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**Safeguarding Children and Young People**

**(Including Procedures and Codes of Conduct)**

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# Policy Statement

1. Seeds4Success recognises that children and young people live in families and local communities that can be both sources of support and safety but also danger and risk. We believe that safeguarding is everyone’s responsibility and should be reflected in every aspect of our work with children and young people.
2. The welfare of every child and young person in contact with the charity remains our priority at all times. This principle is the central tenet of the Children Act 1989 (Children Scotland Act 1995; Children (Northern Ireland) Order). Due regard has been had to the following additional primary legislation and relevant national and local guidance:

* Wiltshire Child Exploitation and Missing children Strategy 2019-2021
* Working Together to Safeguard Children (July 2018)
* Child Sexual Exploitation (February 2017)
* Counter-Terrorism and Security Act (2015)
* What to do if You are Worried a Child is being Abused (March 2015)
* Working Together to Safeguard Children (March 2015)
* Keeping Children Safe in Education: Statutory guidance for schools and college (July 2015) Framework for the Assessment of Children in Need and their Families (2000)
* Education Act (2002)
* Children Acts 1989 and 2004
* Safeguarding Vulnerable Groups Act 2006
* Care Act 2014
* Revised *Prevent* Duty Guidance: for England and Wales (Home Office July 2015)
* Guidance for safer working practice those working with children and young people in education settings (Safer Recruitment Consortium October 2015)

1. Seeds4Success is committed to promoting the welfare and safety of all who come into contact with it, regardless of age, culture, religion, gender, sexuality or disability.
2. Seeds4Success will respect the confidentiality of children and young people within clearly defined boundaries which are explained to all service users. They should be supported to give and receive personal information responsibly and in the knowledge of the possible consequences of doing so with reference to our Confidentiality Policy.
3. Seeds4Success recognises the need for working in partnership (including appropriate information sharing) with other agencies in order to protect children and young people.
4. Seeds4Success will ensure that all staff and volunteers are selected, trained and supported appropriately.
5. Seeds4Succes will assess all risks carefully and take all reasonably practicable steps to avoid, minimise or manage them as appropriate.
6. Children and young people will be treated with dignity and respect at all times. Seed4Success will support children and young people using its services to tackle behaviour that is characterised by discrimination, bullying, aggression, intimidation, verbal or physical abuse.
7. Seeds4Success will review this policy and the relevant procedures regularly in consultation stakeholders.
8. Seeds4Success will ensure that all staff or volunteers working with or who come in regular contact with children and young people will be DBS checked.

**Definitions**

* **Children and young people** are the terms applied to people under the age of 18.
* **Physical Abuse** is causing physical injury, or failing to prevent physical injury or suffering. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes ill health to a child or young person they are looking after.
* **Emotional Abuse** is the persistent emotional ill treatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development.

It can include threats, verbal attacks, shouting and rejecting behaviour. It may involve conveying to children and young people or that they are worthless, unloved or inadequate, or valued in so far as they meet the needs of another person. All abuse is likely to have an emotional abuse element

* **Neglect** is the persistent failure to meet the basic physical and/or psychological needs of a child or young person. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, failure to ensure access to appropriate medical care or treatment, or leaving a child or young person alone and unsupervised. It may also include neglect of, or unresponsiveness to basic emotional needs.
* **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical including penetrative and non-penetrative acts. They may include non-contact activities such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children or young people to behave in a sexually inappropriate way.
* **Child Exploitation** is the act of using a child for some form of personal or financial advantage. The nature of this exploitation often means the child is subject to cruel or harmful behaviour which has detrimental implications. A child who is being exploited might be experiencing emotional, sexual or physical abuse.
* **Online abuse** is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2014; Welsh Assembly Government, 2018). This may involve abuse such as: bullying/cyberbullying, emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology), sexting (pressure or coercion to create sexual images), sexual abuse, sexual exploitation. Children and young people can also be **groomed online**: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.
* **Radicalisation or a young person demonstrating extremist tendencies** may become apparent. That individual must be considered to be vulnerable and appropriate support under the Prevent Strategy will be sought. Appropriate support could involve referring the child or young person to Channel. (see Appendix 1)
* **Contextual Safeguarding** recognises the impact that the places and spaces in which young people spend their time – in communities or online – have on shaping their behaviour and either protecting them or leaving them at risk. The different relationships that young people form can keep them safe or expose them to violence and abuse. The approach in Wiltshire through the Vulnerable Adolescents Contextual Safeguarding (VACS) Panel is to gather county-wide intelligence to identify emerging concerns which will assist in informing interventions which can change the social environments where exploitation and abuse occur for young people to make them safer and reduce risk.
* **Independent Person** is the term for someone nominated to be available for a child or young person to consult if they have concerns about being exploited or abused. When working within the framework of another organisation, Seeds4Success staff must find out the name and contact details of the Independent Person.
* **Designated Safeguarding Person** is the term for the person in an organisation responsible for dealing with concerns or allegations of abuse. At Seeds4Success the Designated Person is Jaki Farrell and the member of Seeds4Success committee responsible for safeguarding is Andy Noble.

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# Roles

Trustees:

A named Trustee should take responsibility for leading on Safeguarding issues and undertake appropriate training to remain updated on current developments. All board/ committee members should satisfy itself that:

* The roles outlined in this policy are being undertaken appropriately.
* An appropriate Safeguarding induction, support and training programme is implemented.
* Recruitment procedures safeguard children and young people’s welfare.
* There is adequate financial support for the services and activities offered in order for the Service to operate effectively and safely.

Designated Safeguarding Worker:

This should be a senior member of staff or committee member and all staff, volunteers and service users should be made aware of who the Designated Safeguarding Worker is, their role and when they are available.

The Designated Safeguarding Worker has the following responsibilities:

To ensure that this policy is implemented and is adhered to at all times.

To be familiar with, and have an understanding of all relevant legislation.

To liaise with the Local Safeguarding Vulnerable People’s Partnership (SVPP), Vulnerable Adolescents Contextual Safeguarding (VACS) Panel and Multi Agency Safeguarding Hub (MASH) as appropriate.

To ensure that safeguarding is part of Seeds4Success working culture.

To arrange appropriate training and support for all relevant workers and volunteers.

To provide support during and after incidents involving safeguarding and referrals to Children’s Social Care or the police.

To provide the Board of Trustees and Committee with appropriate information on the number and outcomes of incidents or concerns involving safeguarding children and young people as requested.

All workers and volunteers should:

1. Adhere to all points as laid down in this document and related procedures (See below).
2. Report any incidents or concerns regarding children and young people’s well-being or safety to the Designated Safeguarding Worker, or their Line Manager as appropriate.
3. PREVENT **-** Any young person in danger of radicalisation or demonstrating extremist tendencies is deemed to be vulnerable and appropriate support under the Prevent strategy will be sought. Appropriate support could involve referring the child or young person to Channel.
4. Support Sessions to actively discuss Safeguarding issues and develop best practice.
5. Attend induction and other training courses and ongoing training in Safeguarding.

**Implementation**

All Seeds4Success staff and volunteers will be briefed on the policy annually and must agree to apply it in practice. The policy is deemed to be incorporated in the contract of employment and it is a condition of service with Seeds4Success that the staff and volunteers understand and operate the policy fully. All staff and volunteers will be given a copy of this policy; a copy will be freely available to other groups involved in any events or meetings held by Seeds4Success.

**Training and support**

In order to safeguard children and young people, Seeds4Success training and support process will reflect the following points:

1. All workers should be provided with a clear Job or Role Description, detailing
   1. their responsibilities,
   2. the line management structure around their role
   3. the boundaries around their role
   4. a requirement to work within these procedures
2. Induction should include information on these procedures appropriate to the role as well as clarification of the worker’s Job or Role Description.
3. Support sessions and Appraisals should include exploring the worker’s understanding of Safeguarding policies and procedures.
4. Workers should be trained in Safeguarding within 6 months of appointment and this should be refreshed at least every 3 years or sooner if appropriate. The Designated Officer should complete refresher training on an **annual** basis (sought from the Local Safeguarding Vulnerable Peoples Partnership where possible)
5. Paid workers should be encouraged to gain an appropriate qualification. NVQ Level 2 or equivalent is the recommended minimum.
6. We will continue to DBS check our staff and volunters and respond to new guidance as it emerges.

**Indicators that could constitute cause for concern:**

(This list is not exhaustive, and these factors will not always provide grounds to suspect abuse or neglect on their own.)

1. Signs of neglect such as a child or young person being constantly hungry, dirty, tired, inappropriately dressed for weather conditions.
2. Physical injuries suspected of being non-accidental. Injuries can be suspicious because:
   1. they are on a part of the body not usually associated with accidental injury
   2. they are unusually symmetrical
   3. they are noticed on several occasions
   4. they suggest attack e.g. hand prints, cigarette burns, large bite marks, any small round bruise suggestive of grabbing, black eyes.
   5. Any marks, bruises or injuries noted on a child or young person should be documented on a Child Protection Incident Reporting Form (CPI Report From).
3. A child or young person who displays sexualised, aggressive, depressive or withdrawn behaviour or who is fearful of adults, runs away from home frequently or flinches when touched or approached.
4. A child or young person who self-harms.
5. A child or young person suddenly has new clothes, material items and possessions but does not have the means or clear explanation of where they have come from
6. Non-organic failure to thrive. This can mean that a child or young person significantly fails to reach normal growth or developmental milestones (i.e. physical growth, weight, motor, social and intellectual development). (This is regarded a separate category of abuse in Scotland.)
7. Conflicting accounts of injury/ medical treatment/ absence.
8. Any disclosure by a child or young person that indicates abuse/ neglect.
9. A young person expressing extreme or radical views, displaying symbols linked to known cause (e.g. Swastika for far-right groups) or talking about imminent harm to a particular group. For further information specifically related to PREVENT refer to:

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

**Procedures**

**Whenever there is cause for concern follow these steps:**

If in doubt, raise concerns with your Designated Safeguarding Worker involving colleagues where necessary on a need to know basis.

Avoid acting alone except in emergencies.

Follow Seeds4Sucess Lone Working and Confidentiality procedures.

* It is **not Seeds4Success** role to decide whether abuse/ neglect has or has not taken place: this is the role of Social Services or the Multi Agency Safeguarding Hub (MASH). Any reasonable grounds for suspecting abuse/ neglect must be reported to Social Services, the MASH, or the Police for them to investigate.

With regard to concerns around radicalisation or extremist behaviour if the Designated Safeguarding Office judges the child or young person to be in immediate danger or likely to act imminently then the Police will be called otherwise advice from CHANNEL will be sought. Persons may be referred to CHANNEL via Police using emergency or non-emergency numbers as appropriate.

Wiltshire Police non-emergency number 101.

Emergency Duty Service number (Social Services out of hours) 0845 607 0888.

Wiltshire Multi Agency Safeguarding Hub (MASH) 0300 456 0108.

If you are working outside of Wiltshire with a young person (e.g. on a residential) then you will need to ensure that you have the relevant Police and EDS numbers to hand.

**If your concern is based on a disclosure by a child or young person:**

Do not promise confidentiality, but reassure the child or young person that the information will only be passed when this is necessary to help them. The young person or child may wish to retract the disclosure. This usually reflects the anxiety they feel about the consequences of the disclosure and **should not** be taken as an indication that the original disclosure was false.

Listen and do not prevent a child, adult or young person who wants to talk about what has happened from doing so but do not ask leading, interrogating or probing questions. You do not need to know all of the details – this is the role of Children's Social Care/Police.

Reassure the child or young person that they were right in telling you, acknowledge any distress or difficulty in disclosing and explain what will happen next and who will be informed.

**If your concerns are based on a disclosure by a parent or other member of the public:**

Explain what will happen next and who will be informed, unless doing so could lead to further harm to a young person. Follow the steps below.

**If the young person is in immediate danger, follow these steps:**

Do not place yourself in danger.

Contact the police by dialling 999

In an emergency, get medical help.

**Refer** the child or young person to your local Multi Agency Safeguarding Hub (MASH) (Emergency Duty Service if out of office hours). Discuss any future action with them e.g. contacting the police, contacting parents/ guardians, arrangements for immediate care of the young person if needed.

Contact parents/ guardians as appropriate unless this could place the young person at further risk of harm.

As soon as possible, **inform** theDesignated Safeguarding Worker or, if they are not available, the lead Trustee for safeguarding.

**Designated Safeguarding Workers**

**Primary designated worker**

Jaki Farrell - 07585723824

**Lead Trustee**

Andy Noble - 07516471595

Once the child or young person is no longer in immediate danger, follow the steps below:

**If the child or young person is not in immediate danger - or once immediate danger has passed:**

**Always** inform the Designated Safeguarding Worker. (If you cannot contact them, seek support from colleagues, continue with these steps and inform the Designated Worker as soon as possible.)

**If you are unsure of whether to refer to the Multi Agency Safeguarding Hub (MASH):**

1. Discuss your concerns with the Designated Safeguarding Worker. Raise your concerns with the young person and their parents/ guardians if it is safe to do so.
2. If the staff team is satisfied that there are no grounds on which to make a referral, record all concerns and actions and continue to monitor the situation.
3. If still unsure, seek advice from your local Multi Agency Safeguarding Hub (MASH) You may request a consultation where you do not need to give the personal details of the children and young people/ family involved but can discuss your concerns.

**If you decide to refer:**

1. Once a decision to refer has been made, the referral should take place **immediately**, using the local Children's Social Care Team’s Emergency Duty Service if out of office hours (after 5pm or on weekends or bank holidays).
2. Give as full an account of the relevant facts as possible.
3. A referral to Children's Social Care can be made by any worker at any time. Disagreements between workers should be discussed with a more senior member of staff. No worker shall attempt to prevent another from making a referral.
4. Senior staff should, with the referral agency, plan any future actions needed with them e.g. suspension of a member of staff, contacting the police, contacting parents/ guardians, arrangements for immediate care of the young person if needed.

**After an incident/ referral:**

1. As soon as possible, **record** the time, setting and details and any other witnesses to the conversation using the appropriate form (using the MASH interagency referral form – APPENDIX 2). Use the young person’s own words as much as possible. Do not include your own opinions or interpretation, only facts. Pass this information on to the Multi Agency Safeguarding Hub team within 24 hours of the verbal referral.
2. Record what happens and is said (using the MASH interagency referral form) Begin to plan subsequent support for the children and young people and their family where possible.
3. If you have not heard from Children's Social Care within three working days of the referral, follow this up by phone.
4. Your Line Manager & Designated Safeguarding Worker will provide you with ongoing support with any concerns you have at the earliest opportunity.

**If allegations have been made about a worker:**

1. **Always** inform the Designated Safeguarding Worker and your Line Manager as appropriate.
2. Ensure the immediate safety of children and young people - you may need to ask the worker to leave or to call the police.

**Inappropriate Advances:**

Children and young people can sometimes make suggestive approaches to an adult. Sometimes inappropriate physical contact can happen quite accidentally. It is vital that the adult takes responsibility to:

* Inform the child or young person that their language or behaviour is unacceptable.
* Inform the Designated Person about the incident
* Record the incident in case accusations are made later
* Consult with the Designated Person in deciding what actions should be taken to help the child or young person and prevent a re-occurrence

**Dealing with Concerns or Allegations:**

If you suspect a child or young person is being abused:

* Immediately inform the Designated Person
* Record the facts as you know them and give a copy to the Designated Person
* Ensure the child or young person has access to an Independent Person
* Ensure that no aspect of Seeds4Success’s activities could cause further concern

If a child or young person discloses to you abuse by someone else:

* Allow the child or young person to speak without interruption, accepting what is said.
* Attempt to alleviate feeling of guilt and isolation, whilst passing no judgement.
* Advise that you will try to offer support, but that you must pass on the information given.
* Then take the steps, as above, in suspecting a child or young person is being abused.

If you receive an allegation about an adult or about yourself:

* Immediately tell the Designated Person
* Record the facts as you know them and give a copy to the Designated Person.
* Try to ensure that no-one is placed in a position which could cause further compromise

**You must refer. You must not investigate.**

Facts to be recorded when a disclosure or allegation of abuse is made:

1. Name of the child or young person and parent or carers details.
2. Child’s or young person’s address and relevant telephone numbers.
3. What is said to have happened or what was seen and heard.
4. When did it occur? Who else, if anyone, was there?
5. What evidence of abuse can be recorded? (See Definitions)
6. Who was involved in the incident, and in what way?
7. What was said by those involved?
8. If the child, young person or was able to say what happened, how did they describe it?
9. Were the parents or carers informed? If so by whom and when?

**Confidentiality Statement**

All staff and volunteers within Seeds4Success have made a commitment to confidentiality in their work with young people. This will be honoured in their youth work practice and in the charity’s governance. We recognise that that a willingness to confide on the part of the young person is an important step in establishing a productive relationship, and that this is often based on the young person’s belief that information is imparted in confidence.

Youth workers and volunteers are expected to:

• Keep proper records as expected in good youth work practice and ensure that files or other documents are stored in a safe and secure manner

• Encourage a young person to allow his/ her parent/carer to be consulted or relevant statutory/ non-statutory authority where appropriate

• Liaise with colleagues where appropriate thus ensuring the best interests of the young person are being upheld in any advice or support given and seek guidance from management or designated safeguarding officer if they are unsure

• Report all allegations of abuse to the Seeds4Success designated safeguarding officer

• Inform the young person that they cannot guarantee absolute confidentiality and there may be a need to break a confidence if there is:

- a serious threat of harm to the young person or others

- consent from the young person to disclose

- a legal requirement such as a court order

All staff and volunteers are aware that if the last three points are not applicable and a confidence is broken then appropriate action will be taken against them in line with Seeds4Success’s disciplinary procedures.

**Use of photographic/filming equipment**

Seeds4Success may use photographs or video footage of young people engaged in their programmes to promote the work of the charity. Consent must be obtained from the young person involved as well as their parent / carer before these images can be used in a public domain e.g. website, flyers, newspaper report, social media, etc

All staff and volunteers should be vigilant to any person taking photographs or video without the necessary consent and any concerns should to be reported to the Seeds4Success Safeguarding Officer.

**Online safety and the use of social media**

Seeds4Success may use the internet and social media as a medium for communication with young people as well as a tool for promoting its work. Young People are involved in the design and management of all means of social media linked to the charity. Through youth work practice young people are educated in the safe use of the internet and social media and encouraged to report any concerns to youth work staff. Before accessing the WIFI password or any online devices through Seeds4Success young people are asked to read and sign an Acceptable Use Agreement.

Staff and volunteers are expected to adhere to the Seeds4Success Internet Use & E-safety Policy as well as the Seeds4Success Social Network Policy and are also required to read and sign an Acceptable Use Agreement. All staff and volunteers work in line with the codes of conduct outlined below.

**Codes of Conduct**

1. All workers must understand and abide by Seeds4Success Confidentiality Statement.
2. Where workers’ behaviour does not fall within these guidelines, the worker will be considered guilty of misconduct or gross misconduct and their Line Manager will instigate Seeds4Success Disciplinary Procedure.
3. Workers must do everything possible to protect those using the service from discrimination, bullying, aggression, intimidation or verbal or physical abuse.
4. Workers should not be alone with a child or young person, unless this is
   1. a necessary part of supporting that individual **and**
   2. recorded appropriately **and**
   3. discussed with the young person, the Charity Director / Lead Safeguarding Trustee and the young person’s parent/ guardian.

Workers must ensure that they are aware of and ensure that relevant guidance in the lone working policy is adhered to and, taken into account.

1. Unless pre-planned, workers should not give a child or young person a lift in their own car without prior arrangements being made with the young person, their guardian, and the worker’s line manager, except in emergency.
2. Unacceptable behaviour includes:
   1. Inviting children and young people into the worker’s own house.
   2. Abuse of trust: While it is always an offence for any adult to engage in sexual activity with a young person under 16, it is also unacceptable and possibly an offence (an “abuse of trust”) for a worker to have an intimate relationship with a young person aged 16-18 when the adult holds a “position of trust” over the young person.
   3. Any language or behaviour that is inappropriate to the worker’s relationship with a young person
3. Support of a physical or intimate nature should only be provided by a worker if
   1. It is absolutely necessary, due to an individual’s young age or disability,
   2. recorded in the child or young person’s case notes **and**
   3. consented to by the young person and their parent/ guardian

**or** a necessary response to an emergency situation, in which case parents/ guardians should be fully informed as soon as possible.

1. Staff should not engage in personal social media relationships with young people that they are working with in a professional capacity. Examples of this would include:
2. Snap chatting images to young people
3. Accepting Under 18’s as friends on Facebook
4. Following or being followed on Twitter

If there is a justified professional need for such relationships these must be clearly identified through a work medium such as the Seeds4Success Facebook page, S4S phones. If there is evidence of a pre-existing outside of work relationship between staff member / volunteer, such as family relationship / friendship this must be declared to the S4S Safeguarding Officer at the time of appointment.

**Concerns about a worker’s behaviour**

1. All workers have access to Seeds4Success written Disciplinary and Grievance procedures in place for all workers.

Where team members or line managers are concerned that a young person is at risk of physical or psychological injury due to the practice of another member of staff, their concerns must be passed on. The initial point of contact should be their line manager who will then liaise with appropriate personnel. When an allegation is made against a worker, they will receive support during the process of verifying or disproving the allegation from an appropriate member of staff or other professional as agreed with their Line Manager. This support must not jeopardise any investigation or put children and young people at risk.

**Whistle-blowing**

Workers should report concerns in confidence to Seeds4Success designated worker or Trustee. If neither is appropriate and the concern relates to safeguarding children and young people, the worker should seek advice from their local Multi Agency Safeguarding or Local Safeguarding Children Board.

1. Workers’ concerns will be treated in confidence and will be investigated and acted upon in a manner that respects the worker’s confidentiality. The process will avoid harassing the worker or treating them unfairly. Line managers are responsible for ensuring that the person raising concerns does not suffer reprisals from colleagues.
2. Where such reports are made in good faith, the worker will not be penalised, regardless of the accuracy of the report.
3. Where workers make allegations maliciously, they will be subject to disciplinary proceedings.
4. Please refer to the Staff Handbook, Volunteer Policy or Volunteer Mentor Policy for more information about whistleblowing.
5. Please refer to the Gov.UK website for more information: <https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>
6. The charity Protect ( <https://protect-advice.org.uk/> ;Tel: 020 3117 2520; email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk) ) can also give confidential advice to you regarding the disclosure of wrongdoing in the workplace.

**Signed:** *Andrew Noble* **Lead Trustee**

**Date: 25/3/21**

**Review Date: March 2022**

**Appendix 1 – Channel**

Channel is part of the Prevent strategy. The process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism. Further information can be accessed by following the link below:

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

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

• identifying individuals at risk

• assessing the nature and extent of that risk

• developing the most appropriate support plan for the individuals concerned

• Sections 36 to 41 of the Counter-Terrorism and Security Act 2015 set out the duty on local authorities and partners of local panels to provide support for people vulnerable to being drawn into any form of terrorism.

This guidance has been issued under sections 36(7) and 38(6) of the act to support panel members and partners of local panels.

The document:

• provides guidance for Channel panels

• provides guidance for panel partners on Channel delivery (that is, those authorities listed in Schedule 7 to the Counter-Terrorism and Security Act 2015 who are required to co-operate with Channel panels and the police in carrying out their functions in Chapter 2 of Part 5 of the Counter-Terrorism and Security Act 2015)

• explains why people may be vulnerable to being drawn into terrorism and describes signs to look for

• provides guidance on the support that can be provided to safeguard those at risk of being drawn into terrorism

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity.

**APPENDIX 2 – MASH INTERAGENCY REFERRAL FORM**





**Inter-Agency Referral Form**

|  |  |
| --- | --- |
| Email. [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)  Tel. 0300 4560108  Fax. 01225 713887 | Multi Agency Safeguarding Hub (MASH)  County Hall  Bythesea Road  Trowbridge  Wiltshire  BA14 8JN |

**As of February 2019 our email address has changed to mash@wiltshire.gov.uk**

Please use this form whenever you are contacting us regarding a child or young person. If you need advice before completing this form please contact the MASH to discuss further. Please complete this form as far as possible. We may contact you to discuss this notification and we will always provide you with a response.

**About you**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of this Notification** |  | **Telephone** |  |
| **Name** |  | **Email** |  |
| **Role & Relationship to young person** |  | **When available** |  |
| **Address** |  | | |
| **Please given an alternative name of who to contact in case you (the referrer) are unavailable** | | | |
|  | | | |

**About the child**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Main Address** |  |
| **First Name** |  |
| **Date of Birth** |  | **Current Address if different** |  |
| **Gender** |  |
| **Ethnicity** |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Landline telephone** |  | **Mobile telephone** |  |
| **Religion** |  | **Nationality** |  |
| **First Language** |  | **Disability** |  |
|  |  | **Communication Needs** |  |

**Consent**

The person with Parental Responsibility should be informed unless there are clear Child Protection concerns.If you are in any doubt please contact the Multi-Agency Safeguarding Hub (MASH) Team on 0300 4560108 to discuss.

Does the person with Parental Responsibility (PR) for the Child/Young person know that you are contacting us?   **Yes  No**

**This department will not accept referrals which do not have parental knowledge unless there are clear risks to the child for not doing so.**

**If you have not obtained consent, please explain why**

|  |
| --- |
|  |

**Details of concerns**

Please include the following:

* **why** you are contacting us regarding this child/young person
* what are the **risks** to the child/young person
* if so, what type of **harm** the child/young person is suffering or likely to be suffering
* if so, any **disclosures** including who made a disclosure and when
* how in your opinion this **impact**s on the child’s health and/or development
* any previous concerns or relevant background information
* any **action** you have taken to date, when and what outcome
* parents’ **capacity** to meet child’s needs adequately
* other **agencies** intervention with the child/family
* your comments on the **intervention** you believe to be necessary

**THIS MUST BE DETAILED AND EVIDENCE BASED**

|  |
| --- |
|  |

*(Continue on a separate sheet if necessary)*

**Person who is harming or putting this child/young person at risk**

*Please complete this only if applicable*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Address** |  |
| **Relationship to the child** |  |
| **\*\*Date of birth \*\*** |  | **Telephone** |  |

**Risks**

Based on the information provided above, please tell us your   
opinion of the level of risk to the child.  **Low  Medium  High**

**Please detail explicitly your reasoning for this: -**

|  |
| --- |
|  |

**What is the nature of the risk: -**

**Emotional**  **Sexual**  **Physical**  **Neglect**

**About the child’s parents**

|  | **Mother** | **Father** |
| --- | --- | --- |
| **Name** |  |  |
| **Date of birth** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **\* Telephone numbers are compulsory\*** | | |

**About the child’s main carer(s)**

*Please complete this section* ***only*** *if the parents are not the main carers of the child*

|  | **Main Carer 1** | **Main Carer 2** |
| --- | --- | --- |
| **Name** |  |  |
| **Date of birth** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **\* Telephone numbers are compulsory\*** | | |

**About the child’s brothers and sisters and all children to be included in the assessment?**

**Is this a family issue?**

|  | **Sibling 1** | **Sibling 2** |
| --- | --- | --- |
| **Full name** |  |  |
| **Gender** |  |  |
| **Date of birth** |  |  |
| **Address** |  |  |
| **Ethnicity** |  |  |

*(Please continue on a separate sheet if necessary)*

**Common Assessment Framework**

Has a CAF been completed?  **Yes  No**

If you have obtained consent to share the CAF please attach a copy.

**If a CAF HAS been completed, what was the outcome?**

|  |
| --- |
|  |

**If a CAF has NOT been completed – why?**

|  |
| --- |
|  |

**Any other known professional involvement**

| **Type** | **Agency, Address, Telephone** | **Contact Name** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Signature**

|  |
| --- |
|  |

**Date**

|  |
| --- |
|  |