

# Quick Guide to using Safeguarding Procedures

Sections 1-9 cover managing child protection cases

If you want ...

- to know what your and other professionals role and responsibility is to safeguard children - read section 2
- to know how the police and social work will complete joint child protection investigations - read section 2.26
- to see how agencies work together to protect Looked After children who are considered a High Risk - read section 2.25
- to know how agencies will respond to issues of families who persistently do not engage with an agency / agencies - read section 2.27
- to know how and what types of information will be shared by Housing Providers and Housing Support services - read section 2.24
- to know about the Common Assessment Framework and Children in Need processes- read section 3.1
- to know about family group meetings - read section 3.2
- assistance in deciding whether to share information about a child and their family and who to share it with - read section 3.5
- assistance in recognising the signs in a child that they may be experiencing harm through abuse or neglect - read section 4 and section 3.4 for the graded care profile tool
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- to raise your awareness of the circumstances in which a child may be being abused or neglected and/or assistance in recognising the signs in a child that they may be experiencing harm through abuse or neglect - read section 3.4, section 4 and appendix 1
- to know how to respond if you are concerned that a child may be being abused or neglected - read section 4 and 2 and appendix 2
- to know what will happen if you refer a child to Local Authority Children's Social Care - read section 5 and appendix 1
- to know what a Child Protection case conference is and when to request one is held on a child or unborn baby - read section 6 and appendix 4 and section 10.4
- to know what a Child Protection Plan is, how it's implemented and the role of the core group - read section 7 and appendix 5
- to know about review Child Protection conference and how to end a Child Protection Plan - read section 8 and appendix 6 This also includes managing complaints from parents and young people about the Child Protection process
- to know how the Safeguarding Children Unit monitor and administer children who are subject to a Child Protection Plan - read section 9

## Section 10 covers specific child protection circumstances

If you want ...

- to know details about working with young people who are sexually active under age 18 (Bichard recommendations) - read section 3.3 This protocol includes specific sections for health, YTO, education, youth workers, children's social care and Police
- to know about safeguarding children living away from home - read section 10.1 This includes children in foster care and children placed for adoption; residential homes; residential schools; health settings; young offender units; secure units and prisons
- to know about safeguarding children in penal institutions - read sections 10.1 and 10.2
- to know about safeguarding children from abroad - read section 10.3, 10.4, 10.7 and appendix 3 within section 10 regarding private fostering arrangements
- guidance on how to deal with children who may have been Trafficked - read section 10.3.11
- assistance for a child who has special communication needs - read section 10.4
- to know what to do if a child or young person goes missing or runs away from home or care - read section 10.5
- raise awareness of the circumstances of children leaving hospital where there are concerns about their safety - read section 10.6
- information concerning vulnerable children which may be held in other countries - read section 10.7
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- assistance in managing cases where there are concerns a young person may be being forced to marry against their will - read section 10.8
- to raise your awareness regarding information technology and abusive images - read section 10.9 and appendix 3
- information regarding female genital mutilation - read section 10.10
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- to know how to manage a situation where you are concerned that a parent or carer may be fabricating or inducing illness in a child - read section 10.11
- to know how to manage cases of organised or multiple abuse, including paedophile rings; family based abuse; or institutional abuse - read section 10.12 If this includes allegations against members of the children's work force - read section 10.13 as well
- to know how to manage allegations against staff, carers and volunteers read section 10.13
- to know the councils policy on dealing with Domestic Abuse - read section 10.14

- to know how to assess the risk to children from known sex offenders and violent offenders - read section 10.14 and 10.16
- to raise awareness of children and young people who sexually abuse others - read section 10.15
- to know about the Multi-agency Public Protection Arrangements (MAPPA) and links to safeguarding children - read section 10.16
- guidance on Child Protection Policy and Procedures for voluntary organisations - read section 10.17
- for guidance on how to deal with Bullying - read section 10.18
- how to respond if you have concerns about a child who maybe involved on prostitution or who is being sexually exploited - read section 10.18 and 10.19 and 10.5
- to know about monetary compensation for any criminal injuries to a child, physical and / or mental, and the criteria and process that applies - read section 10.20

#### Section 10: 11-13 Covers serious Case Reviews & Child Deaths

If you want ...

- to know what happens when a child dies and serious child abuse is suspected - read section 11
- information about the child death review process - read section 12.1
- to know how all the Local Authorities within Greater Manchester will deal with Sudden Unexpected child deaths - read section 12.2
- to know where the appendices are - read section 13
- to know how agencies have agreed to work together to safeguard children - read section 1