

## SENDIAS Safeguarding Policy

As employees of the City of Doncaster Council SENDIAS follow the Doncaster Safeguarding Children Partnership (DSCP) [policy and procedures](#). In addition, when working with families we are also aware of the DSCP Pathway to Provision which means that we are familiar with the [Early Help Process](#) and associated Continuum of Need and Referral and Assessment Pathways.

We have a duty to children, parents and staff to act quickly and responsibly in any instance that may come to our attention which necessitates action to safeguard. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police

SENDIAS service aims to aims to:

- Keep children and safe.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Doncaster Safeguarding Children Partnership (DSCP)
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children

Our policies are reviewed and updated to make sure they comply with any legal requirements and any guidance or procedures issued by the DSCP.

**SENDIAS Designated Safeguarding Lead**

The designated safeguarding lead for SENDIAS the service manager Tracey Outram who can be contacted by email [tracey.outram@doncaster.gov.uk](mailto:tracey.outram@doncaster.gov.uk) or at [SENDIAS@doncaster.gov.uk](mailto:SENDIAS@doncaster.gov.uk) or Telephone 01302 736920. In the absence of the service manager safeguarding concerns should be raised with [alison.tomes@doncaster.gov.uk](mailto:alison.tomes@doncaster.gov.uk).

If concerns need immediate action and you are unable to make contact with either of the above named individuals then concerns must be raised with Multi Agency Safeguarding Hub (MASH) (previously known as Referral and Response Team) Telephone 01302 737777 (office hours) 8.30am-5.00pm 01302 796000 (out of hours).

If a child is at immediate risk you should call 999.

### **Reporting Procedures**

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The DSL will:

- Contact the Multi Agency Safeguarding Hub (MASH) to report concerns and seek advice. If it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSL will follow the reporting allegations procedure (see below).
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken,

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

Multi Agency Safeguarding Hub (MASH)– **01302 737777** (office hours) 8.30am-5.00pm -**01302 796000** (out of hours) NSPCC **0808 800 5000**

### **Recording Suspicions of Abuse and Disclosures**

Staff should make an objective record of any observation or disclosure, supported by designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL and stored confidentially.

If a child starts to talk to a staff member about potential abuse it is important not to promise confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into their mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. All members of staff are expected to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of child.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the

guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority and GDPR.

### **Staffing and volunteering**

All staff attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns.

During induction staff are given contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. This includes raising concerns with LADO if a member of the SENDIAS team or other professional has acted inappropriately towards a child.

Local Authority Designated Officer (LADO)

Telephone: **01302 732332**

Email: [LADO@doncaster.gov.uk](mailto:LADO@doncaster.gov.uk)

LADO

Mary Woollett Centre

Danum Road

Doncaster

DN4 5HF

<https://dscp.org.uk/professionals/allegations-against-people-who-work-children>

### **Useful Contacts**

Multi Agency Safeguarding Hub (MASH) (previously known as Referral and Response Team) urgent safeguarding concerns – **01302 737777** (office hours)  
8.30am-5.00pm **01302 796000** (out of hours)

Urgent concerns regarding a child or young persons mental health **01302 769191**

Early Help Hub- **01302 734110**

OFSTED – **0300 123 1231**

NSPCC **0808 800 5000**

Emergency police **999**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

\*The use of the word child in this document should be taken to refer to is taken to refer to children and young people.

Last updated August 24