



SAFEGUARDING CHILDREN POLICY

1.1 Introduction

The Family Centre (Deaf Children) believes that's no child or young person should ever experience abuse of any kind and that we have a duty to keep them safe and to practice in a way that protects them.

The Family Centre (Deaf Children) recognises the welfare of the child is paramount and is committed to safeguarding all children and young people from abuse, regardless of age, disability, gender reassignment, race, religion, or belief, sex or sexual orientation. It believes that all children and young people have the right to equal protection from all types of harm or abuse.

Child abuse is any kind of mistreatment or lack of care that leads to injury or harm.

There are four main types of child abuse

- physical abuse
- emotional abuse
- sexual abuse
- neglect.

Incidents of racism or bullying may also constitute child abuse.

Employees should also be aware of the harm that can be caused to children by radicalisation or involvement with terrorism, either themselves or family members. New guidance on the Prevent Duty was published by the Government in 2015 and Employees should now consider these issues as part of our normal safeguarding practice.

The NSPCC states that "The available UK evidence on the extent of abuse among deaf and disabled children suggests that they are at increased risk of abuse and that the presence of multiple impairments appears to increase the risk of both abuse and neglect." It is particularly important for Employees and service users of The Family Centre (Deaf Children) to be vigilant and take the necessary actions if child abuse is suspected.

The Children's Act defines a child as anyone that has not yet reached their 18th birthday.

1.2 Policy

Throughout this policy the term "Employee" refers to staff, trustees, sessional workers (that have signed an agreement with FCDC and been through a training programme) and volunteers. It does not cover other professionals or workers who may contribute to sessions on an ad-hoc basis.

The Family Centre (Deaf Children)'s policy is issued to all Employees and a copy is on display in the public area of its registered office and on its website.

The policy is reviewed annually, or as necessary to reflect changes to legislation, policy or best practice.

The Board of Trustees considers safeguarding of children to be extremely important and is committed to providing resources to enable Employee's training in child protection issues and attendance at relevant meetings and events.

All activities organised by The Family Centre (Deaf Children) are risk assessed and supervised by an appropriate session leader, with consideration given to the staffing ratios as recommended by the NSPCC. Staff will be given supervision, support and training and all staff, volunteers and family members will comply with code of conduct at each activity.

Anyone associated with the Family Centre (Deaf Children) as an Employee, professional or service user has a responsibility to protect the children and young people they come into contact with through the organisation by following the steps in this policy if a case of abuse is suspected.

Reports will be dealt with by the Centre Manager (Designated Safeguarding Person). If the report concerns the Centre Manager, the Trustees should be informed and it should be referred to the Local Authority Designated Officer (LADO).

All concerns and allegations of abuse to a child/young person will be taken seriously by The Family Centre (Deaf Children). Employees, professionals and service users should report any concerns regarding risks to children attending The Family Centre (Deaf Children)'s activities to the Centre Manager and complete a Safeguarding Report Sheet as soon as possible.

1.3 Concerns about an Employee

Any concerns about an Employee of The Family Centre (Deaf Children) should be passed to the Centre Manager who will liaise with the Local Authority Designated Officer (LADO). If the concern relates to the Centre Manager it should be referred directly to the LADO and the Trustees notified.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person that works with children has:

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

As the charity's registered office is in Bristol we would normally speak to the LADO in Bristol. However if the Employee lives, or works with children, in another local authority area it may be appropriate to speak to their LADO in addition, or seek guidance from the Bristol LADO on whether this is appropriate.

In Bristol contact the First Response Team on 0117 903 6444 and ask for the LADO, or call directly on 0117 903 7795. You can email childprotection@bristol.gov.uk making sure the title field is "for the attention of the LADO".

N.B. emails are not considered to be secure and personal information should not be emailed. Email should only be used for generic enquiries or to make arrangements for further contact.

In South Gloucestershire contact the Access and Response Team on 01454 866000 and ask for the LADO. You can email accessandresponse@southglos.gov.uk

N.B. emails are not considered to be secure and personal information should not be emailed. Email should only be used for generic enquiries or to make arrangements for further contact.

In Bath and North East Somerset contact the LADO directly on 01225 396810 or email lado@bathnes.gcsx.gov.uk

N.B. emails are not considered to be secure and personal information should not be emailed. Email should only be used for generic enquiries or to make arrangements for further contact.

In North Somerset contact the LADO on 01275 888808 or email lado@n-somerset.gcsx.gov.uk

N.B. emails are not considered to be secure and personal information should not be emailed. Email should only be used for generic enquiries or to make arrangements for further contact.

Whilst an allegation about an Employee is under investigation it is likely they will be suspended or placed on restricted duties, depending on the nature of the allegation. Team members under investigation may not be allowed on The Family Centre (Deaf Children)'s premises and will not attend any of its activities. Dismissed Employees will not be permitted access to any future events organised by the charity or to visit its office.

The Family Centre (Deaf Children) is aware of the statutory responsibility to refer an individual to the DBS if:

- They have been sacked for harming a child or vulnerable adult
- They have been sacked because they might otherwise have harmed a child or vulnerable adult
- They would have been sacked for one of the above reasons but they resigned before this could happen

The DBS referral form is available at <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

1.4 Disclosure from a child

Special care should be taken if a child or young person approaches an Employee and discloses, or attempts to disclose, child abuse.

Always remain calm and listen to the child. You may feel uncomfortable or unsure of what actions to take but it is important not to show this. Not responding may leave the child feeling abandoned or unprotected and they may not try to disclose again. Being overly emotional or intrusive may scare the child and hinder the disclosure.

Your role is not to investigate or make decisions about whether the situation being disclosed is abuse, or decide what actions should be taken.

- Ideally you should find somewhere quiet to talk, but not private where you will be alone with the child.
- Always let the child go at their own pace, listen carefully, do not interrupt, do not try to lead them or pressure them with questions.
- Do not make assumptions.
- Take what they say seriously.
- Give reassurance – they have done the right thing talking to you and they are not to blame for the situation.
- If possible, recap with the child, to make sure you have understood.
- Explain to the child what you will do next.
- Do not make promises that you can't keep or say that you will keep the information a secret.
- Do not ask leading questions – use TED. Tell, Explain, Describe.

As soon as possible after a disclosure make an accurate record of what you have been told and what you said and then complete a Safeguarding Report Sheet and contact the Centre Manager.

1.5 Concerns about a child

If an Employee has any concern about the safety or well being of a child or young person they should discuss this with the Centre Manager as soon as possible and complete a Safeguarding Report Sheet.

The concern may arise from an observation about their behaviour, physical injury, overheard conversations, items in their possession (including data on a phone or tablet) or any other source.

Any bruises, injuries or unexplained marks should always be noted. Although there may be a plausible explanation a safeguarding sheet should always be completed so that the charity can identify any patterns of injury.

1.6 Non-mobile babies

The charity will follow the latest guidance in this area and will issue all Employees with this information. The Bristol Safeguarding Children Board Multi-Agency Guidance for Injuries in NON-MOBILE Babies is included as Appendix B.

This should always be read in full if there are concerns regarding a non-mobile baby.

The main summary points are:

- The policy covers all babies/infants that are not capable of being independently mobile, this includes those who can roll or sit independently, and older babies that are disabled.
- Bruising in a baby who has no independent mobility is very uncommon – less than 1% of non-mobile babies will have bruises. It may be an indicator of a serious medical condition or physical abuse.
- Due to the significant risk of abusive injury ALL non-mobile babies with an injury should be referred to a Paediatrician or Emergency Department with trained paediatric staff even if there is a plausible explanation.
- If the injury seems minor (e.g. a small bruise in a baby who is otherwise well), the professional can contact the on-call Consultant Community Paediatrician to arrange a same day examination – Bristol Royal Infirmary switchboard 0117 923 0000.
- Any other non-mobile baby with an injury should be seen without delay at the Children's Hospital Emergency Department, including those with bleeding from the nose, mouth and/or ear. Bristol Royal Infirmary switchboard 0117 923 0000.
- If there is an uncertainty about the severity of the injury and where to refer it should be discussed with the on-call Community Paediatrician.

1.7 Safeguarding Report Sheet

Record keeping is one of the most important elements in safeguarding children.

Safeguarding Report Sheets should be used to record incidents, concerns or direct disclosure and are available at every activity run by The Family Centre (Deaf Children), and at its office. Guidance on what to record is provided with the report sheets. A sample sheet and the guidance are shown in Appendix A.

Ideally the Safeguarding Report Sheet should be shown to the parent as soon as possible and should be signed and dated by the parent. However if the person completing the sheet is apprehensive about showing the sheet to the parent or believes that it would put the child at risk, they should submit the sheet without a parent signature. Allegations of abuse will not be discussed with the suspected abuser.

Completed sheets should be kept secure and confidential and passed to the Centre Manager as soon as possible. If the Centre Manager is at the event, they may choose to discuss the matter with the parent immediately.

All information will be kept confidential unless the child is believed to be at risk, in which case the Centre Manager may take further action and discuss with, or make a referral to, the appropriate agency.

1.8 Further action

The Centre Manager will consider the concern and/or Safeguarding Report Sheet, and may consult with the relevant authorities/organisations to decide what action is necessary.

If it is believed that a child or young person is suffering, or may be at risk of suffering, significant harm the Local Authority will always be contacted and the police may be called.

Injuries in non-mobile babies will always be referred to Bristol Children's Hospital Emergency Department or the on-call Community Paediatrician.

Other possible courses of action are:

- To speak with the parent and raise the concern.
If it is a single incident or the charity is able to signpost the parent to information and support, this may be adequate and no further action is required.
The parent will be required to sign the Safeguarding Report Sheet.
- To speak with the parent and advise them that the matter will be referred to the Local Authority and/or police.
Generally, if the child is not at immediate/significant risk, the Local Authority requires that the parent has been spoken to and has given consent for the referral, or understands that the referral is being made even if they do not consent.
- To speak to the Local Authority or other relevant agencies about the case without disclosing information that could identify the family, to get advice on the most appropriate course of action.

If it is felt a service user poses a risk to others they will be suspended from attending activities organised by the charity and the Centre Manager will contact the family to inform them of that decision and discuss the options for future events.

Family Centre Employees are mindful of the need for confidentiality. However in certain circumstances the law permits the disclosure of confidential information necessary to safeguard children.

1.9 Mobile Phones and cameras

Mobile phones play a part in keeping children safe, but can also pose a threat to the children. There is a separate Mobile Phone and Camera Policy which must be adhered to by everyone attending the charity's premises and activities.

1.10 Recruitment

All Employees that are, or may be, engaged in "regulated activity" must undergo an Enhanced with a Barred List Check through the Disclosure and Barring Service (DBS) which is renewed every three years.

All staff must provide two referees, and satisfactory references must be received. The Family Centre (Deaf Children) reserves the right to approach the previous employers of prospective staff to establish why employment ended and identify any gaps and inconsistencies and request an explanation.

Further information on DBS checks is available at www.gov.uk/disclosure-barring-service-check

All Employees will have safeguarding training (at an appropriate level) as part of their induction.

The charity has a separate Recruitment Policy which contains more detail on the recruitment of staff, volunteers, trustees and sessional workers.

1.11 Types of activity run by The Family Centre (Deaf Children)

Definition of Regulated Activity relating to children

The Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 defines "regulated activity" relating to children as:

(i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children

(ii) Work for a limited range of establishments ("specified places"), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work done by supervised volunteers

Work under (i) and (ii) is regulated activity only if done regularly (defined as once a week or more often, or on 4 or more days in a 30day period) . Statutory guidance is available about supervision of activity which would be regulated activity if unsupervised.

(iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional

(iv) Registered childminding and foster carers

The Family Centre (Deaf Children) does not provide any services falling into (iii) or (iv) above but does run the following types of activity:

- Family sessions
- Outdoor Activities for children and Young People
- BSL sessions for children.

Family sessions

A parent/carer is required to accompany their child(ren), remain onsite, and they have responsibility for children's welfare throughout the session. On rare occasions we may, by prior arrangement, permit a child to attend without a parent/carer if alternate arrangements can be made – e.g. another parent/carer agrees to take responsibility or it is for a short period of time at a well-staffed session. At some events parent/carers may be in a separate room to their child for short periods. For example where a children's activity takes place in one room, and parents/carers are in a separate room or café area.

All family sessions are supervised by an Employee that has a satisfactory enhanced DBS. In many cases, because the parent/carer is present, it may not be considered regulated activity, but the supervising Employee is still required to be vetted as though it is regulated activity to cover the possibility that parent/carers may not be present at all times.

Kids Activity

Our Children or Young People will take part in activities usually under the supervision of another organisation. The Family Centre (Deaf Children) will be providing the extra support. Children and Young people aged 6-18 normally attend kids activities sessions without a parent/carer. Under certain circumstances a parent/carer will be required to stay on site. All sessions are supervised by an Employee that has a satisfactory Enhanced DBS check, and all staff will have been vetted.

BSL sessions

We run sessions for children where they will usually be in a separate room from their parent/carer during the lesson, although the parent/carer is expected to remain on the premises, unless agreed in advance with the supervising Employee. BSL sessions for children fall within the definition of regulated activity.

All children's BSL sessions are supervised by an Employee that has a satisfactory Enhanced DBS check. Even though the parent/carer remains onsite the session is treated as regulated activity.

1.12 Family Information

The Family Centre (Deaf Children) holds personal information about children, young people and families, with their consent. This information is kept on a secure database. Only permanent staff that have a satisfactory Enhanced DBS are permitted to access this information in full without supervision.

All family sessions and children's BSL sessions are supervised by an Employee that has a satisfactory Enhanced DBS check or and any personal information taken to the activity will only be accessible to this Employee, apart from names which all workers will have access to.

All kids activity groups are supervised by an Employee that has a satisfactory Enhanced DBS. At most sessions all other staff have also been vetted.

If a session is run by an external professional, such as a BSL Level 1, they may be given a register of attendees names. Care will be taken that they only have access to the information they need and that families consent to their phone number and/or email address being given to the professional.

1.13 Unchecked workers and external staff

Employees that have not been through a DBS check and/or have not had their references checked may assist at activities. These individuals will be closely supervised by an Employee that has a satisfactory DBS check and references.

External workers that attend sessions are not required to demonstrate that they have a DBS check but will not be left unsupervised with any children, young people or vulnerable adults.

On occasion the charity may hold sessions run by an external professional such as a healthcare worker or tutor with no Employee present.

- If the professional is already DBS checked and works to suitable policies in their main employment this would be satisfactory. For example – a workshop run by a Teacher of the Deaf or Speech and Language Therapist. They would be fully DBS checked and already work unsupervised with children during their normal employment so they would not require supervision or an induction. Families would be advised.
- Other professionals will normally be required to attend an induction session with staff to familiarise themselves with the charity's relevant policies.
 - Children under 16 must always be accompanied by a parent/carer.
 - Children aged 16+ may be able to attend alone, with prior written parental consent, dependent on the nature of the session. The parent/carer may also be asked to complete a medical information form which must be approved by FCDC before attendance.

1.14 Interpreters

The Family Centre (Deaf Children) uses BSL/English interpreters, with a small number of them working for us regularly.

We will use interpreters that are registered on the National Register of Communication Professionals working with Deaf and Deafblind People (NRCPD) or those that are registered with VLP and meet criteria set out below.

NRCPD requires interpreters to sign a declaration saying that:

- They have an Enhanced DBS with adult's barred list check which is less than three years old at the time they register/renew.
- They will get a new check should their current one become more than three years old during their registration period.
- They have adequate insurance and will maintain this during their registration.
- They are a fit and proper person.

We will use non NRCPD registered interpreters if they meet all the following criteria:

- They are known to us and have regularly worked for FCDC.
- They provide us with a copy of their latest Enhanced DBS with children's barred list check, and declare that they have no pending prosecutions, convictions or cautions

- They are a member of VLP and therefore have suitable insurance cover.

For the purposes of this policy interpreters are always fully supervised. They are employed to interpret, and as such they should never be alone with children and young people.

However the charity is mindful of the fact that those supervising the interpreter will not necessarily have the advanced BSL skills to understand the content of conversations. Therefore Employees will ensure that interpreters do not have extended one-to-one conversations or social interactions with children and young people.

2. HOW TO CONTACT THE FAMILY CENTRE

Our working hours

All staff are part-time. There will normally be somebody in the office between 9:30 and 3:30 Monday to Thursday.

In person

You can visit the office which is within Elmfield School for Deaf Children, Greystoke Avenue, Westbury-on-Trym, Bristol BS10 6AY.

The site is only open during school hours and the FCDC office may not always be attended, so it is advisable to make an appointment.

By phone

0117 330 7575

By email

Manager emma@fcdc.org.uk
General Office admin@fcdc.org.uk

By text

07919 575247

To contact the trustees please tell a member of staff that you would like to be contacted by a trustee. The charity cannot share their personal details, but will ask a trustee to contact you.

3. EXTERNAL SUPPORT AND GUIDANCE

3. 1 Contacting your Local Authority / Safeguarding Children Board

If you believe a child is in immediate danger you should dial 999.

In other cases use the local contact details below. Ideally you should contact the area in which the child is resident in the first instance.

Bristol

If the referral is **URGENT** (i.e. a child is likely to suffer, or is suffering, significant harm) contact the First Response Team during office hours on **0117 903 6444**. A sample of the information required is shown in Appendix C and it may be worthwhile printing this and writing in the information you intend to supply before starting the referral.

If the matter is not urgent complete an online referral form. N.B. You must have discussed the issue with a parent/carer/guardian and they must have consented to the referral. First Response is unlikely to accept the referral if there is not consent.

The online referral is a secure form so personal information can be submitted but it is not possible to print a copy of the completed form so make sure you keep a record of the information or take screen prints. A sample of the information required is shown in Appendix C and it may be worthwhile printing this and writing in the information you intend to supply before starting the referral.

<https://www2.bristol.gov.uk/form/child-or-young-person-request-support-or-report-concern>

The team will also accept requests for help from parents.

For more information see

<http://www.bristol.gov.uk/page/children-and-young-people/first-response-bristol-report-concerns-about-child-social-worker>

Out of office hours contact the Emergency Duty Team on 01454 615 165.

Further information on First Response and Early Help can be found in Appendix C

South Gloucestershire

Contact the Access and Response Team during office hours on **01454 866000**.

The team can also be contacted by email at AccessandResponse@southglos.gov.uk
N.B. emails are not considered to be secure and personal information should not be emailed. Email should only be used for generic enquiries or to make arrangements for further contact.

The referral form is contained in Appendix D for information. Do not email the form to the general email address (even though the form gives that instruction). Instead email them and request information for how to submit the form securely – you will receive an email with details of how to create a secure login.

The team will also accept requests for help from parents.

For more information see

<http://www.sgcyp.org/Safeguarding/SouthGloucestershireSafeguardingChildrenBoard/Whatto.doifyouareconcernedaboutachild/tabid/80/Default.aspx>

Out of office hours contact the Emergency Duty Team on 01454 615 165.

Bath and North East Somerest

Contact the Children and Families Duty and Assessment Team during office hours on **01225 396312/3**.

The team can also be contacted by email childcare_duty@bathnes.gov.uk
N.B. emails are not considered to be secure and personal information should not be emailed. Email should only be used for generic enquiries or to make arrangements for further contact.

A referral form will be required and this can be found using the website link below. This should not be emailed to the general email address even though the website gives that instruction. Please contact them for methods to submit the form securely.

The team will also accept requests for help from parents.

For more information see

<http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection>

Out of office hours contact the Emergency Duty Team on 01454 615 165.

North Somerset

Contact the Single Point of Access during office hours on 01275 888808

The team will also accept requests for help from parents.

For more information see

http://www.northsomersetscb.org.uk/worried-about-a-child_2.htm

Out of office hours contact the Emergency Duty Team on 01454 615 165.

3.2 Contacting the Police

In an emergency always call 999.

If it isn't an emergency call 101 and you will be connected to your local police force. Calls to 999 are usually free whilst calls to 101 are normally charged at 15p per call.

Each police force has a Child Abuse Investigation Team within the Public Protection Unit (PPU). Professionals can refer concerns directly to the Avon and Somerset Constabulary Team on 01934 638171. If there are any issues contacting this number call 101 and say it is a safeguarding issue and they will raise a log.

Members of the deaf community can view information about contacting the police in BSL at [https://www.avonandsomerset.police.uk/contact-us/british-sign-language-\(bsl\)/contacting-the-police/](https://www.avonandsomerset.police.uk/contact-us/british-sign-language-(bsl)/contacting-the-police/)

If you are deaf and need to contact the police:

- In an emergency text 999 (you must have registered your phone first – see website link above) or if you use Text Relay dial 18000.
- For non-emergency matters text 81819
[https://www.avonandsomerset.police.uk/contact-us/british-sign-language-\(bsl\)/non-emergency-text-service/](https://www.avonandsomerset.police.uk/contact-us/british-sign-language-(bsl)/non-emergency-text-service/) or if you use Text Relay dial 18001 101

3.3 Concerns about radicalisation or terrorist activity

If you have concerns that a child has been, or is at risk of being, radicalised you should contact the relevant authority detailed below. This also applies if you think the child's family or friends are involved, or at risk of involvement, with terrorism.

In an emergency always call 999.

Avon and Somerset Police anti-terrorism unit – 01380 836505

Anti-terrorist hotline – 0800 789 321

South Gloucestershire Prevent Lead, Urfan Siddiqi – 01454 863844
preventproject@southglos.gov.uk

Department of Education counter-extremism helpline – 020 7340 7264

Schools and registered childcare settings have a legal responsibility to report concerns about radicalisation or terrorism. Although The Family Centre (Deaf Children) does not fall into either of these categories we should acknowledge our responsibilities to safeguard children and report concerns.

See the Government's Prevent Duty document for further information.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Children at risk may be referred to a Channel Panel, see the Government's guidance document on the Channel Programme.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

3.4 Organisations that can help

NSPCC / Childline

There is a wealth of information on the NSPCC website www.nspcc.org.uk

They can be contacted on

- Phone 0808 800 5000 (free from landlines)
- Text helpline, which is free and anonymous – 88858
- Email help@nspcc.org.uk (N.B. Emails are not secure – use the online form if supplying personal information).
- Online form <https://www.nspcc.org.uk/what-you-can-do/report-abuse/report-abuse-online/>

A BSL video service is available Monday to Friday 9am to 6pm – check website for details.

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/> See the section “ways to contact us” and then “for deaf or hard of hearing”.

Children and young people can contact ChildLine on 0800 1111 or can look at their website

<http://www.childline.org.uk/Pages/Home.aspx> where there is an option for an online chat with a counsellor.

BAVA Bristol against Violence and Abuse

Sections on - domestic violence and abuse, Female Genital Mutilation (FGM), forced marriage, honour based violence, human trafficking and modern slavery, prostitution and sex work, rape and sexual assault, sexual harassment, children and young people, keeping safe.

Each section has information and signposting to organisations that can help.

<http://www.bava.org.uk/>

stopitnow! For confidential advice regarding child sexual abuse.

0808 1000 900

www.stopitnow.org.uk

Parents Protect! Helping you protect your child from sexual abuse.

0808 1000 900

www.parentsprotect.co.uk

Kidscape Helpline for parents of bullied children

020 7730 3300

www.kidscape.org.uk

M.O.S.A.C Supports non-abusing parents and carers whose children have been sexually abused.

0800 980 1958

www.mosac.org.uk

3.4 Concerns about FCDC

If you have concerns about FCDC's safeguarding practice and procedure then you can speak to the Centre Manager or the Trustees – see Section 2.

If you do not feel able to do this, or this does not allay your concerns, it is possible to report your concerns to:

- The Ofsted whistleblowing hotline – for concerns relating to any areas covered in the safeguarding and welfare requirements, especially child protection. Please note The Family Centre (Deaf Children) is not Ofsted registered, we hold exemption certificates for the Kids Club and our Ofsted URN is EY486674.
- NSPCC whistleblowing hotline – for concerns relating to child protection.
- The Police
- The Health and Safety Executive

Staff should understand the charity's Whistleblowing Policy (see the Employee Handbook) and the implications of contacting an external agency.

Bristol Safeguarding Children Board has full details of what to consider, and how to contact Ofsted on their website

<http://www.bristol.gov.uk/page/children-and-young-people/bristol-safeguarding-children-board-professionals>

Safeguarding Report Sheet

Date of report	
Child's name	
Name and role of person making report	
Venue/Location of incident	
Date of incident	
Details of any injury, physical mark or bruise on the child. Please record size, shape, location using a diagram if appropriate	
What the child has told you. Use the child's exact words, not your interpretation or translation	
Your observations, including child's behaviour.	
What you have been told by someone other than the child. Use their exact words	
Please specify if any part of this reporting process was made in BSL and if that was through an interpreter.	

Parent/carer has been shown this report

YES / NO

Name of parent/carer

Signature

Date

/ /

Received by The Family Centre

Name _____

/ /

APPENDIX A

Guidance for completing a Safeguarding Report Sheet

Do not interpret any information that you have been given, record it as accurately as possible using the words of the child or person raising the concern.

Do not translate pet names or make assumptions about what they mean.

Retain your original notes even after you have completed this form.

Do not record your opinions, just your observations.

If you are in any doubt whether the report should be shown to the parent/carer speak to the Centre Manager first or another Employee if the Centre Manager is not available.

This form should also be used to record any visible injuries that a child has when they arrive at an activity, and in this case it should always be signed by the parent/carer.

Do not feel limited by the space available on the form – use a separate sheet where necessary to make sure you can record all relevant information.