



DONCASTER RAPE AND SEXUAL ABUSE COUNSELLING SERVICE

CHILD SAFEGUARDING POLICY AND PROCEDURES

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Author: Sueli Montilha

Edited/Authorized by: Kevin Hill

Signature (on behalf of DRASACS): *Kevin Hill*

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PART I

DRASACS Safeguarding Policy

The purpose and scope of this policy statement

Doncaster Rape and Sexual Abuse Counselling Service (DRASACS) is a registered charity, governed by a Trustee Board, that has existed since 1987, providing specialist support services for victims of sexual violence.

Our aims are:

- To relieve the distress of people who have suffered from rape or sexual abuse, in particular by providing a counselling and advocacy service
- To relieve the distress of people supporting and/or caring for adults or children who have suffered from sexual violence
- To advance the education of the public and other professionals, by raising awareness of the issue of sexual assault.

The purpose of this policy statement is:

- To protect children and young people who receive DRASACS's services from harm.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on behalf of DRASACS, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.



Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and set how and what organisations should do to play their part to keep children safe.

The [key guidance for child protection is Working together to safeguard children](#) (Department for Education, 2018). This states:

- everyone who works with children has a responsibility for keeping them safe
- everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

This underpins how DRASACS should work together with other organisations to keep children safe, as stated in Sections 57-62.

This policy is also underpinned by section 11 of the [Children Act 2004](#), which places a statutory duty to safeguard and promote the welfare of children. In addition, this policy follows Doncaster Safeguarding Children Partnership reporting [policies and procedures](#).

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- [role description for the designated safeguarding officer](#)
- [dealing with disclosures and concerns about a child or young person](#)
- [managing allegations against staff and volunteers - Section 6 item 17 of the DRASACS Handbook](#)
- [code of conduct for staff and volunteers - Section 3 item 17 of the DRASACS Handbook](#)



- [safer recruitment - Section 4 item 17 of the DRASACS Handbook](#)
- [anti-bullying – Section 4, item 8 of the DRASACS Handbook](#)
- [whistleblowing – Section 4 item 23 of the DRASACS Handbook](#)
- [health and safety - Section 4, item 7 of the DRASACS Handbook](#)
- [induction, training, supervision and support - Section 4, item 1 of the DRASACS Handbook](#)

We believe that

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.



We will seek to keep children and young people safe by

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance. DRASACS is registered with the Information Commissioners Office (ICO) Ref:Z1632661 [more information about this is available from the Information Commissioner's Office: <https://ico.org.uk/your-data-matters/>]
- sharing information about safeguarding and good practice with children and their families honestly and transparently via printed documents and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise



- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Helplines and emergency contact details

NSPCC Helpline 0808 800 5000

Childline 0800 1111 (calls 24/7 free of charge)

Shout 85285 (text only - 24/7 free of charge)

Samaritans 116123 / jo@samaritans.org (calls/emails 24/7 free of charge)

NHS 111 (calls 24/7 free of charge)

A&E Doncaster Royal Infirmary - Thorne Road, Doncaster, Yorkshire, DN2 5LT

Doncaster CAHMS Crisis Team/Single Point of Access - 0800 804 8999

DRASACS contact details

Nominated Child Protection Lead

Name: Nicola Braham-Bates

Phone: 07467547377

Email: nbramham-bates@drasacs.org.uk



Deputy Child Protection Lead

Name(s): Sarah Biggin

Phone: 07733092703

Email: sbiggin@drasacs.org.uk

Deputy Child Protection Lead

Name: Kevin Hill

Phone: 07917444676

Email: khill@drasacs.org.uk

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 05th July 2022

Signed:

Date:



PART II

DRASACS Safeguarding Procedures

Purpose and aim

These procedures describe the steps required for the implementation of, and seamless adherence to [DRASACS Safeguarding Policy](#).

These procedures are aimed at every person who come into contact with any/all of our clients, therefore they should be adhered to by all staff, volunteers, trustees and contractors.

Supporting documents

These procedures should be read alongside the following related documents:

- [Definitions and Signs of Child Abuse](#)

Types of abuse

Physical Abuse - [Find out more about physical abuse](#)

Neglect - [Find out more about neglect](#)

Sexual Abuse –

[Find out more about child sexual abuse](#)

[Find out more about online abuse](#)



Child Sexual Exploitation –

[Find out more about grooming](#)

[Find out more about child sexual exploitation](#)

[Further guidance on child sexual exploitation](#)

Harmful Sexual Behaviour - [Find out more about harmful sexual behaviour](#)

Emotional Abuse - [Find out more about emotional abuse](#)

Domestic Abuse - [Find out more about domestic abuse](#)

Bullying and Cyberbullying –

[Find out more about bullying and cyberbullying](#)

[DfE Preventing and Tackling Bullying](#)

Child Trafficking and Modern Slavery-

[Find out more about child trafficking and modern slavery](#)

[Doncaster Safeguarding Children Partnership – CT & MS](#)



Female Genital Mutilation -

[Find out more about FGM](#)

[FGM Mandatory Reporting Duty](#)

Further guidance

Prevent Children from Radicalisation: The Prevent Duty

[Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#)

[Doncaster Safeguarding Children Partnership - Prevent](#)

Child Criminal Exploitation

[Criminal Exploitation of children and vulnerable adults: County Lines guidance \(publishing.service.gov.uk\)](#)

[Doncaster Safeguarding Children Partnership – Child Criminal Exploitation](#)

[NSPCC Protecting children from county lines](#)

Safeguarding d/Deaf and Disabled Children

[NSPCC Safeguarding d/Deaf and disabled children and young people](#)

Domestic Abuse

[NSPCC – Protecting children from domestic abuse](#)

Violence Against Women and Girls – Stalking, Coercive and Controlling Behaviour

[VAWG_Strategy_FINAL_PUBLICATION_MASTER_vRB.PDF \(publishing.service.gov.uk\)](#)



Forced Marriage

[GOV.UK – Stop Forced Marriage](#)

[Forced Marriage – A Survivor's Guidance](#)

Contextual Safeguarding

[Contextual Safeguarding](#)

[NSPCC – Contextual Safeguarding](#)

Parental Mental Health Problems

[NSPCC – Parental Mental Health Problems](#)

Parental Substance Misuse

[NSPCC – Parental Substance Misuse](#)

Divorce, Separation and Contact

[NSPCC – Separation and Divorce](#)

Adolescent to Parent Violence and Abuse (APVA)

[DCST – Teen to parent abuse](#)



Responding to concerns about a child's welfare

It can be very hard for children and young people to speak out about abuse. Often they fear there may be negative consequences if they tell anyone what's happening to them. Some may delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. It's vital that children and young people are able to speak out and that whoever they tell takes them seriously and acts on what they've been told. Even if a child doesn't tell someone verbally about what's happened to them, there may be other indicators that something is wrong, therefore it is important to identify concerns, help children disclose abuse, respond to the disclosure appropriately, report, record and share information timely, securely and ethically.

Disclosure

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This might take place over a long period of time. Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order. It takes extraordinary courage for a child to go through the journey of disclosing abuse. It is imperative that we provide children and young people with the support they need in this process and all disclosures must be taken seriously.

[More information on disclosure](#)

[Helping children disclose abuse](#)

Responding

- **show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
- **take your time, slow down:** Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.



- **show you understand, reflect back:** Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.

[More information on responding](#)

Information Sharing

Sharing information about a child's welfare helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet. Sharing information about a child's welfare helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet

With consent - Children should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions, ask their parent or carer (unless doing so would put the child at risk of harm). The [Gillick competency](#) help to assess whether a child is mature enough to make decisions.

Without consent - If consent is refused or if you're unable to seek consent, you can still share information with relevant professionals if this is in the public interest. This includes protecting children from significant harm and promoting the welfare of children. The [Data Protection Act 2018](#) and [General Data Protection Regulation \(GDPR\)](#) do not affect this principle.

[More on Information Sharing](#)



Procedures

Timeframe

DRASACS timelines for reporting:

Imminent Risk - *immediately call 999*. After this is done, it MUST be reported to the [Safeguarding Lead](#) on the same working day or as soon as it is appropriate.

Not imminent – Report to the [Safeguarding Lead](#) on the same working day or as soon as it is appropriate

Safeguarding Lead Contact Details:

Nicola Bramham-Bates

Mob: 07467547377

Tel: 01302.360421

Email: nbramham-bates@drasacs.org.uk

Kevin Hill

Mob: 07917 444 676

Tel: 01302.341572

Email: khill@drasacs.org.uk



Step-by-step on how to report a safeguarding concern

Upon Disclosure:

- Upon disclosure, remind client of DRASACS confidentiality agreement – the fact that DRASACS staff will have to share certain information to others, including other organisations, if significant risk of harm is identified
- Record exactly what the client tell you, using their own words, i.e. '*client told me that...*'
- Record how the client feels. Remember to check out these feelings with client and do not make assumptions. Make use of professional curiosity to gather as much details as sensitively as possible.
- As soon as possible, alert the [Safeguarding Lead](#). If necessary, ask client to wait.

Logging onto CRMS

- Open client's file using client ID number
 - Counsellors: go to Counselling CYP > ADD > On 'type', choose 'Logged Safeguarding Concern' > in the subject line, type 'Safeguarding Concern' > in the 'notes', write all your actions, record the client's words and client's feelings
 - CHISVA: go to ISVA > ADD > On 'type', choose 'Logged Safeguarding Concern' > in the subject line, type 'Safeguarding Concern' > in the 'notes', write all your actions, record the client's words and client's feelings
- You must log all reference numbers, names and contact details from other agencies if applicable
- You must log the outcome from your discussion with the [Safeguarding Lead](#).



- For anonymous disclosures or crisis calls for clients not currently on CRMS, you must create a new CRMS file and do the following:
 - If we capture client details, they are recorded as a new client and any notes are made under the service file as an interaction.
 - If we do not obtain any client details, we input the date of the call under 'forename' and the time under 'surname' and record the information in the service file as an interaction.

Referring to Doncaster Safeguarding Children Partnership (DSCP)

- This service is also known as 'Front Door'
- Go to [Report a Concern | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://dscp.org.uk) > choose 'START NOW' > choose 'CONTINUE WITHOUT REGISTERING'

[Click here to see an example of the form](#)

- Once you have submitted the form, you will receive a confirmation that safeguarding has been logged with Social Services/online services and be given a reference number. You must record this number on [CRMS](#) when writing your safeguarding concern notes.
- As soon as possible, update the [Safeguarding Lead](#) on the outcome of this referral

Reporting to the Police

- Dial **101** or **999** as appropriate, report your concerns as accurately as possible, using exactly what the client told you if possible in their own words, i.e. '*client told me that...*' Report how the client told you they were feeling.
- Ensure you have an *incident/reference number*. You must record this number on [CRMS](#) when writing your safeguarding concern notes.
- As soon as possible, alert the [Safeguarding Lead](#) or your actions



Reporting Incidents – Child at Risk to Others

If a violent incident is taking place on DRASACS premises, or a situation is escalating, the Police must be called on 999.

- Inform [Safeguarding Lead](#) and a colleague for support. If time is a critical factor, the staff member is responsible for reporting concerns to the [Police](#) and [Social Services](#)
- If the information is received from client, it is preferred that the client reports their concerns directly to the appropriate agencies. [Safeguarding Lead](#) can support the process of reporting. DRASACS would require the incident/reference number and confirm with the appropriate agency to ensure that concerns were recorded. All actions must be logged on [CRMS](#)
- Should the client be unable/unwilling to do report their concerns to the appropriate agencies, DRASACS will review the situation and might, depending on what information is available, decide to report on behalf of the client, ensuring anonymity is maintained. Client will be informed of this decision. All actions must be logged on [CRMS](#).
- Teen to Parent abuse - please see <https://www.doncasterchildrenstrust.co.uk/how-we-can-help-you/teen-parent-abuse#:~:text=Our%20Getting%20On%20Programme%20is,female%20parents%2Fcarers%20in%20another.>

Reporting Incidents – Child at Risk to Themselves

- This applies to any/all situations where a child poses a risk of harm to themselves and it is not yet known to DRASACS, such as insisting to leave DRASACS premises without appropriate support.
- Inform [Safeguarding Lead](#) and a colleague for support
- Obtain consent from the child to contact their named emergency contact/GP/[Crisis Team](#)



- Named emergency contact – request them to escort the client to the [A&E Dept at Doncaster Royal Infirmary \(DRI\)](#) for assessment and support from the Mental Health Team
- GP/Crisis Team – report the current situation and record details of the person you spoke to in your [CRMS](#) notes
- In all cases, [Safeguarding Lead](#), or available member of staff will risk assess the situations and might decide to accompany the child to [A&E Dept at Doncaster Royal Infirmary \(DRI\)](#) if that is deemed the best outcome for the situation.
- If deemed necessary, staff summoned ambulance/paramedics by calling **999**.
- Once is safe to do so, at the earliest opportunity, log all of your actions, as detailed as possible onto [CRMS](#)

Did Not Attend (DNA) or Did Not Bring (DNB)

- If a child has not arrived on time for their appointment, an attempt to call the client must be made 15 minutes after appointment time
- If it is deemed to be a DNA or DNB, referrers must be made aware of it.
- [Safeguarding Lead](#) must be informed if there is reason to believe DNA/DNB is due to safeguarding issues. A decision will be taken whether the case requires reporting or not.
- Further attempts will be made to encourage the child to continue engaging with DRASACS, whilst keeping their appointment slot available to for another week. Failure to engage with DRASACS, clients/carers and referrers will be sent a discharge letter.

Flowchart of Reporting System

Please see [Appendix B](#)



Safeguarding lead role description

All DRASACS staff are responsible for keeping children safe. The [Safeguarding Lead](#) has additional responsibilities in ensuring the safety and wellbeing of children and young people involved who come to DRASACS. The nominated child protection lead is the point of contact for anyone in an organisation who is concerned about a child. The role is also responsible for leading on:

- safeguarding policies and procedures - The nominated child protection lead takes a lead role in developing, implementing and reviewing the organisation's safeguarding policies and procedures. They also make sure that everyone - including staff, volunteers, children and families - is aware of the policies and procedures and what to do if they are worried about a child.
- training and development - It's important that everyone in an organisation understands their safeguarding responsibilities. The nominated child protection lead ensures that everyone, including themselves, has access to training and stays up-to-date on safeguarding and any changes in the law and guidance.
- receiving concerns about a child - If anyone has a concern about a child, they should contact their nominated child protection lead. The nominated lead receives and records any information about child protection concerns, including any concerns that an adult involved with the organisation may pose a risk to children or young people. They are responsible for referrals to and liaising with statutory agencies.
- reporting, storing and retaining child protection records following the organisation's policies and procedures - The nominated child protection lead is responsible for making sure that safeguarding records are kept securely according to the organisation's safeguarding policies and procedures. They also report to the organisation's board or management committee about safeguarding issues



Appendix A – DSCP online reporting form

Example of the information required to fill Doncaster Safeguarding Children Partnership (DSCP) (front door) form

Your Information:

Your forename

Your surname

Email

Confirmation Email

Phone number (DRASACS number)

Are you contacting us on behalf of an organisation? Y/N

Do you work for customer services in Doncaster Council? Y/N

Consent and confidentiality:

select appropriate option

Family details:

Parents full name and date consent sought (*Unless there is significant risk of harm parental consent must be sought.*)

Are you making this referral for support from CAMHS? Y/N

List all children and young people in the family (Name, gender, date of birth, ethnicity, language)

Parents, carers and other relatives (Name, gender, date of birth, relationship to child, ethnicity, language)

Contact details for the family (Home, mobile, work, family full postal address)

Other agencies working with family full details

Details of request:

What are you worried about?

What is working well?

What needs to change and what would make this happen?

On a scale of 1 to 10, how worried are you about the child/young person. 1 meaning that you are extremely worried and 10 meaning that you have no worries at all.

Further details of the request:

Has there been a clear disclosure of physical/sexual abuse?



Has there been an injury or has a professional identified one as significant?

Is the child homeless?

Is the referral concerning asylum?

Stronger Families Programme:

Anyone in the family involved in crime and/or anti-social behaviour

Do any of the children not attend school regularly?

Do the family require more or additional support?

Is anyone in the family affected by health issues (including mental health)?

Has anyone in the family been affected by domestic abuse?

Does anyone in the family claim out of work benefits, or are at risk of financial exclusion?

Is the young person at risk of being "Not in Employment, Education or Training" (NEET)?

Appendix B – Safeguarding reporting flowchart

