

## Safeguarding Referrals:

The nature of a tutor's work places them in a position where young people may disclose information which raises concerns about their or their peer's welfare. If you find yourself in this position, where a young person is talking to you about such sensitive or concerning information, please follow these guidelines:

- Listen carefully to what the young person says and observe their behaviour.
- Clarify their concerns.
- Offer re-assurance about how they will be kept safe.
- Explain what action you will need to take and when you will do this.
- Do not press the young person for information, lead them or cross-examine them.
- Don't give them false assurances of absolute confidentiality.
- If the young person can understand the significance and consequences of making a referral to the LA children's social care, you should ask them for their views.
- You should however explain to the young person that whilst you will take their view into account, you have a responsibility to take whatever action you think is necessary to ensure their safety and the safety of other young people.
- You will need to make a decision about who you share this information with in the young person's home situation. If you consider sharing information would place the young person at greater risk or prejudice any future actions then you do not need to share at this time.
- At your earliest convenience make a note of everything you have been told, if possible use the concern form provided - (Appendix 1).
- If you consider the young person to be in imminent danger first contact the police on 999 and then Targeted Provision's DSL by telephone immediately.

As a minimum raise your safeguarding concern through your individual session reports which will alert The Complete Works' DSL to take further action. Please make yourself available until you have been contacted by the DSL.

Once our DSL (or either of the deputies) have been notified they will take responsibility to act upon the information they receive, which may include making a referral to the appropriate local children's social care team.

You may however find yourself in the unusual situation where you cannot make contact with The Complete Works or any of their DSLs. In this situation the law is quite clear - *All professionals have a responsibility to refer a child to Children's social care under section 11 of the Children Act 2004 if they believe or suspect that the child:*

- *Has suffered significant harm;*
- *Is likely to suffer significant harm;*
- *Has a disability, developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent) under the Children Act 1989;*
- *Is a Child in Need whose development would be likely to be impaired without provision of services.*

If you find yourself in this unusual situation and cannot share your concern with parents or carers then please follow these guidelines:

- Make direct telephone contact with the local children's social care team. The Complete Works will have provided you with the contact details of the local care team. If however you are unsure of which office to call go to <https://www.gov.uk/report-child-abuse-to-local-council> and enter the postcode of your location. The site will provide you with the correct numbers to ring.
- The person who answers your call will decide what to do. For example, they might:
  - gather more information
  - ask a social worker to look into it
  - contact the police, if they think the child is at immediate risk or a crime has been committed

The children's social care team will tell you what happens next, but they won't be able to give you any confidential information.

Be prepared by completing the concern form (Appendix 1) and be aware you could be asked information on any of the following:

- Full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household;
- Family address and (where relevant) school attended;
- Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
- Names and date of birth of all household members, if available;
- Where available, the child's NHS number and education UPN number;
- Ethnicity, first language and religion of children and parents;
- Any special needs of children or parents;
- Any significant/important recent or historical events/incidents in child or family's life;
- Cause for concern including details of any allegations, their sources, timing and location;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of child and parents;
- Known involvement of other agencies / professionals (e.g. GP);
- Information regarding parental knowledge of, and agreement to, the referral;
- The child's views and wishes, if known.

You may have other information which may be relevant and some information may not be available to you at the time of making the referral. However you should not delay in order to collect information if the delay may place the child at risk of significant harm.

You should seek the parent/carer's permission before discussing a referral about them with other agencies, unless permission-seeking may itself place the young person at risk of significant harm. If you decide not to seek parental permission before making a referral you must make this clear when

you speak to Children's social care, your decision must be recorded in the child's file with reasons,

<b>Name of the child:</b>	
<b>Your Name and Designation</b>	<b>Name:</b> <b>Designation:</b> <i>Please ensure you sign the form at the bottom</i>
<b>Date and time of the incident</b>	<b>Date:</b>

dated and signed and confirmed in the referral to Children's social care.

After you have completed the referral you must make contact with The Complete Works' DSL as soon as possible as they will support you to confirm your referral in writing. This MUST be completed within 48 hours of your initial contact with Children's social care. If you do not receive an acknowledgement within three working days, you should contact Children's social care again.

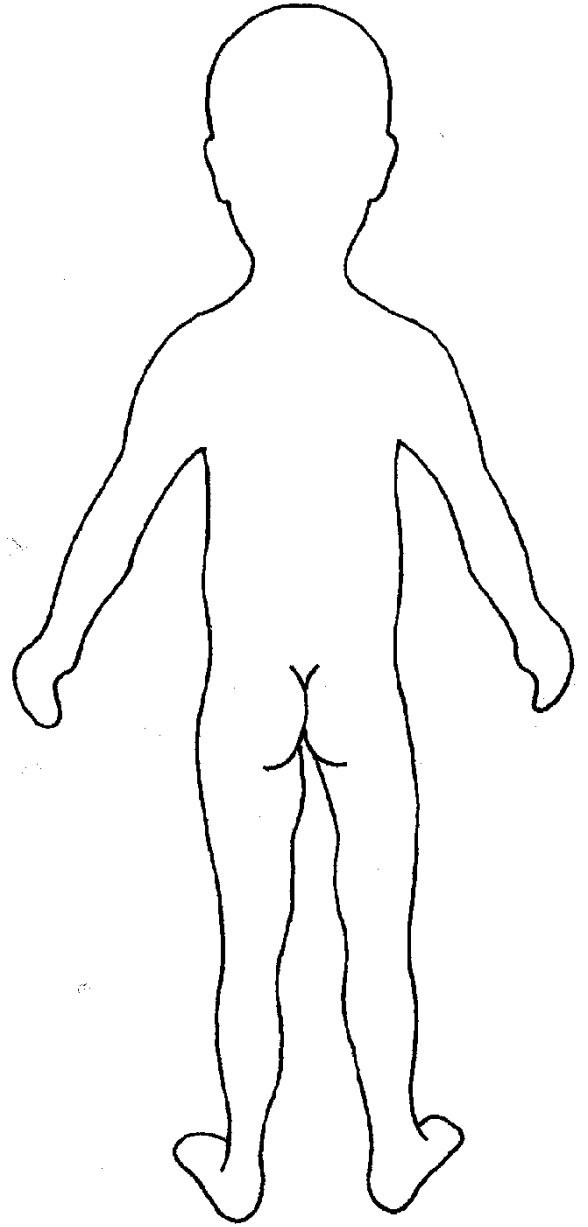
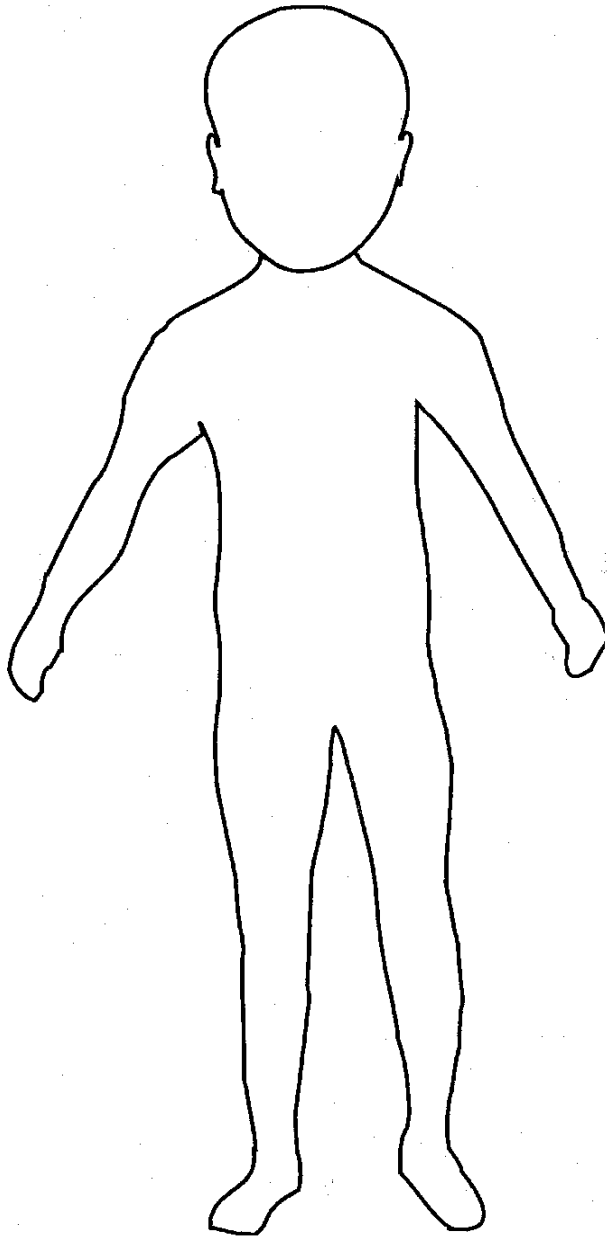
Please be assured, should you find yourself in a position where you consider the need to make a referral **do not hesitate**, the people who you speak to on the phone will guide and support you, even if they consider your referral to be unnecessary.

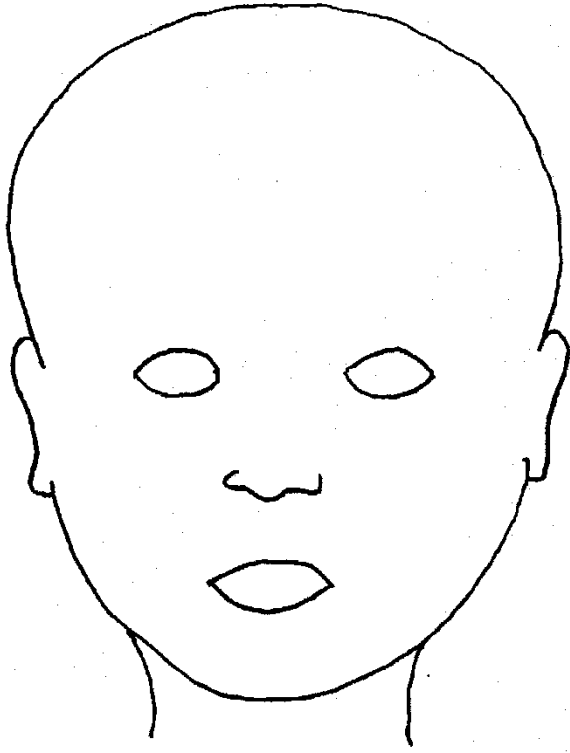
For further advice and guidance we strongly recommend you familiarise yourself with the Gov.uk's publications [Working Together to Safeguard Children](#) July 2018, and [Keeping Children Safe in Education](#), Statutory guidance for schools and colleges September 2019.

## **Appendix 1: Recording General Concerns about a Child**

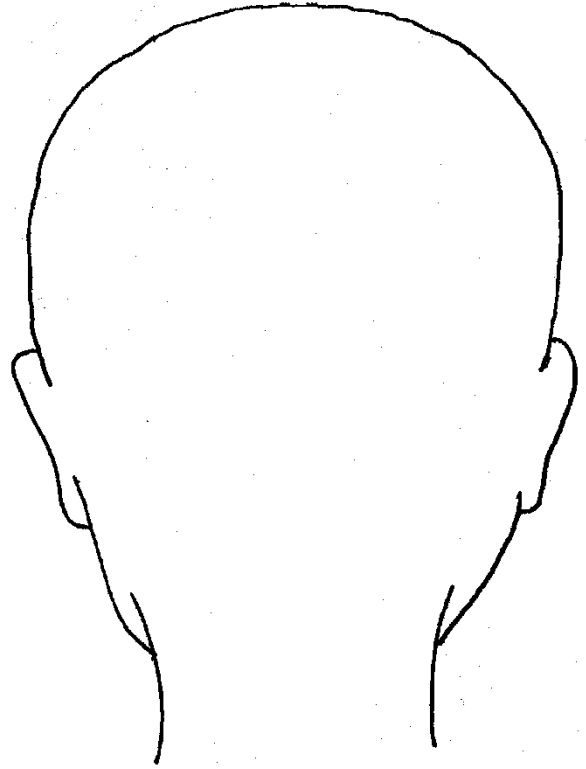
or when this concern was observed	Time:
Name of the child:	Please circle:
Date and time of observations:	Date was the time of the incident Time was the time I observed a concern
Date and time this record was written	Date: Time:
<p>Please provide a written record of the incident/concern. Ensure you:</p> <ul style="list-style-type: none"> <li>• Distinguish between fact, opinion and hearsay</li> <li>• Describe the concern in as much detail as possible</li> <li>• Record the voice of the child, <b>verbatim</b> (don't be afraid to record swearing, insults, intimate vocab).</li> <li>• Don't record any jargon</li> <li>• Do not discriminate or stereotype as part of the description</li> </ul>	
If applicable, confirm you have attached the body map to show any visible injuries	<b>Body Map Attached</b> (please circle): YES NO
Signature of recorder:	

**BODYMAP**

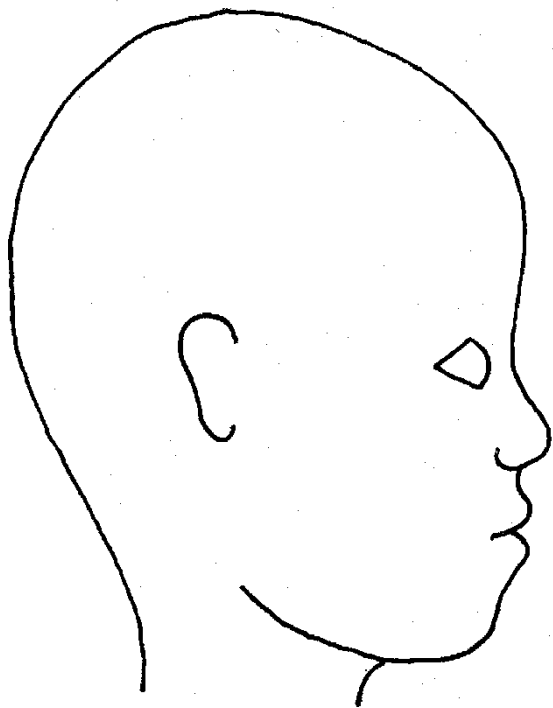




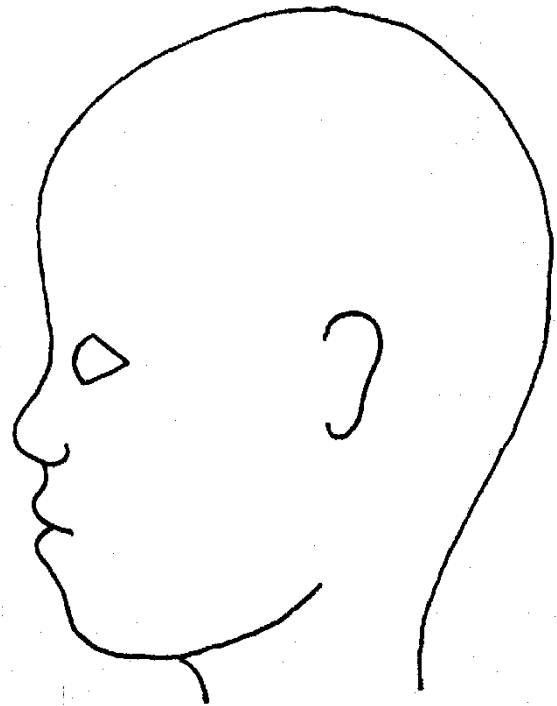
**FRONT**



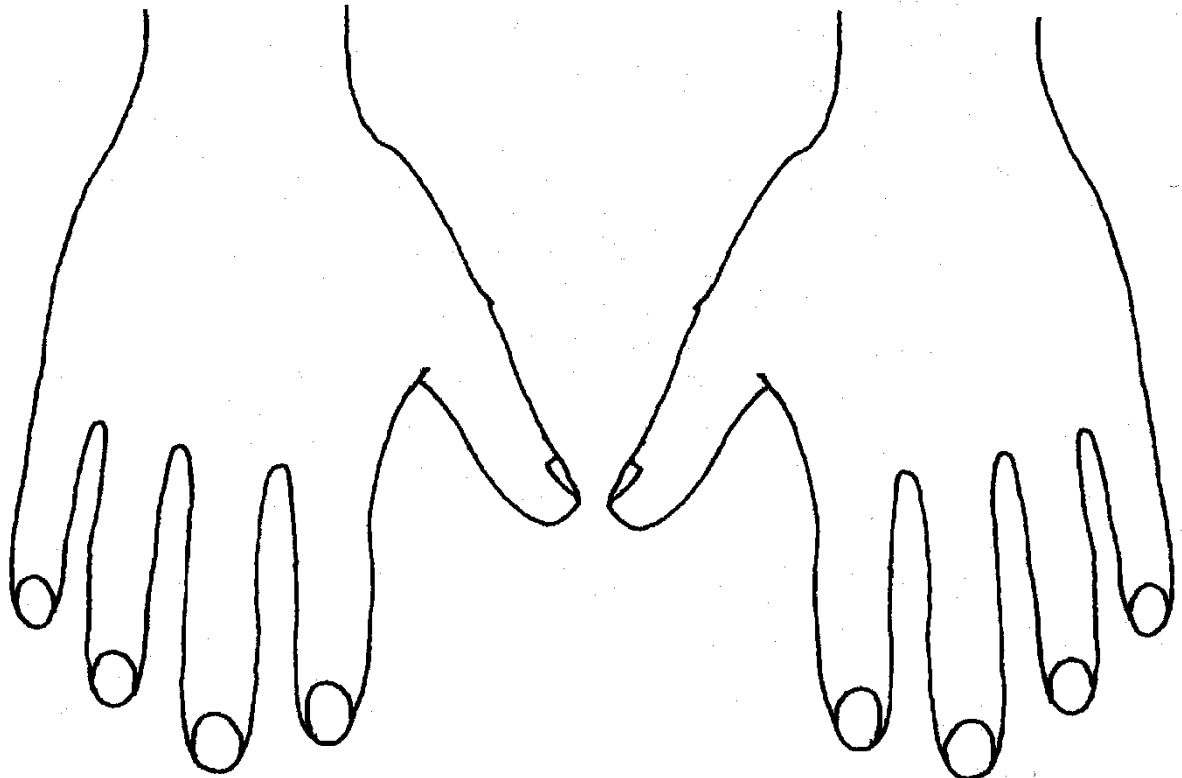
**BACK**



**RIGHT**



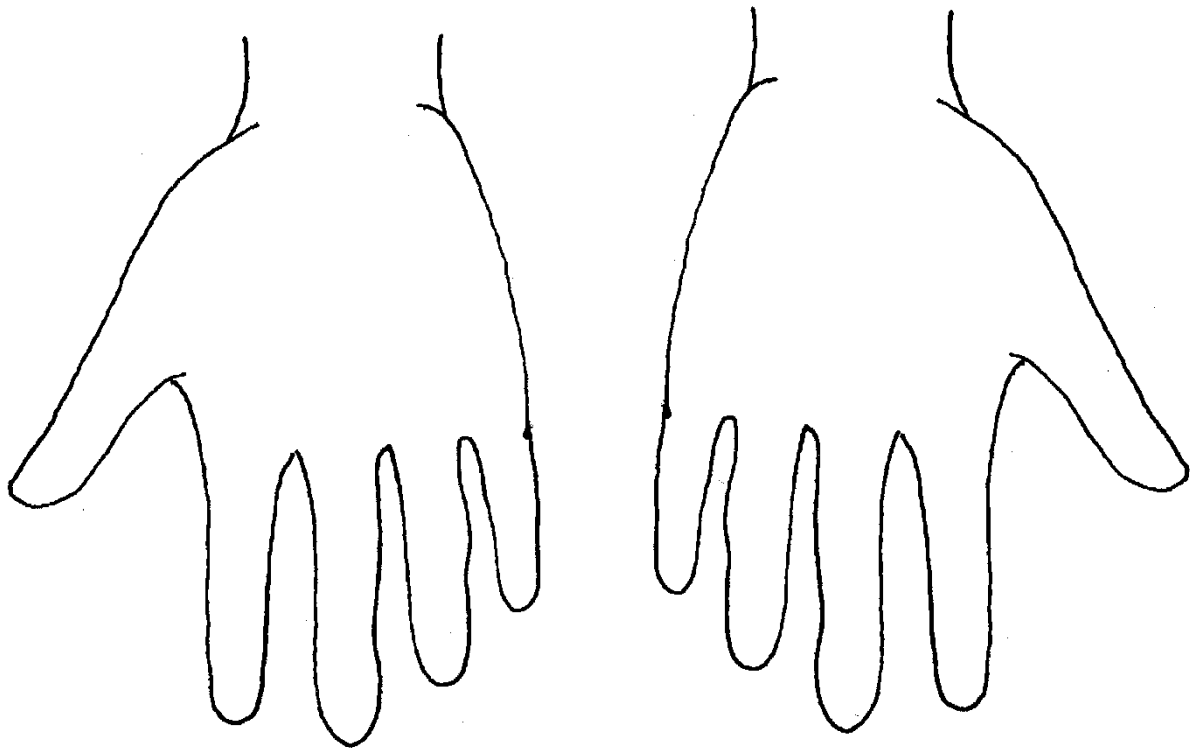
**LEFT**

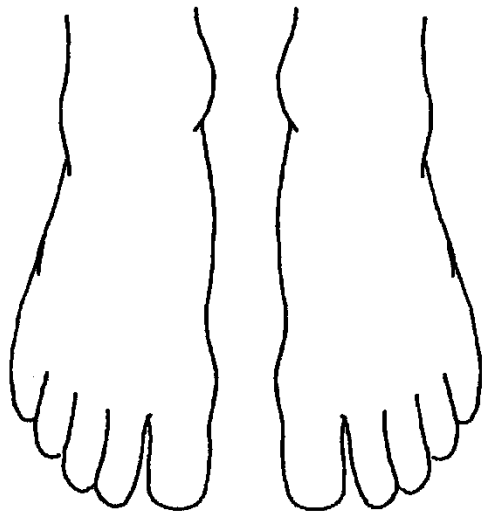


R

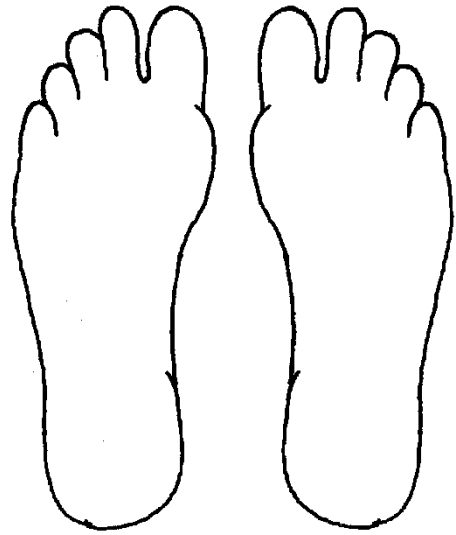
L

BACK

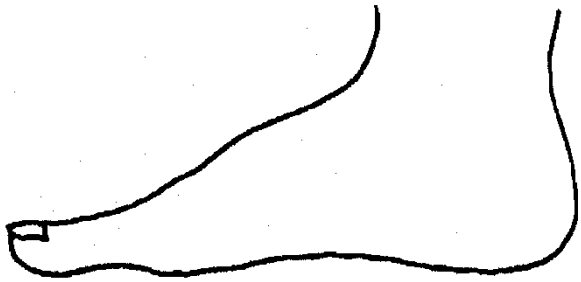




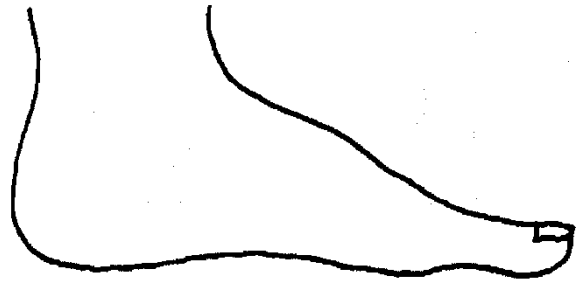
R TOP L



R BOTTOM L

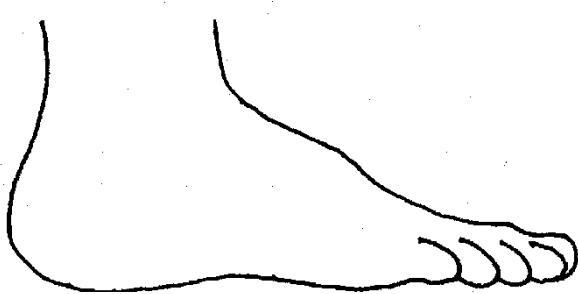


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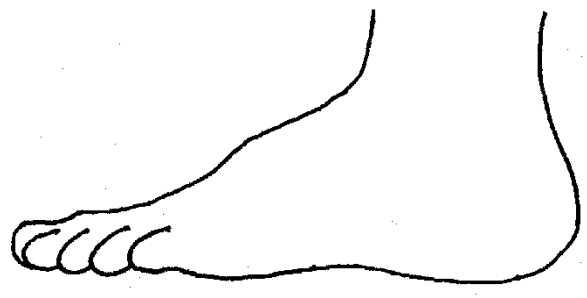


L

INNER



R



L

OUTER