

Brockwell Park Community Greenhouses

SAFEGUARDING CHILDREN POLICY



Version: V3

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Next Review: 02 April 2026

Policy Statement

Brockwell Park Community Greenhouses (BPCG) believe that children and young people have a fundamental right to be protected from harm and we recognise our responsibility to take all reasonable steps to safeguard and promote the welfare of all children and young people using our services or visiting our site. This statement reflects our commitment to adopt best practice to protect children and young people under the age of 18 years.

Furthermore, BPCG respects every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available. We respect the feelings and views of every individual and we will not tolerate bullying in any shape or form.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have equal right to protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting the welfare of young people.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Adopting safer recruitment best practice for the recruitment of all staff and those volunteers who will be working with children and young people.
- Sharing information about child protection and good practice with children, families, staff and volunteers.
- Sharing information about concerns with the agencies who need to know in a timely fashion, involving parents and children as appropriate.
- Providing effective management for staff and volunteers through supervision, support and training.
- Reviewing our policy and practice guidelines annually to ensure that they still reflect our commitment to best practice.

Contact details for designated child protection representatives:

The trustee with overall responsibility for implementing this policy and who can be contacted in case of emergency is Carla Clarke, carla.clarke@brockwellgreenhouses.org.uk

The designated child protection officer overseeing this policy is the Children and Families Programme Manager, Charlene Duncan, education@brockwellgreenhouses.org.uk.

In her absence the role will be undertaken by our Community Gardener Manager, Jody Gillett (garden@brockwellgreenhouses.org.uk).

For matters concerning safeguarding vulnerable adults, BPCG's Safeguarding Vulnerable Adults policy should be consulted. The member of staff with overall responsibility for implementing that policy and fulfilling the role of designated safeguarding officer for vulnerable adults is our Community Gardener Manager, Jody Gillett (garden@brockwellgreenhouses.org.uk).

In the case of an allegation involving one of the above members of staff, arrangements will be made to ensure the availability of an alternative representative.

This statement, and the procedures that follow it, are current and fully implemented at Brockwell Park Community Greenhouses.

Child Safeguarding Procedures

Procedures for Handling a Child Protection Concern

Purpose and aim of these procedures:

- To provide protection for the children and young people who use BPCG services or visit our site, including the children of adult members or users, in accordance with the current legislative framework and best practice guidelines.
- To ensure that **all** members of staff including the board of trustees, paid staff, volunteers, sessional workers, work placement students and anyone acting on behalf of BPCG understand their role and responsibilities in helping us to achieve our goal of safeguarding children and young people.
- To provide staff and volunteers with guidance on the procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- To provide guidance on the procedures to be adopted in the event that an allegation is made against a member of staff, volunteer, trustee, sessional worker, contractor or any other person acting on behalf of BPCG.

Identifying abuse

Abuse is a form of maltreatment of a child. Somebody may abuse a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused by parents, family members or friends of the family, people in a position of trust or authority; the abuser could also be another child or, more rarely, a stranger, or anyone who has contact with children in a family or in an institutional or community setting.

Types of abuse:

1. Physical abuse

This is when a child is hurt or injured by another child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as burning or scalding, poisoning, drowning or smothering. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and lasting adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone. It may involve denial of love or affection, or constantly threatening or humiliating the child. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse which undermine a child's confidence and sense of self-worth.

3. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter; failure to protect a child from physical and emotional harm or danger; inadequate supervision; or failure to provide access to appropriate medical care or treatment.

4. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of

clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet or other digital technologies).

5. Bullying

Bullying may not always amount to abuse. However, it will often include at least one, possibly more, of the defined categories of abuse above. For this reason these safeguarding procedures include anti-bullying strategies.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). It can cause considerable distress with adverse effects on health and development and, in extreme cases, can cause children significant harm (including self-harm).

Recognising the signs of abuse

Note that it is not the responsibility of staff and volunteers to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. This is the role of the Social Services or the NSPCC who have statutory powers and obligations under the Children's Act 1989, as amended. However, all staff and volunteers, have both a responsibility and duty, to act in order that the appropriate agencies can investigate and take any necessary action to protect a child if they have concerns that a child is being abused, or is at risk of abuse, or if a child discloses information about abuse to them.

Child abuse is difficult to recognise and it is important to be aware that there are many reasons for changes in behaviour in a child or young person which do not involve abuse or neglect. However, there are some indicators which, when considered in the context of what is known about the child, **may** cause concern. Further guidance can be found in the [NSPCC website - Recognising and Responding to Abuse](#).

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Any injuries observed should always be interpreted in light of the child's medical and social history (if known), their developmental stage and the explanation given. However, unexplained bruising, marks or injuries especially on non-bony or less visible areas of the body; cigarette or other burns; human bite marks; inconsistent or muddled explanations of broken bones or other injuries may be the result of physical abuse. There may also be behavioural changes e.g. uncharacteristic outbursts of aggression or temper, or a child may appear withdrawn. They may show fear of parents being approached for an explanation of injuries, flinch when approached or touched or be reluctant to remove layers of clothing, for example in hot weather.

There are often no outward physical signs of emotional abuse which makes it hard to detect but neurotic behaviour e.g. hair twisting, rocking; an inability to play; excessive fear of making mistakes; sudden speech disorders; self-harm; and a fear of carers being approached regarding their behaviour may indicate that a child is subject to emotional abuse.

The nature of our work with children makes it unlikely that staff or volunteers at BPCG would observe the physical signs of sexual abuse. However, sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn can also indicate sexual abuse as can a fear of being left with a specific person or group of people; exhibiting sexual knowledge which is beyond age, or developmental level; sexual drawings or language; mention of secrets they cannot tell anyone about; sudden unexplained sources of money; isolation or lack of friends; or acting in a sexually explicit way towards adults or their peers.

The physical observable signs of neglect may include: constant hunger, possibly even stealing food from other children; a child who is dirty or 'smelly'; appears significantly underweight or consistently has inappropriate clothing for the conditions. In addition, the child may complain of being tired all the time or mention being left alone or unsupervised.

How to respond to signs or suspicions of abuse

If you suspect that a child may be being abused, or at risk of abuse, you have a duty to act: it is not sufficient to assume that another authority will have picked up on the indicators that you have noticed. However, as stated above, it is not the responsibility of staff and volunteers to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. This is the role of the Social Services or the NSPCC who have statutory powers and obligations under the Children's Act 1989, as amended.

If you suspect abuse you should discuss the matter with BPCG's designated child protection officer in the first instance and you will both decide what further action should be taken. In most circumstances you will also need to complete an incident report form (Appendix A). If you suspect that a child is in **immediate** danger you should call the police and be advised by them as to any further action that you should take.

Sometimes the indicators will be compelling and the matter will need to be referred to social services for investigation. In this case you should complete an Incident Reporting Form (Appendix A) or make a written record as soon as possible after the event. The form/your record should contain the following information:

- Your name and role
- Date and time
- As many personal details as are known about the child: full name, age, address (if known), school attended etc.
- The context e.g. a class visit to the Community Greenhouses
- What did you notice? It is important to stick to the facts, do not offer your interpretation of events.
- What explanation (if any) did the child offer? Use the child's own words or describe their actions. Do not add your interpretation of their explanation.
- What action did you take?

Any referral to Lambeth Children's Services (contact details in Appendix B at the end of this document) should be made within 24 hours and followed up in writing within 48 hours. Your original notes/incident form must be retained with a note of the date of referral.

Alternatively it may be appropriate to refer the matter to the designated child protection officer at another agency, for example, in the context of a school visit to BPCG, the child's school. Again an incident report form will need to be completed and BPCG's designated child protection officer is available to support you, including making contact with the school if appropriate.

Sometimes the appropriate course of action may be to document the incident and monitor the situation over an agreed period of time. For example, there are a number of reasons why a child may turn up hungry on a single occasion but if you are working regularly with a child over a number of weeks and the child is constantly hungry, and unable to concentrate on the task at hand as a result, that may be an indicator that the child is being abused/neglected. Where a decision is taken to monitor the situation, a review date will always be agreed with the designated BPCG child protection officer who will be responsible for ensuring that the situation is reviewed on that date or shortly thereafter or delegate the responsibility to another appropriate individual..

All written records must be stored securely in a locked filing cabinet or, if in electronic form, in a secure system which is protected by user name and password or encryption technology as appropriate.

The incident should not be discussed with colleagues other than the BPCG designated child protection officer or in the context of a review meeting.

How to respond to a child telling you about abuse

If a child tells you about abuse you should follow the procedure below and pass the information to the BPCG designated child protection officer as soon as possible. You will then decide together on the appropriate next step as detailed above.

1. Receive

- Listen to what is being said without displaying shock and disbelief.

- Accept what is being said. Do not make the child feel that s/he is not believed.
- Take notes (see *Record* below)

2. Reassure

- Be reassuring but honest.
- Don't make promises you may not be able to keep, don't say things like 'I'll stay with you or 'Everything will be all right now'.
- Don't promise confidentiality: you have a duty to refer.
- Do reassure them that they were right to tell you, and recognise how difficult it might have been to tell.
- Remember that what you say should be appropriate to their age and stage of development.

3. React

- Do not interrogate them for full details. It is not your role to decide whether or not the alleged abuse took place. All you need to do is find out whether or not you need to refer this further.
- Do not ask them leading questions, for example 'What did he do next?' or 'did she touch your private parts?'
- Do ask open questions, like 'Anything else to tell me?'
- Do not criticise the person the vulnerable person is talking about, they may love him/her and reconciliation may be possible.
- Do not ask the child or vulnerable adult to repeat what they have said to another worker, volunteer or management member.
- Explain clearly what you have to do next and who you will need to talk to.

4. Record

Make some brief notes as soon as possible. Do not destroy these in case they are needed by Social Services. If possible, complete an incident reporting form detailing

- Your name and role
- Date and time
- As many personal details as are known about the child: full name, age, address (if known), school attended, contact details for parents/carers etc.
- The context e.g. a class visit to the Community Greenhouses
- What is said to have happened or was seen, in the words used by the person making the allegation. Do not paraphrase or offer your own interpretation of the event.
- Details of anyone else present when the allegation was made.
- Any additional evidence e.g. bruises bleeding, unusual behaviour (draw a diagram to show the position of bruises or marks they show you, include details of the size, shape and colour).
- What action did you take?

You must pass this record to BPCG's designated child protection officer who will be able to offer support and advice to help you through the referral process.

5. Confidentiality

Allegations should not be discussed with anyone other than the designated officer in the first instance - this can be harmful for the person who made the allegation as well as the person against whom the allegation was made. Any written reports or notes must be passed to the designated officer and stored securely in a locked filing cabinet or, if in electronic form, in a secure system which is protected by user name and password or encryption technology as appropriate.

How to respond to allegations of abuse against a member of staff or volunteer

These procedures should be used if there is an allegation that any person who works with children in connection with their employment or voluntary activity at BPCG has:

- Behaved in a way which has, or may have, harmed a child

- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicated they are unsuitable to work with children

Or where there are

- Concerns about an individual's behaviour towards his/her own children
- Concerns about behaviour in the private or community life of a staff member or volunteer.

When an allegation is made, the person to whom it is first reported should treat the matter seriously and keep an open mind. The allegation should be reported immediately to BPCG's designated child protection officer or, in the event that the allegation concerns that individual, an appointed alternative. A written record of the allegation must be made and this document must be signed and dated by the person to whom the allegation was made. The person making the allegation should be assured that the information will only be shared on a 'need to know' basis.

It is important that the person receiving the allegation does not start to investigate the matter or ask leading questions, make assumptions, promise confidentiality or disclose the allegation to the accused person.

For the purposes of such allegations, the BPCG designated child protection officer shall be responsible for ensuring:

- That BPCG deals with the allegation in accordance with the London Child Protection Procedures
- Whether the threshold for an allegation is met
- Liaison with the Local Authority Designated Officer (LADO).

In particular, upon receiving notification that an allegation has been made, the BPCG designated officer:

- May consult with the [Lambeth Safeguarding Children Partnership](#) (LSCP) (contact details in Appendix B).
- May make initial inquiries to ensure that the allegation is not demonstrably false.
- Shall refer the matter to the LSCP within one working day.
- Shall report the concerns here: <https://www.lambethsaferchildren.org.uk/report-concerns>
- Consider suspension or put additional risk assessments/other safeguards in place (note that suspension is not an automatic default position).
- Advise the alleged perpetrator that a safeguarding issue has been raised (but not disclose the detail of the allegations).
- Act as the employer's representative for the purposes of ongoing local authority investigations. This includes providing details of the alleged perpetrator's personnel records, DBS checks, references and providing information about the child in question.

Confidentiality

Every effort should be made to maintain confidentiality while an allegation is being investigated. The child, parents or carers and accused person should be kept up to date (unless the LADO has specifically advised against updating one or more of these parties) but outside this group information should be restricted to those who need to know in order to protect children or manage related employment processes.

All notes and paperwork must be passed to the designated officer and stored securely in a locked filing cabinet or, if in electronic form, in a secure system which is protected by user name and password or encryption technology as appropriate.

Allegations against someone not working for BPCG e.g. parents or carers, school staff or another child

If an allegation is received against someone who does not work for BPCG but who was involved in activities run by BPCG, the person to whom the allegation is first reported should treat the matter seriously and keep an open mind. The allegation should be reported immediately to BPCG's designated child protection officer who will decide whether the allegations should be reported to the police, the LADO, the social care duty officer or the alleged perpetrator's employer in the first instance. A written record of the allegation must be made and this document must be signed and dated by the person to whom the allegation was made. The person making the allegation should be assured that the information will only be shared on a 'need to know' basis.

It is important that the person receiving the allegation does not start to investigate the matter or ask leading questions, make assumptions, promise confidentiality or disclose the allegation to the accused person.

Referral to the appropriate authority will be made by the BPCG designated officer within one working day and all accompanying paperwork will be completed within a further 24 hours. The designated officer will also decide whether any additional risk assessments/other safeguards should be put in place pending the outcome of the enquiry.

Confidentiality

Every effort should be made to maintain confidentiality while an allegation is being investigated. The child, parents or carers and accused person should be kept up to date but it may not be appropriate for the BPCG designated officer to be responsible for this updating in cases where the alleged perpetrator is not a member of BPCG staff. Otherwise information should be restricted to those who need to know in order to protect children.

All notes and paperwork must be passed to the designated officer and stored securely in a locked filing cabinet or, if in electronic form, in a secure system which is protected by user name and password or encryption technology as appropriate.

It is not abuse but I am concerned that this child/family need help

If a member of staff or BPCG volunteer has concerns about the welfare of a child which are not about abuse but there are concerns that the child or family need some help in making sure that the child's needs are met to address a particular problem e.g. a child is suffering because of poverty or has a disability and needs extra help, then it may be appropriate to use the Common Assessment Framework (CAF). The CAF is not a referral document but a request for services. The process is entirely voluntary and informed consent is required, so families and children must be involved in the request for services. BPCG's designated child protection officer can provide further information about the process and advise whether it might be appropriate for a particular child.

Confidentiality

Remember that the welfare of the child is paramount in all safeguarding proceedings. The law permits disclosure of otherwise confidential information if it is necessary to protect a child/children. However, the general rules of confidentiality must be respected. Information should be restricted to those who need to know and all notes and paperwork must be stored securely in a locked filing cabinet or, if in electronic form, in a secure system which is protected by user name and password or encryption technology as appropriate.

Safer recruitment procedures

BPCG is committed to safer recruitment procedures designed to deter, identify, reject and prevent unsuitable people from working with children as outlined in the London Child Protection Procedures. These procedures apply not only to people who come into contact with, or who are responsible for, children, but also those who regularly work at BPCG when children are present or those seen as trustworthy because of their regular presence or the nature of their role, including volunteers. In our context, safer recruitment procedures apply to trustees, all members of staff and our education volunteers.

Deter

All our advertisements for posts including voluntary roles contain a clear safeguarding statement to the effect that BPCG is committed to safeguarding and promoting the welfare of young people and we expect all staff and volunteers to share this commitment.

Advertisements for all staff and trustee roles and those volunteer roles which will involve contact with young people make it clear that successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Identify

All staff and education volunteers must complete a standard application form, which includes a section where convictions, cautions, bind-overs and warnings can be declared and signed as true. All application forms must be

signed.

All applicants must produce two agreed pieces of documentation confirming their identity at interview.

Reject

All staff and education volunteers will be interviewed by at least two members of staff/volunteers from BPCG and, where appropriate, interviews will include one or two questions focussed on safeguarding issues and motivation to work with children.

All successful applicants will be required to supply details of at least 2 referees who will be contacted before the applicant is offered a position. One of these referees should be from the applicant's last employer or from the position where the applicant most recently worked with children. References will ask for a range of information but must include the question whether the applicant has ever been subject to an allegation of abuse against a child or any other reason the applicant may be unsuitable to work with children.

All successful staff applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Prevent

BPCG is committed to promoting an ongoing culture of vigilance in relation to safeguarding and promoting the welfare of children. For all staff and volunteers:

- Safeguarding standards are high and are maintained by all staff.
- Everyone knows their safeguarding responsibilities.
- Everyone knows how to raise child protection/safeguarding issues and to whom they should address such concerns.
- Everyone shares good practice and challenges poor or unsafe practice.
- Everyone co-operates with the safeguarding systems put in place.
- Everyone acts professionally in their work.
- Everyone shares the vision to safeguard children.

Regulated activities

Volunteers and short-term workers such as student placements will never be asked to work with young people unsupervised i.e. BPCG education volunteers never engage in regulated activity as defined by the Safeguarding Vulnerable Groups Act 2006 as amended.

All paid staff will be subject to a probationary period of 3 months during which time their suitability for the role will be assessed and they will apply for an Enhanced Disclosure and Barred List Check from the Disclosure and Barring Service. If their check has not been received before the end of this period, their probationary period will be extended until the DBS check has been seen.

BPCG Code of Conduct

Community gardens are by their nature, friendly and relaxed places. This may make it difficult for people to always know how to act appropriately: however, a friendly, relaxed atmosphere must also guarantee a safe environment for vulnerable people. Many workers are concerned about how their contact with vulnerable people might be misinterpreted or seen as inappropriate. To minimise this, consider how you will behave in advance and follow the steps set out below.

General behaviour

Staff should minimise the chances of spending time alone with children or young people, and where this is required other workers should be informed in advance. Volunteers should never be out in a position where their contact with children is unsupervised.

If a member of staff or volunteer finds themselves alone with a child because of circumstances beyond their control (eg. child follows them to handwash station out of sight, or parent/teacher/carer walks away to attend to another

matter, leaving child alone with them), they should move as quickly and calmly as possible back into public view and re-join the adult(s).

Where close contact is required (e.g. learning to use tools), ensure that it takes place in a group setting, so that all involved are in an appropriate situation.

Don't rely on your good name; rely on good, consistent work practices.

Staff and volunteers should not offer lifts to children or young people.

Language employed should always be appropriate to the age and nature of the people you are working with.

Any computer based activity should be agreed in advance and closely supervised. BPCG will not tolerate access to pornographic or other inappropriate websites.

When working with children of friends or family, staff must distinguish their role at work from their 'friends and family' role. For example, it is not appropriate to take children to your home, or offer lifts in a work role.

Physical contact

Keep everything in public—a hug in the context of a group is very different to a hug behind closed doors.

Touch should be related to the child or vulnerable person's needs not to the worker's.

Touch should be age appropriate and should not be initiated by the worker or adult volunteer, except in exceptional circumstances such as when medical attention is required.

Staff and volunteers should feel able to point out anything that might be misunderstood in the behaviour of a colleague.

Anti-bullying

BPCG are committed to preventing bullying in all its forms. Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
- sectarian/racial taunts, graffiti, gestures
- sexual comments and/or suggestions
- unwanted physical contact.

We are committed to the early identification of bullying and prompt, collective action to deal with it involving all relevant parties as appropriate. Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person/adult who is bullying. Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved. Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development. Those who bully will be supported and encouraged to stop bullying.

Further information can be found in our *Anti-bullying policy* and a list of useful contact organisations is included at Appendix B.

Avoidable accidents: Minimising risk

BPCG is committed to providing a welcoming and safe environment for children and young people where key hazards are identified and appropriate steps are taken to minimise these risks. All activities involving children or young people are thoroughly risk assessed and copies of the risk assessments are shared with interested parties such as school staff and BPCG volunteers in advance, in addition to being available for consultation on the day of the event. We are aware that children of different ages and young people with additional support needs require different safety

considerations and we endeavour to take on board the whole spectrum of need when assessing the safety of any given activity.

We recognise that we cannot eliminate all risk inherent in a garden setting but we aim to help children and young people to recognise and understand risks and make sound judgments about how to approach these risks. In particular, we:

- Encourage staff and volunteers to spend time talking to children about the concept of what is 'safe' to eat and drink and what may be poisonous. Our rule is that children should not pick or eat without showing it to an adult first.
- Ensure that all sharp kitchen and scientific utensils are kept out of reach. Older children should be taught to use knives and scientific equipment such as scalpels and glass microscope slides safely – and such items should be kept out of the reach of younger children.
- Ensure that our gates are kept shut securely during activities designed for children and young people.

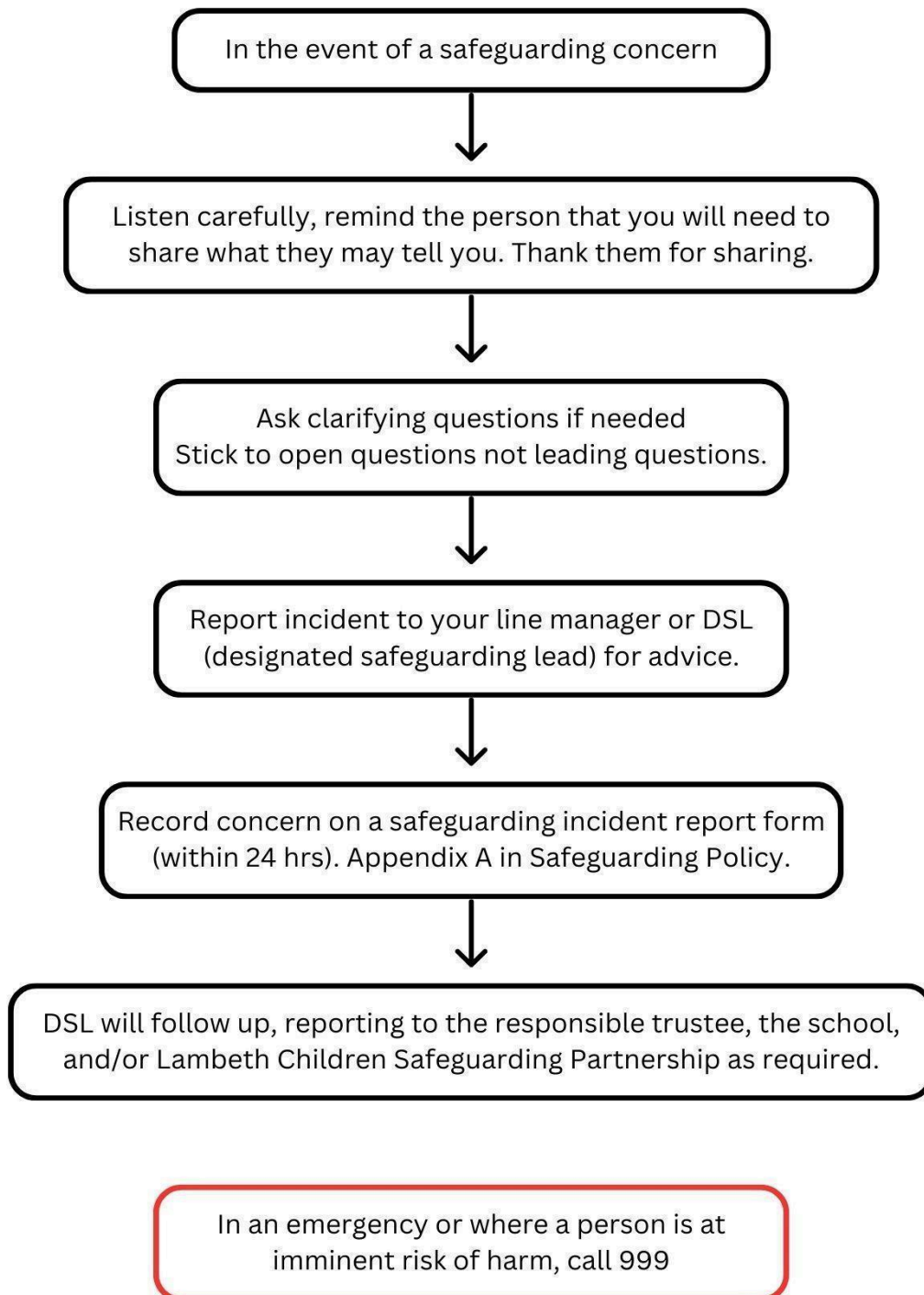
Further details of our commitment to protect the physical safety of children and young people visiting our site can be found in our *Health and Safety Policy*.

Implementation strategy

BPCG's designated safeguarding lead (details above) is responsible for the implementation of this policy and procedures. All staff and those volunteers working with children or young people will be introduced to our safeguarding policy and procedures as part of the induction process. Their safeguarding responsibilities and procedures to be followed will be made clear during this induction process.

Staff and volunteers will be made aware of additional safeguarding training opportunities and online resources provided by Lambeth Safeguarding and Children's Board. They will be given the opportunity to attend such training if desired.

This policy will be reviewed by the designated child protection officer annually or as required in response to relevant legislative changes. The child protection officer has a responsibility to ensure that s/he keeps up to date with safeguarding issues by joining appropriate professional networks and attending appropriate training sessions on the subject.



Appendix A: Sample child safeguarding incident report form

Date incident reported: _____

| | Person reporting the incident | Person recording the incident (if different) |
|---|-------------------------------|--|
| Name | | |
| Job role | | |
| Knowledge of and relationship to the child/young person | | |
| Contact address | | |
| Tel. number(s) | | |
| E-mail: | | |

Child's details

| | |
|--|--|
| Full name of child | |
| Date of birth | |
| Contact address (this may be care of school if no further details are known) | |
| Tel. number | |
| Any other details e.g. additional support needs, if known | |

Incident details

| | |
|--|----------------------------|
| Location of incident (if relevant): | Date and time of incident: |
| <p>Details of incident. Stick to the facts, do not add your interpretation of events. If you are recording information reported to you, please use the exact words as reported to you so far as possible. Include details of any explanation provided.</p> | |
| <p>Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, emotional state of the young person etc). Stick to the facts as observed, do not add your interpretation of events.</p> | |
| <p>Actions taken so far:</p> | |

Details of alleged abuser (if known)

| | |
|---|--|
| Name | |
| Date of birth/age | |
| Relationship to child | |
| Occupation | |
| Address | |
| Telephone number(s) | |
| Any other information e.g. additional support needs | |

BPCG staff contacted

| Contact Name | Contact Number | Date | Time | Able to make contact: Y/N? | Details of advice received |
|--------------|----------------|------|------|----------------------------|----------------------------|
| | | | | | |
| | | | | | |

External agencies contacted:

| Agency | Y/N | Contact name | Contact number | Date | Time | Details of advice received |
|---|-----|--------------|----------------|------|------|----------------------------|
| Police | | | | | | |
| Children's services (social services) | | | | | | |
| Local Authority Designated Officer (LADO) | | | | | | |
| NSPCC | | | | | | |
| Other (please specify) | | | | | | |

I certify that the details described above are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed: _____

Date: _____

Please submit this form immediately to BPCG Designated Child Protection Officer. This form should be stored securely in a locked filing cabinet or, if in electronic form, in a secure system which is protected by user name and password or encryption technology as appropriate.

Appendix B: Useful contact details (external)

Vulnerable Adult contacts

(LSAB) Lambeth safeguarding Adults Board at www.lambethsab.org.uk or contact Adult Social Care on Tel. 0207 926 5555

Child protection contacts

If you need to contact Social Services about a child protection issue, **Lambeth Children's Services** can be reached on 020 7926 5555 or call Lambeth's Integrated Referral Hub on 020 7926 3100. Alternatively email: helpandprotection@lambeth.gov.uk:

For children known to live in Southwark, contact **Southwark children's services** on 020 7525 1049 or **the duty social worker** on 020 7525 1921

NSPCC helpline for adults concerned about a child: 0808 800 5000

Lambeth Local Authority Designated Officer (LADO): www.lambethsaferchildren.org.uk/lado-referrals or tel 020 7926 4679

Lambeth Safeguarding Children Partnership: www.lambethsaferchildren.org.uk or tel 020 7926

3344

Southwark Safeguarding Children Partnership : E-mail MASH southwark.gov.uk

Police: In an emergency, please call 999. For non-emergencies, call 101

Anti-bullying advice

Childline: 0800 1111

NSPCC Helpline (for adults concerned about a child): 0808 800 5000

www.there4me.com (an online service for young people)

Kidscape: 020 7730 3300 www.kidscape.org.uk

Parentline Plus www.parentlineplus.org.uk