



## SAFEGUARDING – CHILD PROTECTION Policy

### Safeguarding - Child Protection Policy

Creating a Safe Environment for Children

**Next Review Date: August 2025 (annually)**

## Aims and Commitment

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Nurture Steps is a charity based in Cupar. We offer direct Early Intervention & Positive Behaviour Support to preschool-aged children and their families.

We aim to:

1. Improve the quality of life of children and their families
2. Ensure that children enjoy their time with us and learn new skills that enhance their social interactions.
3. Treat all children and young people equally, with respect and dignity.

We will :

- Provide every child in our care with a safe environment
- Support children to learn new skills and overcome challenges and difficulties regarding their social interactions.

This policy formalises our approach to keeping children and young people safe.

## Duty of Care

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Our Safeguarding Policy applies to all managers, staff, volunteers, associates, clients and anyone else associated with the work of Nurture Steps. All staff are expected to follow the code of conduct policy

It is the responsibility of anyone working within the agency, including volunteers, to share concerns where abuse is suspected with the agency's Designated Child Protection Officer (DCPO) and in accordance with agency procedures.

The line manager will offer support to anyone working within the agency, including volunteers, during and following any child protection process.

## Our Staff

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### **Safeguarding in recruitment**

All staff in a Child Care Position (working unsupervised with children) will receive an Enhanced Disclosure (PVG) as per the guidance of the Care Inspectorate as part of their recruitment process. The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. This helps to ensure people whose behaviour makes them unsuitable to work with children and young people cannot do 'regulated work' with these vulnerable groups.

When someone applies to join the PVG Scheme, Disclosure Scotland carries out criminal record checks and shares the results with individuals and organisations. Once someone is a PVG scheme member, Disclosure Scotland keeps checking their suitability to continue working with children or protected adults. If new information is found, Disclosure Scotland will inform the employer of the individual as there is a risk the new information might make the individual unsuitable to work with children or protected adults.

All board members and staff undertake child protection training with NSPCC and training & induction to Nurture Steps' Child protection policy.

### **Awareness-raising and training**

We recognise our duty and responsibility to ensure that every child is safe, and protected and that their overall well-being needs are met.

This policy is based on the writings of the National Society for the Prevention of Cruelty Against Children (NSPCC) and the Scottish Guidelines for Child Protection 2021.

All staff working directly with children and young people are aware of their responsibilities under the Child Protection Policy. All staff will receive training through the NSPCC programme every three years, and the Child Protection Policy will be revisited as part of staff annual reviews in supervision. Managers will cover Child Protection regularly as part of supervision to allow for concerns to be discussed and flagged early.

The CEO, Suzie Repova, has received the designated Safeguarding Officer training with the NSPCC.

Nurture Steps is committed to offering a program of continuous professional development to staff. As part of this, it will conduct an annual quality audit and self-assessment exercise to identify areas for improvement. Training plans will be assessed and discussed as part of supervision and work plan development.

### **Partnership agreement**

When working in schools, nurseries or other Care Inspectorate registered settings, we will follow the setting's Child Protection Procedures. This will be highlighted in our Client Contract under the Child Protection Agreement, including the Name of DCPO or Named Person.

## Code of Conduct

All of our staff is required to read the [Code of Conduct Policy](#) which highlights how all staff, volunteers, managers and board of trustee members must behave when working with children. [The Behaviour Management Policy](#) also provides guidance on how to work with children.

All new members of staff will have to sign a form to confirm they have seen, read and understood the Child Protection Policy, The Behaviour Management Policy and the Code of Conduct as well as have a commitment to data protection and confidentiality.

## Designated Child Protection Officer

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The Designated Child Protection Officer (hereafter referred to as DCPO) is responsible for managing any Safeguarding concerns about children & young people in the first instance. All concerns should be reported to the DCPO in the first instance unless they are unavailable.

If there is uncertainty about whether the concern relates to abuse or misconduct, the Child Protection Officer must always be consulted for advice on the appropriate course of action. If the Child Protection Officer is unavailable, staff/volunteers must in the first instance contact someone else in the organisation who would be considered the 'next in line' as a manager (one above the Child Protection Officer). In an Emergency or if you think a crime has been committed, consult external agencies such as Social Work or the Police. During the covid lockdown and the immediate period thereafter, the family GPs have been an important first line of support as they have the ability to trigger a multi-agency response and investigation faster than Social Work if needed.

A helpful notion is to ask yourself 'What if I'm right', rather than 'What if I'm wrong'. The one key point that keeps coming up in serious case reviews of Social Work is the lack of communication about concerns and agencies feeding this information back to Social Work in a timely matter. Always take concerns seriously and report them, even if it's just for an initial exploration and internal conversation. Always share information on a 'need to know' basis only and adhere to relevant Confidentiality Guidelines.

**The Designated Child Protection Officer DCPO is MEd Suzie Repova.**

**Tel: 07922824758**

**If the DCPO is unavailable, please contact the Social Work Department directly to report the concern or incident. You don't need to give the child's name initially - if you are calling to ask for guidance. They will guide the conversation and ask you for specific information about the child and the incident.**

**Duty Social work Telephone numbers:**

**Social Work Fife - 03451 55 15 03, 03451 55 00 99**

**Social Work Dundee - 01382 307999**

As soon as you reasonably can but within 24 hours at least, write your report and send this to the Designated Child Protection Officer. Write the report in accordance with the forms at the end of this policy, which will provide you with guidance on how to fill them in.

## Role and Responsibilities of the Designated Child Protection Officer

The DCPO point will:

- Ensure all staff are aware of the Child Protection Policy and Procedures and their responsibility to report concerns.
- Act as the designated focal point for staff to discuss safeguarding concerns about children and young people in your care.
- Liaise with the relevant Child Protection agency when a child is referred. The DCPO leads the referral.
- Ensure Safeguarding policies and procedures are reviewed on an annual basis and kept up to date. These include Data Protection, Whistleblowing, Lone working, Red flag referral and Data Protection among others.
- Integrate the organisation's Code of Conduct and Child Behaviour Management policy into day-to-day practises and discuss and review in supervision sessions.
- Ensure all staff are informed about the Agency's internet safety statement.
- Ensure all staff receive appropriate and sufficient training on Child Protection and their responsibility to Report, Record and Refer to the Designated Child Protection Officer.
- Maintain confidential records of reported cases as per GDPR Guidelines, including actions taken and liaison with the relevant statutory agencies.
- If Harm or Risk of Harm has been established, Nurture Steps will report to Duty Social Work or a relevant health agency in the first instance. If a crime is suspected, a referral to Police can be made in discussion with Social Work.

## Statutory definitions from the National Guidance on Child Protection in Scotland from 2021

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### Definition of a child

In Part 1 of the [Children \(Scotland\) Act 1995](#), which deals with matters relating to parents, children and guardians, a child is generally defined as someone under the age of 18. Still, most of the provisions that deal with parental rights and responsibilities apply only to children under 16. Nurture Steps consider someone a child up to the age of 18 in line with the United Nations Convention on the Rights of the Child (UNCRC).

### Scottish Guidance for Child Protection

The Scottish Guidance for Child Protection was renewed in 2021. This holds the different categories and definitions of abuse that the Scottish system most often works with.

Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home, within a family or peer network, in care placements, institutions or community settings, and online and in

digital environments. Those responsible may be previously unknown or familiar and/or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance, by domestic abuse of a mother or through parental alcohol and drug use. For more information on the definitions of abuse, see Appendix 1.

### **Scottish ban on smacking**

In November of 2020, Scotland's ban on smacking of under 16s became law. Previously, parents and carers were allowed to use physical force as a form of 'reasonable chastisement'. However nowadays, children hold the same protection from assault as adults. Therefore, slapping, smacking with a hand or implement, kicking, shaking, scratching, pinching, biting, pulling hair, boxing ears, holding children in an uncomfortable position, burning, scalding and forced ingestion are prohibited.

Recent NSPCC research highlighted that physical abuse is the second most commonly mentioned form of abuse in contact with the NSPCC helpline and Childline counselling sessions. 1 in 14 children has experienced some form of physical abuse, most often by someone close to the child and whom the child trusts. NSPCC Definitions of abuse and signs and indicators of abuse are found by clicking this link: <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf> Children with Additional Support Needs (the children Nurture Steps serves) are more likely to be harmed than typically developing children!

### **Children's Well-being: The Getting it Right for Every Child Agenda in Scotland**

The Getting it Right for Every Child (GIRFEC) agenda in Scotland presents the SHANARRI indicators for children.

The Shanarri well-being wheel below describes how these indicators contribute to a child's comprehensive well-being status. All organisations working with children must play their part in making sure they are SAFE first and foremost and offered opportunities to be Healthy, Achieving, Nurturing, Active, Respected, Responsible, and Included.

Safe touch & hugs are allowed:

- during play, when parents are present
- during play, when the child indicates or communicates (even non-verbally such as smiling, or anticipating a look during fun activity) that they are happy for you to provide a safe touch
- during teaching activities, when parents are present in form of full physical prompt or partial physical prompt

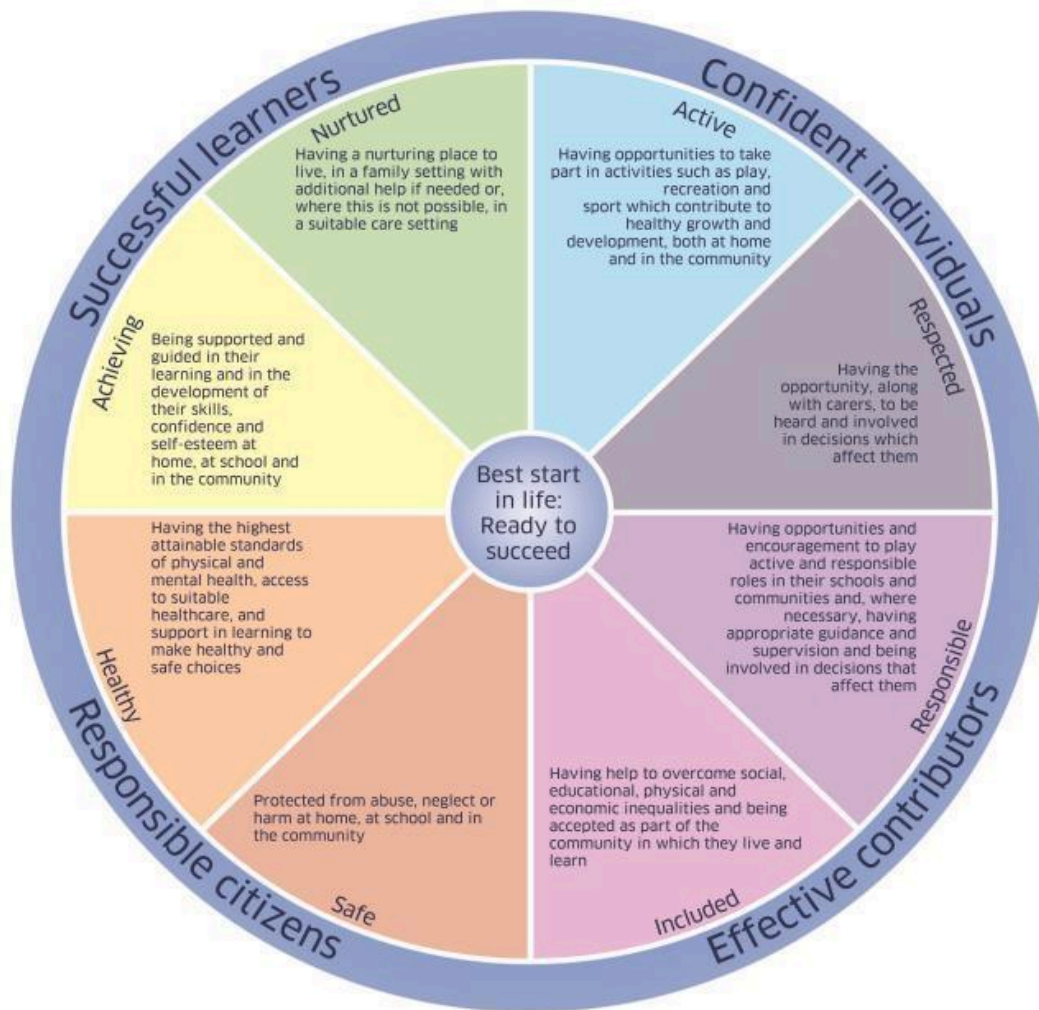
Changing nappy is allowed:

- with parental consent
- behind the 'blue wall' when the adult is visible and the child is not and the CCTV is on, to provide privacy but also the recording of staff changing nappies "safely".

**SAFE** is a crucial indicator for Child Protection.

As part of our inspection process, we look at the well-being indicators in relation to our therapies and activities with children and aim to meet as many aspects of the Shanarri indicators in our work. Parents or professionals often indicate that specific well-being indicators aren't sufficiently met or are causing concern through our overall assessment process. This informs the focus of our work with a child.

As part of the 'Children and Young People (Scotland) Act 2014', the concept of well-being and the GIRFEC approach is now enshrined in law. A diagram of the well-being wheel is shown below.



**SAFE**



# Identifying a Child Protection Concern

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Child Protection reporting can refer to:

1. Directly observed behaviours or signs and signals that indicate suspected abuse. This could be within the child's familiar surroundings such as home, family, school or the immediate community.
2. Another way a concern could be identified is how a child responds or behaves towards a member of staff or volunteer in the session. The behaviour of a child could seem unusual or untoward compared to a child at a similar age and stage, ability and growing up in a similar environment.
3. Further options are concerns about how a staff member behaves towards a child as observed by a parent or another member of staff, volunteer, assistant etc.

A concern may arise in different ways:

- As a result of direct observations of behaviour.
- Unusual marks on a child's body.
- A child could share sensitive or concerning personal information directly.
- Concerns could develop and evolve over some time.
- Behaviour in response to a particular incident.
- If a child seems distressed in any way.
- Behaviour is out of sync with a child's developmental age and stage, including sexual or other harmful behaviours.
- Through reports from family, from a third party, or an anonymous source.
- If children are known to social work or have an existing child's plan.

## **Nurture Steps has a Non-investigative role: Report, Record and Refer to DCPO**

Assessment and investigation only take place by the statutory Child Protection Agencies. All concerns should in the first instance, always be reported to the Designated Child Protection Officer, and a Child Protection Incident Form should be filled in and submitted taking into consideration the Data Protection Policy and Guidance.

The DCPO can refer these concerns to a statutory Child Protection agency such as Social Work, Health or the Police if harm or risk of harm is suspected or, if a crime is suspected, to the Police, to ensure concerns can be further investigated.



If however, a concern is identified as a well-being concern, Nurture Steps will discuss this further with the relevant caregivers and professionals around the child. Should this be desired and Nurture Steps is asked to, Nurture Steps can develop a program for the child focusing on improving the well-being of the child overall. The Record of Concern will be kept on file and the situation will be monitored.

### **What is the definition of harm?**

Child protection procedures are initiated when Police, Social Work or Health determine that a child may have been harmed or may be put at risk of significant (abuse). Significant harm or abuse refers to serious interruption, change or damage to a child's physical, emotional, intellectual or behavioural health and development.

**Professional judgement** is needed about the severity and immediacy of the risk of harm and can only be established through an investigation by a Child Protection Agency, usually Social Work.

## Responding to disclosures

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It is essential to listen carefully to the information a child discloses. Remember that your role is only to establish a Child Protection concern and to refer this as soon as possible for further professional engagement.

When listening to disclosure, the following good practice is recommended:

- Thank the child for sharing their story.
- Reassure the child they have done well to tell you about this. If suitable, you can add that you are sorry this has happened to the child and that they are not to blame.
- Stay calm and focus on what the child is saying. Do not show or express disbelief or fear.
- Listen to the child/young person. Use active listening skills, make eye contact, hum or nod to show you are engaged and listening.
- For some children, it can take a lot of bravery to disclose abuse, and it may have taken some time for the child to dare speak out/express themselves honestly. At other times a child may believe that what happens to them is 'normal'. Do not make assumptions and be wise in your responses.
- Take what the child/young person says seriously, recognising any difficulties such as a speech disability or differences in language.
- Try and listen to the words a child uses. In your report, you will be asked to write as verbatim (word for word) as possible, using the child's words and phraseology where possible.
- Do not pre-suppose that the experience was bad or painful. Always avoid projecting your reactions onto the child.
- Do **not** at any stage introduce personal information from either your own experiences or those of other children and young people. This could be referred to as directing the conversation and causing difficulties in a criminal investigation/court situation in future.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. The recommendation is to use open-ended, non-leading questions.

## IMPORTANT

- Keep the conversation **as short as possible**. Your role is to establish if there is a concern. The child will likely be asked to tell their story again to a professional from a statutory agency. It is also likely that repeating the experience can be damaging and stressful, influence the content and contaminate evidence in court should it end up there.
- Keep in mind the recommended 4W's questions: **What happened, Who was involved, Where and When did this take place?** These fundamental questions will help to establish if there is a concern. Other helpful clarifying questions could be: 'Can you tell me a bit more about this' (if something is unclear) or 'Is there anything else you want to tell me about this?'
- Thank the child for sharing this information with you and try and reassure the child that you will try to help.
- Share with the child that you will need to talk to someone who can help. Reassure the child that you will only share this with only the people who 'need to know'—more on this in the next section.
- Staff is expected to support the child as long as needed even after working hours.

## *Avoid*

When receiving a disclosure:

- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid sharing your feelings about the situation.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made immediately. This will require further discussion to make sure the child is safe enough. This may be best considered by a statutory agency once involved.
- Avoid making promises or agreeing to keep secrets. Explain your Child Protection Responsibilities and that you will need to talk to someone who can help. Only share on a 'need to know' basis.
- Avoid giving a guarantee of **personal confidentiality**. Be aware of **organisational confidentiality** instead and explain this if you need to and a child is old enough to understand.
- Avoid chatting with your friends/family about the disclosure

## Organisational confidentiality

The topic of confidentiality can cause confusion among staff. Staff may feel they are betraying a child's trust if they talk to other people in the organisation. It is helpful to consider that when we work for an organisation, we are associated with that organisation and work in a professional capacity rather than a personal one. This means that we represent the organisation when working with children and young people. When we discuss confidentiality, it is organisational confidentiality that allows us to share information within the organisation 'with people who 'need to know' and can help the child.

We will only refer to information if we believe there is a genuine Child Protection concern. We should always try and seek the views of the child and take those views into consideration if at all possible and in line with their age and stage of maturity. A child should be kept informed on what is happening and supported step by step. We must always act in the best interest of the child.

Any documents must be locked safely away till DCPO moves them to a secure online folder protected by asap a password asap. Only one other person has access to this password and information.

## Safeguarding Children Online

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Our staff undertake Online Child Protection training through NSPCC. Additional information can be accessed in our [Safer Internet Use Policy](#):

If you have any online safeguarding concerns, whether related to online grooming or child abuse images, these must be referred to the Designated Child Protection Officer (DCPO) immediately.

The DCPO is responsible for taking the necessary action to refer and alert the appropriate agencies. Regardless of how you have become aware of online child abuse images, be it via your personal or work e-mail account, you must refer it in accordance with this policy as the referral policy will ensure that agencies such as the Internet Watch Foundation are able to remove child abuse images from the internet.

Follow this link for further detailed information:  
<https://intranet.gateway.bbc.co.uk/fo/ssr/working-with-children/Pages/online-and-social-media.aspx>

## Record and Report

- Contact the DCPO as soon as possible to discuss the situation.
- The DCPO will decide whether a referral to a Statutory Child Protection agency is warranted. The advice can be sought from Social Work or a relevant health agency on this if needed.
- Write an Incident Reporting Form as soon as possible but within 24 hours, using the organisation's Child Protection Incident Reporting Form. Use the child's words in as far as is reasonably possible. Sign and date the form.
- E-mail the link, on a passport-protected device, to the DCPO.
- Include the Read Receipt and forward the password when confirmed.
- Once the DCPO has received the document and **confirmed** this to you, delete any electronic copy or drafts that you may have on your computer. Any hard copies, printouts or notes related to the situation should also be destroyed.
- The DCPO will update the organisation's Safeguarding Spreadsheet and keep the necessary files appropriately stored as per Data Protection/GDPR guidelines.

## Red Flag Referral

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The Protection of Children (Scotland) Act 2003 provides organisations with a duty to refer staff, associates or consultants who are or have been working in a childcare position if they harm a child or put a child at risk of harm and, as a consequence, are dismissed or transferred from those positions or where their employment is otherwise terminated in such circumstances. It is important that a situation has been deemed serious enough to dismiss a member of staff as a child has been put at serious risk or harmed in the process.

This is also referred to as a 'red flag referral'. A disclosure could be made by a child but also by a colleague or a parent. See the detailed guidance for listening to children upon disclosure. The same principles apply in the first instance and a Child Protection Incident Reporting Form should be submitted as soon as possible but within 24 hours to the DCPO.

More information can be found in our [Red Flag Referral Policy](#).

## Managing Allegations of Historical Abuse

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Allegations of abuse may be made sometime after the event, e.g. an adult abused as a child by a staff member or associate who is still working with children and young people. Where such an allegation is made, an internal investigation should be conducted, and in the case of an alleged crime, the Police should be informed and consulted. Always be mindful of not contaminating evidence or directing evidence as this could jeopardise the criminal investigation. Police must be informed and involved when a crime is suspected.

## Sharing concerns with Parents, Guardians or Carers

As mentioned in the policy, Nurture Steps is committed to working with parents and carers to enhance children's well-being together.

Our practice is to clarify any well-being and/or developmental concerns parents and/or professionals may have about a child and work on finding the best strategies together. In most instances, such well-being concerns are the exact reason parents come to us looking for advice and support.

It is therefore essential that we distinguish between developmental and well-being concerns and Child Protection Concerns. Nurture Steps is wholeheartedly committed to working together to address issues and enhance children's well-being. If there is a concern for the child's safety as defined by the child protection framework, this policy would be activated, the concern reported/flagged up to the DCPO, and a record created. The DCPO will then decide whether or not a referral will need to be made. This will be based on advice taken from Social Work or the Police.

## Allegations of Abuse

There are circumstances in which a child might be placed at even greater risk if concerns are shared, e.g. where a parent or carer may be responsible for the suspected abuse or not respond to the situation appropriately.

In all suspected or alleged abuse cases, advice and guidance will be sought by the DCPO from Social Work or the Police. Essential questions such as whether parents should be informed, who should contact them and what the conversation with the parents should entail will be asked.

## Other Related Policies

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- [Lone Working](#)
- [Safer Use of Internet Policy](#)
- [Data Protection Policy](#)
- [Red Flag Referral Policy](#)
- [Relationships and Behaviour Management Policy](#)

## Complaints & Concerns

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If you have any concerns about our work and work practices, we highly encourage you to disclose your concerns as soon as possible. We will try our best to resolve any concern you might have and prevent it from becoming a complaint. In case you are still dissatisfied with our services please follow our complaint procedure found in our [Complaint Policy](#).

**Communication**

A hard copy of the policy is available on request. If you wish to obtain a copy or would like to discuss our progress against our objectives, please contact:

CEO:  
MSEd. Suzie Repova  
info@nurturesteps.co.uk

First approval Date: 25.08.2022

Review date: 20.09.2023

Last Review date: 20.08.2024

Next approval date: 20.08.2025

## Child protection Policy - Flowchart



Actions you **MUST** take if you are concerned about a child.  
Failure to follow this policy might result in disciplinary action

**I am concerned !**

**Has the child been harmed or is at risk of harm?**

It is a wellbeing concern

Discuss it with your supervisor, manager or DCPO ASAP. Contact The Named Person. If you can't, you can contact SW for discussion and then wellbeing referral. Make a note of any discussion.

It is a safety concern

YES

Child is in immediate danger  
**CALL 999**

**KEEP CHILLD (and yourself) SAFE**  
1) Write **REPORT** & submit report  
2) Call & **REFER** to DCPO  
3) If DCPO isn't available call Social Work  
4) If Social work is not available call Police  
5) **RECORD** your report

NO

Gather information for child protection referral.

I am not sure

1) Ask yourself: "Which category of SHANARRI does my concern fall under?"  
2) Is it **safety** or other?  
3) What might happen to the child if you don't report?  
4) Act in the best interests of the child.  
5) Review the flowchart, make a decision. **ACT.**

DCPO number: 079 228 247 58  
SW Fife (M-F 9-5): 03451 55 15 03  
(out of hrs): 03451 55 00 99  
CP Dundee (24/7): 01382 307999  
SW Dundee (out of hrs): 01382 307964  
Police: 999

## Child Protection Procedure

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### REPORT

If you have a concern, **Report** this to the Designated Child Protection Officer as soon as possible or within 24 hours

### RECORD

**RECORD** a verbatim account (word for word) of what the child said and fill in the Child Protection Incident Reporting Form

Make sure to Date and Sign it. Nb. the date refers to the time of:

1. the conversation with the child,
2. the observation was made and/or
3. the incident took place

### REFER

The Designated Child Protection Officer will discuss the situation with the staff member and determine a **plan of action**, including taking advice from Social Work, Health agency or Police (in the case of an alleged criminal offence).

The reporting member of staff will be kept informed on a 'need to know' basis and may need to speak to Social Work directly.

If the DCPO can't be contacted within 24 hours, or in case of an emergency, contact either the next manager in the line of authority or Social Work or Police directly.

**DCPO number: 079 228 247 58**

**Social Work Fife - 03451 55 15 03, 03451 55 00 99**

**Social Work Dundee - 01382 307999**

**Police: 999**

## Definitions

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### Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

There may be some variation in family, community or cultural attitudes to parenting, for example, in relation to reasonable discipline. Cultural sensitivity must not deflect practitioners from focusing on a child's essential needs for care, protection from harm, or the need for a family for support to reduce stress and associated risk.

### Emotional abuse

Emotional abuse is persistent emotional ill-treatment that has severe and persistent adverse effects on a child's emotional development. 'Persistent means that a continuous or intermittent pattern has caused or is likely to cause significant harm. Emotional abuse is present to some extent in all types of ill-treatment of a child, but it can also occur independently of other forms of abuse. It may involve:

- conveying to a child that they are worthless or unloved, inadequate or valued only if they meet the other person's needs or demands.
- exploitation or corruption of a child, or imposition of demands inappropriate for their age or stage of development
- repeated silencing, ridiculing or intimidation
- requests that exceed a child's capability or developmental stage
- extreme overprotection, such that a child is harmed by the prevention of learning, exploration and social development
- seeing or hearing the abuse of another (in accordance with the [Domestic Abuse \(Scotland\) Act 2018](#))

### Sexual Abuse

Child sexual abuse (CSA) is an act that involves a child under 16 years of age in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to participate in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or producing indecent images, watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.



## Neglect

Neglect consists of the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty and is an indicator of both support and protection needs.

'Persistent' means there is a pattern that may be continuous or intermittent, which has caused or is likely to cause significant harm. However, single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful. Early signs of neglect indicate the need for support to prevent harm.

## QUESTIONS TO HELP YOU RISK ASSESSMENT WELLBEING Vs HARM



- Did a crime take place?
  - What has been happening?
  - What is happening now?
  - What might happen?
  - How likely is it?
  - How serious would it be?
  - Can you send the child home or other settings right now knowing they will be safe from harm?
- 
- Who or what presents the danger/threat to the child's well-being?
  - Where does the abuse occur – at home or in the wider community?
  - What is the level of intent – is the abuse an act of commission or omission?
  - Is the harm isolated to a single event or cumulative, reflecting more than one risk factor?
  - What is the actual or likely impact of any harm?
- 
- Does the child or young person's behaviour or presentation alert you?
  - Is there a cluster of signs?
  - Does the story add up?
  - What is the interaction between the child or young person and parent or carer like?
  - Does the parent or carer's behaviour alert you?

# Staff Reporting Form - CHILD PROTECTION CONCERN

<b>Name of staff reporting a concern CAPITALS:</b>	<b>Title / Role / Relationship:</b>
<b>Telephone number or email:</b>	<b>Date of report:</b>
<b>Child's name CAPITALS:</b>	<b>Date &amp; time of concern arising:</b>
<b>Client's number:</b>	
<b>Potential Witnesses Information</b> ( <i>name, role, contact</i> ):	
<b>INCIDENT INFORMATION</b>	
<p><b>Description / Details of concern or incident -WHAT happened, WHAT was said, WHERE it happened, WHEN, WHO was involved</b></p> <p><i>Please describe the issue, including names, reported allegations, observation of behaviour, injuries, times, and location. Please provide details of any person involved in this incident or alleged to have caused the incident. Include other relevant information such as the child's account of information (no questioning) and whether you record this incident as fact, opinion, or hearsay.</i></p>	
<b>ACTION TAKEN</b>	
<p><b>Who has been notified of this concern?</b></p> <p>Please follow the policy, and contact the internal DCPO first. If it's not possible, contact Social work. If a child is in immediate harm, contact the Police. If you work in a setting, contact their DCPO or Named person.</p> <p> <input type="checkbox"/> DCPO                      Yes / No                      Name: _____  <input type="checkbox"/> Social work                      Yes / No                      Name: _____  <input type="checkbox"/> Police                      Yes / No                      Name: _____  <input type="checkbox"/> Named person                      Yes / No                      Name: _____         </p>	
<b>Reporter Signature:</b>	<b>Date / Time / Location:</b>
<b>OFFICE CONFIRMATION</b>	
<b>DCPO name:</b>	<b>DCPO signature:</b>
<b>Date received:</b>	<b>Action taken:</b>

## DCPO Concern / Incident Report Form

Name of staff reporting a concern:	Title / Role:
Telephone number or e-mail:	Date of report:
Child's name, DOB & Address:	Date & time of concern arising:
<b>INCIDENT INFORMATION</b>	
<p><b>Description / Details of concern or incident as described by staff – who, where, when, what</b>  <i>Please describe the issue, including names, reported allegations, behaviour observation, injuries, times, and location. Please provide details of any person involved in this incident or alleged to have caused the incident. Include other relevant information such as the child's account of data (no questioning) and whether you are recording this incident as fact, opinion, or hearsay.</i></p>	
<p><b>Additional Description / Details of concern or incident</b></p>	
<b>ACTION TAKEN</b>	
<p><b>Who has been notified of this concern?</b></p> <p><input type="checkbox"/> Social work      Yes / No      Name: _____</p> <p><input type="checkbox"/> Police              Yes / No      Name: _____</p> <p><input type="checkbox"/> Named person      Yes / No      Name: _____</p>	
Date & Signature:	
Date, time reported:	Update on the action taken:

## Concern / Incident Report Summary

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<b>Logging in Initials &amp; Date:</b>	<b>Staff form completed Number:</b>	<b>DCPO informed Date:</b>	<b>External Agency informed: Y / N    Form Number</b>	<b>Receipt Received Date:</b>	<b>Update Received Date:</b>