



# Children & Young People Safeguarding Procedures for Reporting Concerns

This Issue	October 2024
Last Issue	November 2022
Review Date	October 2026



## Introduction

The safety and well-being of children is of paramount importance to Active Surrey.

Active Surrey Children's Safeguarding Procedure document

- Outlines our commitment to safeguarding children and young people from harm, abuse, and neglect
- Establishes clear protocols for identifying, reporting, and responding to safeguarding concerns, ensuring that all staff, volunteers, and stakeholders understand their roles and responsibilities in creating a safe environment
- Promotes the welfare of children, upholds their rights, and provides a framework for protecting them while they engage in our programmes and activities.

Our approach is grounded in vigilance, cooperation, and adherence to relevant legislation and best practices to foster a culture of safeguarding across all levels of Active Surrey.

## Reporting Concerns

Safeguarding is an essential practice aimed at protecting the welfare of children and vulnerable individuals from harm, abuse, and neglect. Active Surrey report concerns about safeguarding, and this is a critical responsibility for all staff, volunteers, and stakeholders involved with Active Surrey that work with children and vulnerable adults.

Reporting safeguarding concerns is a critical process in ensuring the safety and welfare of children and vulnerable individuals. Understanding the signs of abuse or neglect, which can include changes in behaviour, unexplained injuries, or disclosures made by the child or others.

It is crucial for all staff and volunteers to understand what constitutes a safeguarding concern. This can include, but is not limited to:

- Suspicion or evidence of physical, emotional, or sexual abuse.
- Signs of neglect or inadequacy in care.
- Disclosure from a child or vulnerable adult regarding their experience of abuse or neglect.
- Observations of risky behaviours or situations that may compromise the safety and well-being of individuals in the organisation.
- Concerns about the behaviour or conduct of staff, volunteers, or other individuals who work with children or vulnerable adults.

Share information only with those who need to know, in line with your organisation's policies. Do not discuss the concern with other colleagues or individuals unless directed to do so.

### **Response to Abuse**

Active Surrey have outlined in this document, clear procedures for responding to disclosures of abuse, including support for the child, and steps for investigation. When required, Active Surrey will collaborate with local authorities and child protection services as necessary.

## **RESPONSE ACTION**

### **Immediate Action:**

Ensure the safety of the individual(s) involved.

If there is an immediate risk of harm, take appropriate action to safeguard the individual(s) and contact the appropriate authorities (e.g., law enforcement, child protective services).

Do not promise confidentiality; let them know that you will need to share the information to keep them safe.

### **Reporting Procedures:**

Follow the Active Surreys safeguarding policy by promptly reporting the allegation to the designated safeguarding lead (DSL) or an appropriate manager.

Ensure that all staff and volunteers are aware of the procedure for reporting concerns.

### **Confidentiality:**

Maintain confidentiality and do not discuss the allegation with individuals who are not directly involved in the investigation. This helps protect the integrity of the investigation.

### **Record Keeping:**

Document the allegation accurately and factually. This includes noting the date, time, and particulars of what was reported or observed.

Maintain secure records in accordance with data protection regulations.

### **Investigation Protocol:**

The DSL or a designated investigator (in their absence) will initiate an internal investigation, following the organisation's safeguarding policies.

This process involves gathering evidence, interviewing relevant individuals, and assessing the situation carefully.

**Information recorded:**

- Details of any incidents or disclosures, including dates, times, and the context of the situation.
- The names of individuals involved, including witnesses.
- The child's own words, if applicable, and any observations made by the reporter.
- Actions taken in response to the concern, including referrals made or follow-up actions planned.

**Liaison with External Agencies:**

If necessary, Active Surrey may need to liaise with external safeguarding authorities or law enforcement, especially if the allegation is serious or involves criminal behaviour.

Active Surrey will provide any requested documentation or information to assist in the investigation while maintaining confidentiality obligations.

**Outcome and Follow-Up:**

After the investigation, the DSL will communicate the outcome to the appropriate parties while respecting confidentiality.

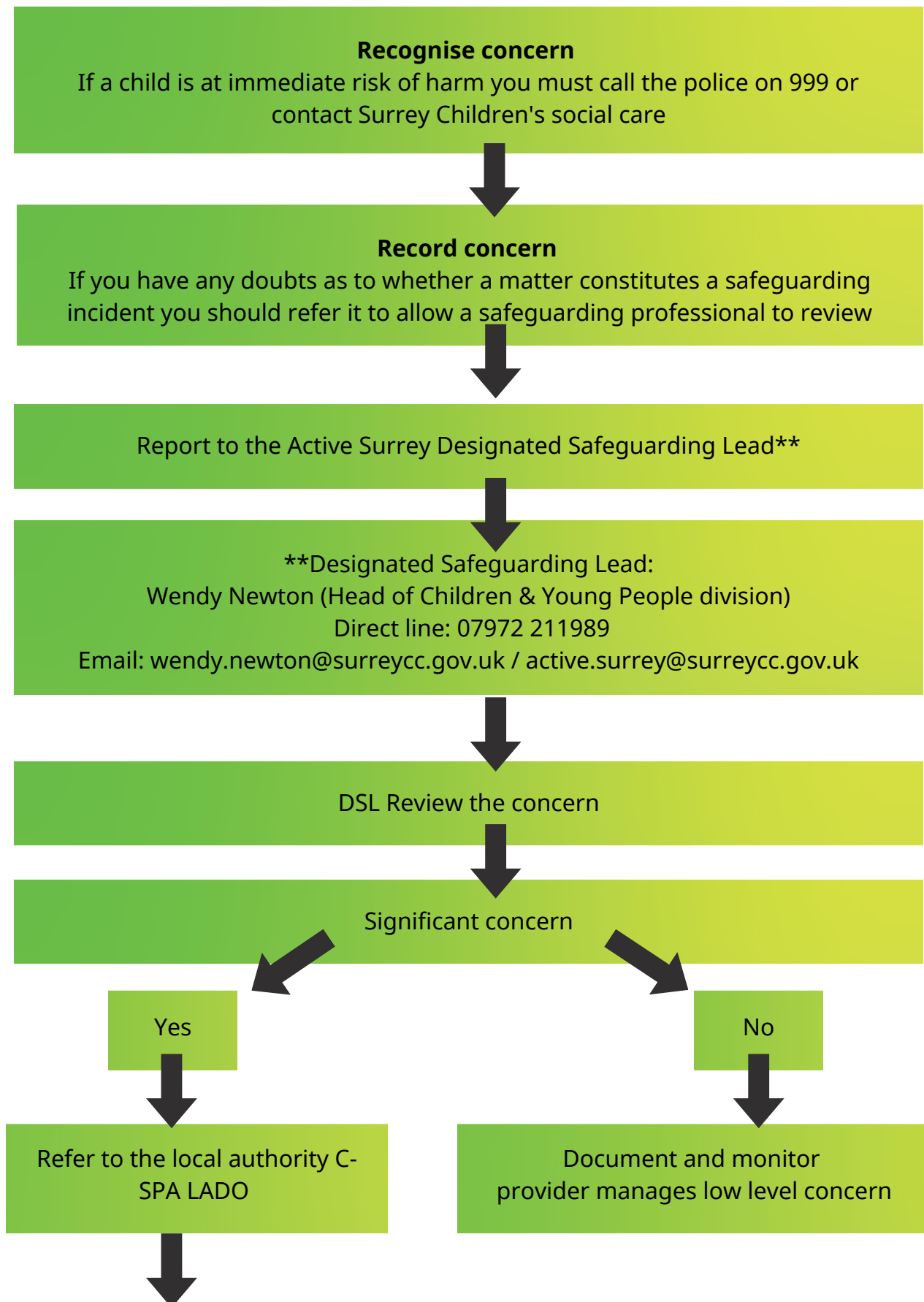
If the allegations are substantiated, Active Surrey will take appropriate action based on the findings, which may include disciplinary measures for staff or volunteers involved.

**Review and Policy Update:**

Following the conclusion of the investigation, the DSL will review the incident to identify any areas for improvement in safeguarding policies and practices.

Where required the DSL will update training and resources as necessary.

## Safeguarding Children & Young People Flow Chart





## C-SPA\*

Phone: 0300 470 9100

Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

During evenings, weekends and bank holidays, the Emergency Duty Team is available:

Phone: 01483 517898

Email: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

To contact the Duty LADO please call 0300 123 1650 (option 3) or email [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

\*The Children's Single Point of Access (C-SPA) unit at Surrey County Council has been established to protect children and vulnerable individuals from child sexual exploitation (CSE) and other forms of abuse. CSPA aims to identify, prevent, and respond to child sexual exploitation and abuse within Surrey. This includes various forms of exploitation affecting children, such as grooming, trafficking, and sexual abuse. The CSPA operates as part of a multi-agency framework, collaborating with various organisations, including local schools, law enforcement, and health services, to safeguard children effectively. The unit provides support for professionals who are working with children at risk of exploitation and abuse. This may include training sessions, resources, and consultation services.

\* CSPA often serves as a point of contact for reporting concerns related to child sexual exploitation and abuse. They provide guidance on how to report incidents and outline the steps that should be taken to protect children.

\*\*Where the Designated Safeguarding Lead (DSL) and Deputy DSL are unavailable, the Active Surrey Safeguarding inbox will be managed by a member of the safeguarding team. Concerns will be handled by a representative from either the Adult or Children and Young People (CYP) sub-groups. Any urgent concerns should be referred directly to C-Spa.

In the event of a disclosure being made against a member of Active Surrey staff, or the organisation, please complete the incident reporting form and/or contact Elizabeth Duggan via [elizabeth.duggan@surreycc.gov.uk](mailto:elizabeth.duggan@surreycc.gov.uk) or 07970 257 412.

## Recording and Information Sharing

Effective recording and sharing of information are critical components of child safeguarding. These processes ensure that concerns about a child's welfare are captured accurately and communicated appropriately to the relevant authorities or individuals involved in the child's care. Active Surrey share information on a need-to-know basis in accordance with data protection laws.

### **Record Keeping Practices**

Active Surrey has clear factual and professional records, detailing the information received, the actions taken, and any decisions made. Records are made as soon as possible after the incident or concern arises to ensure accuracy or avoid losing valuable details. Active Surrey safeguarding records are stored securely, digitally to protect sensitive information from unauthorised access.

The Active Surrey DSL will review and update records to ensure they remain accurate and reflect any changes in the child's situation.

### **Sharing Information**

Active Surrey follows relevant legislation, guidance, and organisational policies regarding information sharing (e.g., GDPR, Children Act), and shares information with relevant professionals involved in safeguarding, such as social services, law enforcement, or designated safeguarding leads in schools.

Active Surrey adopts a multi-agency approach to safeguarding, ensuring that all parties receive the information they need to protect the child. When required, Active Surrey use secure methods for sharing information, such as encrypted email systems or secure databases.

The DSL will keep a record of what information was shared, with whom, and the reasons for sharing it. This documentation helps to maintain transparency and accountability.

Recording and sharing information effectively is crucial in child safeguarding to ensure that every child receives the protection and support they need. By following best practices, professionals can help build a comprehensive safeguarding framework that prioritises the welfare of children and supports effective responses to safeguarding concerns. Always strive to create a culture of openness and accountability, leading to better outcomes for children and young people.



## Escalating Concerns

(if someone does not feel a concern has been dealt with properly).

### **Review the Situation:**

Assess the details of the safeguarding concern and the actions (or lack thereof) that occurred. Identify why the concern was not addressed appropriately and understand the implications for the individuals involved.

### **Document Everything:**

Maintain a detailed record of the concern, the steps taken (or not taken), any communications regarding the issue, and the status. Documentation is essential for accountability and future reference.

### **Inform Relevant Persons:**

Notify the designated safeguarding lead (DSL) or a senior manager about the oversight. Transparency is key in ensuring that all parties are aware of the issue and can contribute to resolving it.

### **Conduct a Thorough Investigation:**

Initiate a comprehensive investigation into the safeguarding concern. Gather information from all relevant parties, including the individual who raised the concern, witnesses, and those involved in the initial response.

### **Seek Guidance:**

If necessary, consult with relevant external safeguarding authorities or experts to ensure that you are following the correct protocols and best practices in responding to the concern.

### **Address the Concern Immediately:**

Take swift action to address the safeguarding concern. This may involve enforcing protective measures, providing support to the affected individuals, and implementing any immediate changes needed to ensure their safety.

### **Review Policies and Procedures:**

Examine existing safeguarding policies and procedures to identify any deficiencies that may have contributed to the mishandling of the concern. Ensure that all staff are familiar with current protocols.

Keep close watch on the situation moving forward to ensure that the concerns are managed appropriately, any necessary changes are made. Continuous monitoring is essential.



## Version Control

Document Owner	Wendy Newton
Document approved by	Finance & Governance Committee Active Surrey Board
Date document approved	January 2025 February 2025
Next review date	October 2026

