to a child

##### Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

##### Report immediately to the setting's Manager

*Pauline Monaghan, RISE CEO*

**Any concern or allegation against the Manager will be reported to the Manager / Chair of Committee**

Unless there is clear evidence to prove that the allegation is incorrect, the person whom the allegation was reported to **must**:

##### Report the allegation within one working day to the Designated Officer for Allegations (formerly known as LADO):

**Designated Officer (direct line): 01225 718079 or 01225 713945**

**Multi-agency Safeguarding Hub (MASH): 0300 456 0108**

**Out of Hours Emergency Duty Service: 0300 456 0100**

##### The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with

If the allegation threshold is **NOT** met, the Designated Officer will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake and internal investigation)

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/ safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared; risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

**NB: This document is intended for use as a brief guide only. For more detailed guidance refer to The WSCB Allegations Management Policy at [www.wiltshirelscb.org](http://www.wiltshirelscb.org)**

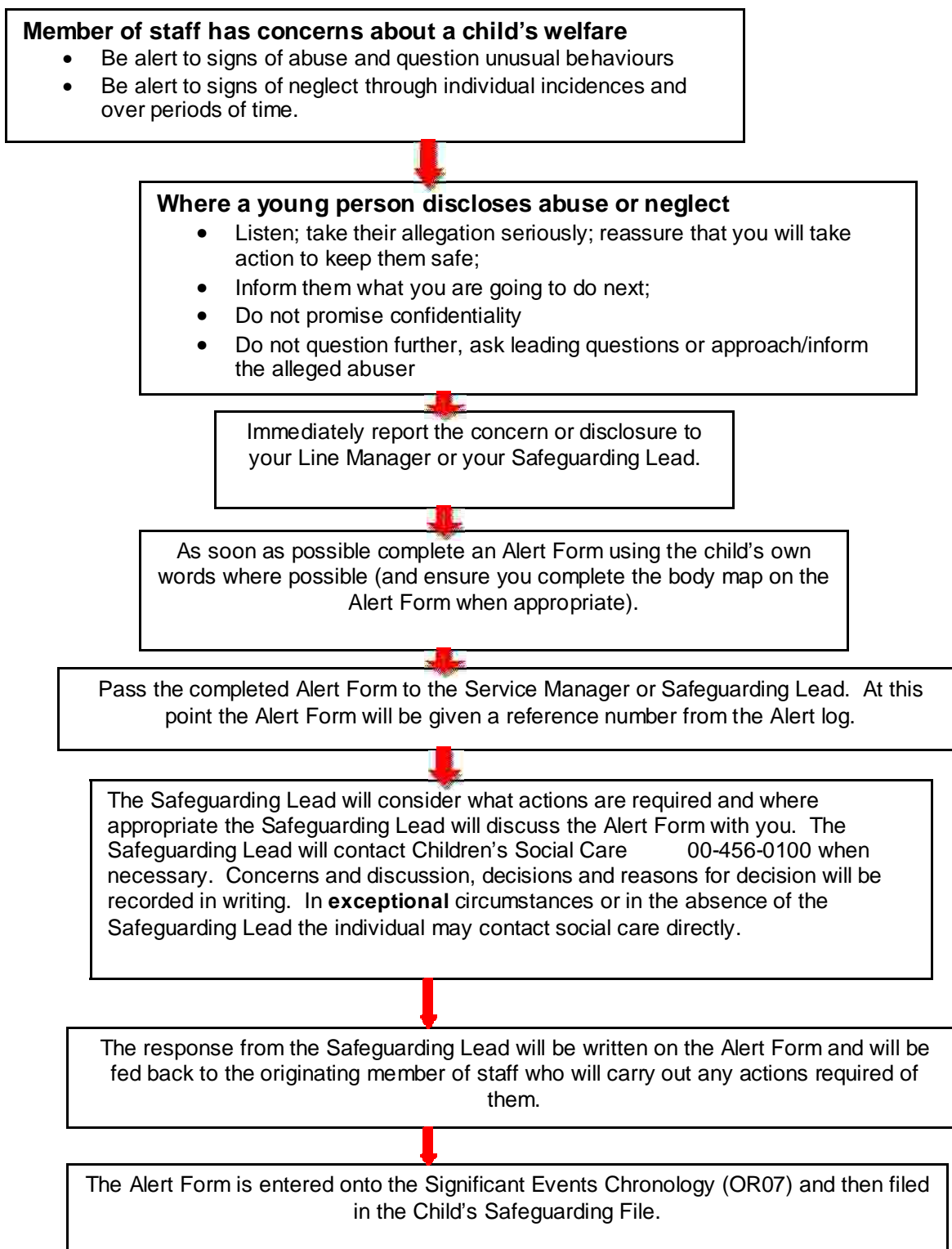


Abuse categories			
Physical	Neglect	Emotional	Sexual

**Appendix 11:**

What to do if you are worried a child is being abused or neglected

Follow the procedure below:



ourselves.  
Please ensure the 4 pages of this alert form are secured together.

Date:

### ALERT FORM

Member of Staff Reporting Alert:

Contact details of Person reporting Alert:

Address:

Telephone:

Mobile:

Date of incident

Time:

Main Family / Child affected:

(Name & Address)

Childs Date of Birth (DD/MM/YY):

### Details of incident/disclosure:

Those present:  
Please include full names and job titles.

**What happened?** Include where, what was said and what occurred. Questions you asked and the demeanor of the child.

What happened .... Cont:

What action did you take?

What action did you take?

Please attach any handwritten notes. Number of pages attached:

Alert Database: Ref:

Cross references: Family File: FAM  
Other Children:

Name (printed):

Job title:

Signed:

Date:

**Please ensure all pages are secured together.**

Date passed to Management.

**Comments/Actions** of Duty / Line Manager or other (please state).....

Signature of Duty Manager

Date:

Job Title:

Date passed to CEO.

Comments/Actions of CEO:

<p>Chief Executive of The Rise Trust. Date:</p>
---

Information Shared with:

Name and Agency	Date and Time	Action

**Log.**

Date and Time:	Follow up actions or comments, include who was involved and please sign.

