



Child Protection Policy

1. Introduction

Stoke-on-Trent Pride is committed to promoting and protecting the welfare of all children, and to working with children, families and other professionals and organisations in order to achieve this.

- A child is defined as a person under the age of 18 (The Children Act 1989).
- For the purpose of this policy document:
 - The term 'child' will be used to describe all children and young people under the age of 18 years participating in activities provided by Stoke-on-Trent Pride.
 - The term 'staff' will be used to describe those staff, both paid and unpaid, who provide this service.
- Staff should implement this policy using the following guidelines when working with clients/service users. This will protect the people who use our service, and all staff.
- Child Protection and/or safeguarding Issues can arise through the agency's work with any client or service user, not simply when in direct contact with children or young people.

2.1 Children's Rights

All children have needs and rights:

- The right to have their needs met and safeguarded
- The right to be protected from discrimination
- The right to be protected from neglect, abuse and exploitation
- The need for social contact and relationships
- The need for physical care and attention
- The need for emotional love and security
- The need for intellectual stimulation
- The right to be treated as an individual

2.2 Our Provision

In our provision for children and young people, Stoke-on-Trent Pride will ensure that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity have the right to protection from harm.
- All suspicions and allegations of harm will be taken seriously and responded to swiftly and appropriately.



- All staff have a responsibility to report concerns to the relevant Child Protection Officer (CPO).
- For all Stoke-on-Trent Pride services the designated CPO is the Stoke-on-Trent Pride Assistant Team Manager, and in his/her absence, and for all other Stoke-on-Trent Pride services, it is the Stoke-on-Trent Pride Team Manager.
- All Stoke-on-Trent Pride Projects will table 'safeguarding' as an agenda item at team meetings, in order to maintain the profile and importance of Child Protection as part of our work.
- Its trustees will assess and ensure, from a strategic perspective, that Stoke-on-Trent Pride has relevant policies, procedures and frameworks in place with respect to safeguarding issues. Trustees will maintain oversight of staff accountability and compliance with this policy.

3.1 Policy Statement

Stoke-on-Trent Pride is committed to creating and maintaining the safest possible environment for children and young people.

We do this by:

- Recognising that all children have the right to freedom from harm.
- Ensuring that all our staff are carefully selected, and accept responsibility for helping to protect children from maltreatment.
- Undertaking DBS checks for all staff (and any trustee who takes an active role in the day to day work of the organisation).
- Responding swiftly and appropriately to all suspicions or allegations of harm, or providing parents and children with the opportunity to voice any concerns they have.
- Appointing members of staff who will be the main points of contact for any such concerns. They will be known as Child Protection Officers.
- Ensuring access to confidential information is restricted to appropriate authorities.
- Being committed to working closely with families, and other statutory and voluntary organisations to safeguard children and young people.
- Following National and Local guidance; Working Together to Safeguard Children 2010 (Department for Children - DFS) and the Stoke on Trent and Staffordshire Safeguarding Children Board Child Protection Procedures.

3.2 Policy Aims

The aim of this Child Protection Policy is to promote good practice by:

- Providing children with appropriate safety and protection.
- Allowing all staff to make informed and confident responses to Child Protection/safeguarding issues.



3.3 Policy Implementation

This policy will be implemented by adhering to the policy guidelines contained within this document and the procedures outlined by the Stoke on Trent and Staffordshire Safeguarding Children Boards. **All staff must comply with this policy.** Failure to do so may lead to disciplinary action being taken in line with Stoke-on-Trent Pride Disciplinary Procedure.

3.4 Staff Recruitment and Training

- All staff (and trustees, if relevant, see 3.1 above) will be required to be DBS checked to an Enhanced level. These checks will be renewed every three years.
- All recruitment of staff will be done using Stoke-on-Trent Pride Recruitment and Selection Policy and Procedures.
- Line managers will carefully monitor training requirements and training needs identified in line with the organisational training and development policy.
- All staff should take individual responsibility for familiarising themselves with this policy and the Stoke on Trent and Staffordshire Safeguarding Children Board procedures.
(see www.safeguardingchildren.stoke.gov.uk or www.staffordshire.gov.uk, look under 'Parents and Families', click on Child Protection)

4.1 Child Protection Procedures

Stoke-on-Trent Pride will ensure that:

- CPO's have been identified who have had adequate training.
- The policy statement is displayed within Stoke-on-Trent Pride offices and will detail who the CPO's are, and how to contact them. It will also state who else can be contacted in the CPO's absence.
- Staff have easy access to the Stoke on Trent and Staffordshire Local Safeguarding Children Board websites (see 3.4).



- All staff understand their responsibilities in being alert to the signs of Child Protection/safeguarding issues, and for referring any such concerns to the relevant CPO.
- Stoke-on-Trent Pride practitioners will work together with other professionals and agencies, developing effective links with the relevant organisations, and will attend wherever possible, Child Protection case conferences, TAC, CIN and CAF meetings etc.
- We will follow Stoke on Trent and Staffordshire Local Safeguarding Children Board procedures where an allegation is made against a member of staff.

4.2 Definition of Safeguarding Issues

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Protecting children from maltreatment is important in preventing the impairment of health or development. Protecting children from maltreatment and preventing the impairment of children's health or development are necessary, but not sufficient to ensure that children are growing up in circumstances consistent with the provision of safe and effective care. These aspects of safeguarding and promoting welfare are cumulative and contribute to the five Every Child Matters outcomes that are key to children and young people's well-being, namely:

1. Stay safe
2. Be healthy
3. Enjoy and achieve
4. Make a positive contribution
5. Achieve economic well-being

4.3 Child Protection Issues

Child Protection is part of safeguarding and promoting welfare; it is everyone's responsibility. It refers to the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm. Effective Child Protection is essential as part of wider work to safeguard and promote the welfare of children. **However, all agencies and individuals should aim proactively to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.**



The following are defined as Child Protection Issues. Concern may be felt after one incident, or emerge over a period of time following a series of events.

- 4.3.1 Physical – the actual or likely physical injury to a child or young person, or failure to prevent physical injury, including deliberate poisoning or suffocation.
- 4.3.2 Sexual – the actual or likely exposure of a child or young person to inappropriate sexual activity, whether or not the child is aware it is happening. This could include activities ranging from inappropriate touching to sexual intercourse, and from exposure to pornographic material to sexual exploitation (such as prostitution), or by encouraging children to behave in sexually inappropriate ways.
- 4.3.3 Neglect – the persistent or severe failure to protect a child or young person from exposure to danger, or failing to offer basic physical or psychological needs, likely to result in the serious impairment of health or development. It may also include neglect of a child or young person's emotional needs, or failure to ensure access to appropriate medical care or treatment.
- 4.3.4 Emotional – the persistent ill treatment of a child or young person such as to cause a severe adverse effect on his/her emotional development. It may include conveying to a child that he/she is worthless, unloved and inadequate, and valued only insofar as they meet the needs of others. Some level of emotional abuse is involved in all types of ill treatment, though it may occur alone.
- 4.3.5 Signs and Symptoms of Abuse – there is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. All staff should be aware of anything unusual displayed by the child. Signs and symptoms often appear in a cluster, but also many of the indicators below may be caused by other factors.

PHYSICAL SIGNS OF ABUSE	• Bruise marks consistent with either straps or slaps • Undue fear of adults - Fear of going home to parents or carers • Aggression towards others • Unexplained injuries or burns – particularly if they are recurrent and especially in non mobile babies • Any injuries not consistent with the explanation given for them • Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc • Reluctance to change for, or participate in games or swimming • Repeated urinary infections or unexplained tummy pains • Bruises, bites, burns, fractures etc which do not have an
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	accidental explanation • Cuts/scratches/substance abuse • Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning
NEGLECT	• Exposure to danger/lack of supervision • Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc. Injuries that have not received medical attention • Inadequate/inappropriate clothing • Constant hunger • Poor standards of hygiene • Untreated illnesses • Persistent lack of attention, warmth or praise
EMOTIONAL SIGNS OF ABUSE	• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under-achievement or lack of concentration • Inappropriate relationships with peers and/or adults • Attention-seeking behaviour • Persistent tiredness • Running away/stealing/lying • Humiliating, taunting or threatening a child whether in front of others or alone. • Persistent lack of attention, warmth or praise. • Shouting/yelling at a child • Fabricated illness –see SSCB website for the procedure inc signs and symptoms • Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.



INDICATORS OF POSSIBLE SEXUAL ABUSE	• Language and drawing inappropriate for age. • Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour • Regularly engages in age inappropriate sexual play • Sexual knowledge inappropriate for their age • Wariness on being approached
	• Sexual abuse • Soreness in the genital area or unexplained rashes or marks in the genital areas • Pain on urination • Difficulty in walking or sitting • Stained or bloody underclothes • Recurrent tummy pains or headaches • Bruises on inner thigh or buttock. • Any allegations made by a child concerning sexual abuse • Sexual activity through words, play or drawing • Child who is sexually provocative or seductive with adults • Inappropriate bed-sharing arrangements at home • Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations • Eating disorders - anorexia, bulimia • Unaccounted sources of money • Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.

4.4 Cause for Concern

There may be situations where a member of staff is concerned about the welfare of a child, but the concern does not warrant a Child Protection report. In these instances the member of staff should always seek guidance from an Stoke-on-Trent Pride CPO, or the Counselling Services Manager or another paid member of staff. A 'Cause for Concern' report may be completed and sent to the relevant CPO. See Appendix 1 for the proforma for such a report, and the procedure to follow when completing and sending it.

It is important that the member of staff who is in contact with the young person (or the adult who made the disclosure) continues to monitor the situation, as further disclosures may occur, or a situation may escalate, such that a Child Protection report must be made and the relevant authority informed.

4.5 Awareness of actual or likely occurrence of Child Protection/ safeguarding issues



There are a number of ways in which issues become apparent:

- Any client or service user discloses information concerning a Child Protection or safeguarding issue.
- Any client or service user discloses that a child has told him/her that a child has been or is at risk.
- A child may show signs of physical injury or neglect for which there appears to be no satisfactory explanation.
- A child's behaviour may indicate that it is likely that he/she is at risk.
- A member of staff's behaviour or the way in which he/she relates to a child causes concern.

4.5 What to do upon suspicion or disclosure

There are some basic principles in reacting to suspicions, allegations, and/or disclosures.

What to do	What not to do
Stay calm Listen, hear and believe Remind the client or service user that you may have to break confidentiality Give space to the person to say what they want. Reassure and explain that they have done the right thing in telling. Explain that only those that need to know will be told. Act immediately in accordance with this procedure and policy. As soon as possible record in writing, as near verbatim as possible, what was said. Give facts only, not opinions. Report the suspicion, allegation or disclosure to relevant Child Protection Officer; if he/she is not available to the Counselling Services Manager; if he/she is not available to the Chief Executive Officer. (If none are available report to Children and Young People's Services – Social Care. When this is out of normal office hours contact the Emergency Duty Team. See below for telephone numbers).	Don't panic. Don't over react. Don't probe for more information. Questioning the participant may affect how the disclosure is received at a later date. Don't make assumptions. Don't promise confidentiality, and don't promise that everything will be OK – it might not. Don't try to deal with it yourself. Don't make comments or explanations about the perpetrator. Don't make a client or service user (particularly if this is a child) repeat the story unnecessarily.



4.6 What to do if it is not safe for a child to return home

A member of staff could hear a disclosure which gives him/her immediate concern for a client's safety, such that it is not deemed safe for a client to return home. In these circumstances, the member of staff may need to ask a child to remain on Stoke-on-Trent Pride premises, and inform a parent/carer if he/she is also on the premises. The member of staff, or paid colleague, should then immediately phone the relevant Social Care Team to inform them of our concerns, and the fact that the child remains on Stoke-on-Trent Pride premises.

Stoke-on-Trent Pride will then act in accordance with the advice received from Social Care. The details and outcome of any such situation and measure taken should then be fully documented. See 4.8 below.

4.7 Responsibility

It is the duty of everyone to report suspicion, allegation or disclosure of Child Protection/safeguarding issues.

It is not for staff to decide whether an allegation is true. All suspicions or allegations must be taken seriously and dealt with in accordance with this procedure.

- The primary responsibility of the person who first suspects, or is told of Child Protection or safeguarding issues is to report it and ensure that their concern is taken seriously, whilst adhering to the do's and don'ts above.
- The incident should be reported **immediately** to the relevant Child Protection Officer, Counselling Services Manager or Chief Executive Officer (see above), or another paid member of staff.
- The practitioner should then report their concerns to Children and Young People's Services – Social Care (Formerly Social Services – Children and Families). The relevant telephone numbers are as follows:

For all children living in:

- | | |
|-------------------|---|
| o Staffordshire: | First Response (Monday to Friday 8am to 8pm) on
0800 131 3126
or email: frist@staffordshire.gov.uk
or Central Referral Unit (Police) on 0300 123 44 55
or Out of Hours 0845 6042889 |
| o Stafford: | 01785 276800 or Out of Hours 0845 6042886 |
| o Stoke on Trent: | 01782 235100 or Out of Hours 01782 234234 |
| o Cheshire East: | 0300 123 5012 or Out of Hours 0300 123 5022 |
| o Cheshire West: | 0300 123 812 option 1 or Out of Hours 01244 977277
(Child Contact and Referral Team) |
| o Shropshire: | 0345 678 9021 or Out of Hours 0845 678 9040 |



Staff should never try to deal with a suspicion, allegation or incident of abuse by him/herself.

4.8 Recording of suspicions/allegations/disclosures/concerns

When information is passed onto the relevant CPO, and/or reported to the relevant statutory organisation, no matter what the outcome, all details must be recorded. See Appendix 2 for a format for the report and the procedure for producing the report electronically.

The report should contain the following information:

- The Stoke-on-Trent Pride member of staff's name, and contact details.
- As many details about the child as possible; name, client code (if applicable), date of birth, address, home telephone number, school.
- The date and time that the disclosure was made.
- What the concerns are, e.g. the suspicions, allegations, what has been said, giving details of times and dates and the child's emotional state, or what the child has said in response to the suspicions/concerns, making a clear distinction between what is fact, opinion or hearsay.
- When a report refers to a professional (either Stoke-on-Trent Pride or another agency) with whom the practitioner has consulted or communicated, the professional's name and full job title should be given.

If after consultation with the relevant Child Protection Officer it is decided not to refer to a relevant statutory agency, a full explanation as to why must be documented.

Recording should be factual, that is, no reference made to your own subjective opinions.

4.8 Reporting suspected, alleged or actual incidents of abuse

It may sometimes be difficult to accept something that has been disclosed in confidence by a child or anyone else. But the welfare of the child must be paramount, and staff therefore have a duty to report suspicions, allegations or actual incidents to the relevant person.

Information should be reported if a member of staff has concerns that a child **may be** suffering harm or is at risk, even if he/she is unsure about his/her suspicions.

Once the initial report has been made, the staff member or CPO will consult with the relevant statutory agencies.

- Where possible a referral to the police or Social Care should be confirmed in writing within 24 hours, and the name and job title of the contact who took the referral should be recorded.



The relevant statutory agency will then give instructions as to what to do next and will take responsibility for any further action.

A summary of this procedure is given in Appendix 3.

If an Stoke-on-Trent Pride practitioner has spoken with another agency, for example, Connect CAMHS and First Steps or Social Care, and has received no response or reply, it is the responsibility of the NSM staff member to follow this up, and to record each action taken accordingly.

Each action that is taken by the Stoke-on-Trent Pride staff member in relation to the safeguarding or Child Protection issue should be recorded

5. Stoke-on-Trent Pride counsellors who work in schools

Stoke-on-Trent Pride counsellors who work in schools should ensure that they identify the school's CPO, and that they familiarise themselves with the school's own Child Protection Policy, and procedures. In the event of a counsellor receiving a disclosure while in school, he/she should first inform the school's own CPO, following whatever procedure is set down by the school. The school CPO should then follow this up, or, he/she may ask the counsellor to do so. If the school CPO actions the disclosure, the counsellor should check that this has actually been done, and if it hasn't, discuss this with the CPO or his/her school Link Worker, and/or the Stoke-on-Trent Pride Assistant Team Manager or Stoke-on-Trent Pride Team Manager. If these discussions do not bring about a resolution to the situation, the counsellor should action the disclosure himself/herself.

On returning to the Stoke-on-Trent Pride office, the counsellor should complete the relevant Stoke-on-Trent Pride report (either Cause for Concern or Child Protection) detailing the disclosure, his/her own actions and those of the school. This should be sent to the Stoke-on-Trent Pride Assistant Team Manager (see Appendices 1 and 2 for procedures for completion of reports).

6. Secure storage of Child Protection/Safeguarding records

The office base will hold a Child Protection Log. This will contain all the reports made which document a Child Protection or safeguarding concern. These logs will be kept completely confidential and secure, in a locked filing cabinet, and only shared with those that need to know about the suspicion or incident.

Each Child Protection report will be retained by Stoke-on-Trent Pride until the child reaches his/her 18th birthday; at which point the entire file for the child will be destroyed. Any handwritten notes made by a staff member in relation to a safeguarding or Child Protection issue



(for example, notes taken at a Parent Initial Consultation) should also be retained and kept with the client file.

At point of referral for each client the relevant Administration Officer will check whether the client has been previously referred to the organisation, and if so, whether Stoke-on-Trent Pride has retained the previous referral, and, if it has previously produced any Child Protection reports, including Cause for Concern. If either or both of these is the case, the Administration Officer will indicate this in the appropriate place on the Opening and Closing Form. He/she will also attach the previous referral, along with any Child Protection report, to the new referral so that the counsellor who works with the client has access to all the information that Stoke-on-Trent Pride holds about him/her.

7. Statutory Child Protection Procedures

Once information is received by Children and Young People's Services – Social Care they will take over the process of investigation etc.

A Child Protection Conference or CAF or CIN or TAC may then be called. Wherever possible it is anticipated that the member of staff involved in the disclosure would attend this meeting, or in his/her absence the relevant CPO.

8. Allegations against an Stoke-on-Trent Pride member of staff

Should any member of Stoke-on-Trent Pride staff have any cause to suspect that any other member of Stoke-on-Trent Pride staff, including volunteers, has behaved in a way which has harmed a child, or, has committed a criminal offence against or related to a child, or, has behaved in any way towards a child which indicates that he/she is unsuitable for his/her current role within Stoke-on-Trent Pride, the member of staff has a duty to report this to Stoke-on-Trent Pride.

If the concern relates to any member of staff other than the Stoke-on-Trent Pride Team Manager, the report will be made in writing to him/her.

If the concern relates to the Stoke-on-Trent Pride Team Manager, the report will be made in writing to the Counselling Services Manager.

If the concern relates to the Counselling Services Manager, the report will be made in writing to the Chief Executive Officer.

If the concern relates to the Chief Executive Officer, the report will be made in writing to the Chair of Trustees.



9. Self – care

Any child protection or safeguarding issue is potentially difficult and stressful for any member of staff to handle. Appropriate support is essential, and may come from a variety of sources: supervisor, line manager, paid member of staff, college tutor or personal therapist. When accessing support staff should be careful to relate details of the issue, only insofar as they affect himself/herself, rather than disclosing confidential information concerning a child or young person unnecessarily.

Date of Draft	July 2015
Date of Implementation	July 2015
Date of next review	July 2022
Trustee review / approval	Chair of Stoke-on-Trent Pride

Signed: C Gratty

Designation: Date:

July 2022



APPENDIX 1

PROCEDURE FOR COMPLETION OF CAUSE FOR CONCERN REPORT

- Having informed his/her Line Manager of the Cause for Concern the counsellor or member of staff should complete a report (see below).
- The form is available electronically to all Stoke-on-Trent Pride staff, and so should be completed on a computer and emailed to the relevant CPO.
- In order to protect client confidentiality the member of staff should retain a copy of the report in a secure off-line folder only, and should delete it from the sent box and trash folder within the email software, immediately after emailing it.
- The CPO will save an electronic version of the report in a secure off-line folder, at the office at which the client was seen. For young people seen in school, the report will be saved off-line at the Hanley, Westmill St office.
- Any additional or further notes a counsellor needs to make after the initial report has been sent should be typed on to his/her saved version of the report, emailed to the CPO and again deleted as above. The CPO will up-date his/her saved version of the report accordingly.
- If the member of staff is a volunteer, he/she should be supported in the process of completing and sending a report by his/her Line Manager, and/or the relevant CPO.
- Once there is an outcome for the safeguarding issue or Cause for Concern, the counsellor should record this on his/her saved version of the report and again email it to the relevant CPO. The CPO will up-date the report accordingly.
- When the counsellor closes the referral, he/she should indicate in the relevant place on the opening/closing form that a Cause for Concern has been completed, and that the file should be retained.
- The Administration Officer will then pass the closed file to the relevant CPO, who will attach the completed Cause for Concern, and pass the whole referral back to the Administration Officer for retention (see 5 above). The CPO will save an electronic version of the report in an off-line folder at the relevant office.



CAUSE FOR CONCERN REPORT

COUNSELLOR'S NAME:	
COUNSELLOR'S CONTACT DETAILS:	
CLIENT NAME AND CODE:	
CLIENT ADDRESS:	
CLIENT DATE OF BIRTH:	
CLIENT SCHOOL/COLLEGE (if applicable):	
PRECISE NATURE OF CONCERN AS STATED BY THE CLIENT (the information given here should be factual, not opinions or hearsay. The full date and time of the disclosure should be noted):	
ACTION TAKEN BY COUNSELLOR WITH DATES (the information given should state the date and time of any action taken, the full name and job title of any professional contacted, including NSM staff, and his/her response, if applicable):	
FURTHER ACTION TAKEN BY NSM (IF ANY) WITH DATES AND TIMES:	

OUTCOME (this should indicate how the Cause for Concern has been satisfactorily resolved for the young person(s)):



SIGNED:	
DATE:	



APPENDIX 2

PROCEDURE FOR COMPLETION OF CHILD PROTECTION REPORT

- Having informed his/her Line Manager of the Child Protection issue the counsellor or member of staff should complete a report (see below).
- The form is available electronically to all Stoke-on-Trent Pride staff, and should be completed on a computer and emailed to the relevant CPO.
- In order to protect client confidentiality the member of staff should retain a copy of the report in a secure off-line folder only, and should delete it from the sent box and trash folder within the email software, immediately after emailing it.
- The CPO will save an electronic version of the report in a secure off-line folder, at the office at which the client was seen. For young people seen in school, the report will be saved off-line at the Hanley, Westmill St office.
- Any additional or further notes a counsellor needs to make after the initial report has been sent should be typed on to his/her saved version of the report, emailed to the CPO and again deleted as above. The CPO will up-date his/her saved version of the report accordingly.
- If the member of staff is a volunteer, he/she should be supported in the process of completing and sending a report by his/her Line Manager, and/or the relevant CPO.
- Once there is an outcome for the safeguarding issue or Child Protection issue, the counsellor should record this on his/her saved version of the report and again email it to the relevant CPO. The CPO will up-date the report accordingly.
- When the counsellor closes the referral, he/she should indicate in the relevant place on the opening/closing form that a Child Protection report has been completed, and that the file should be retained.
- The Administration Officer will then pass the closed file to the relevant CPO, who will attach the completed Child Protection report, and pass the whole referral back to the Administration Officer for retention (see 5 above). The CPO will save an electronic version of the report in an off-line folder at the relevant office.



CHILD PROTECTION/SAFEGUARDING REPORT

COUNSELLOR'S NAME:	
COUNSELLOR'S CONTACT DETAILS:	
CLIENT NAME AND CODE:	
CLIENT ADDRESS:	
CLIENT DATE OF BIRTH:	
CLIENT SCHOOL/COLLEGE (if applicable):	
PRECISE NATURE OF CONCERNS AS STATED BY THE CLIENT (the information should be factual, not opinions or hearsay. The full date and time of the disclosure should be stated):	
ACTION TAKEN BY COUNSELLOR WITH DATES AND TIMES (the information should include the full name and job title of any professional contacted, including Stoke-on-Trent Pride staff, and full details of any response given. If there are a number of actions and responses these should appear in chronological order):	

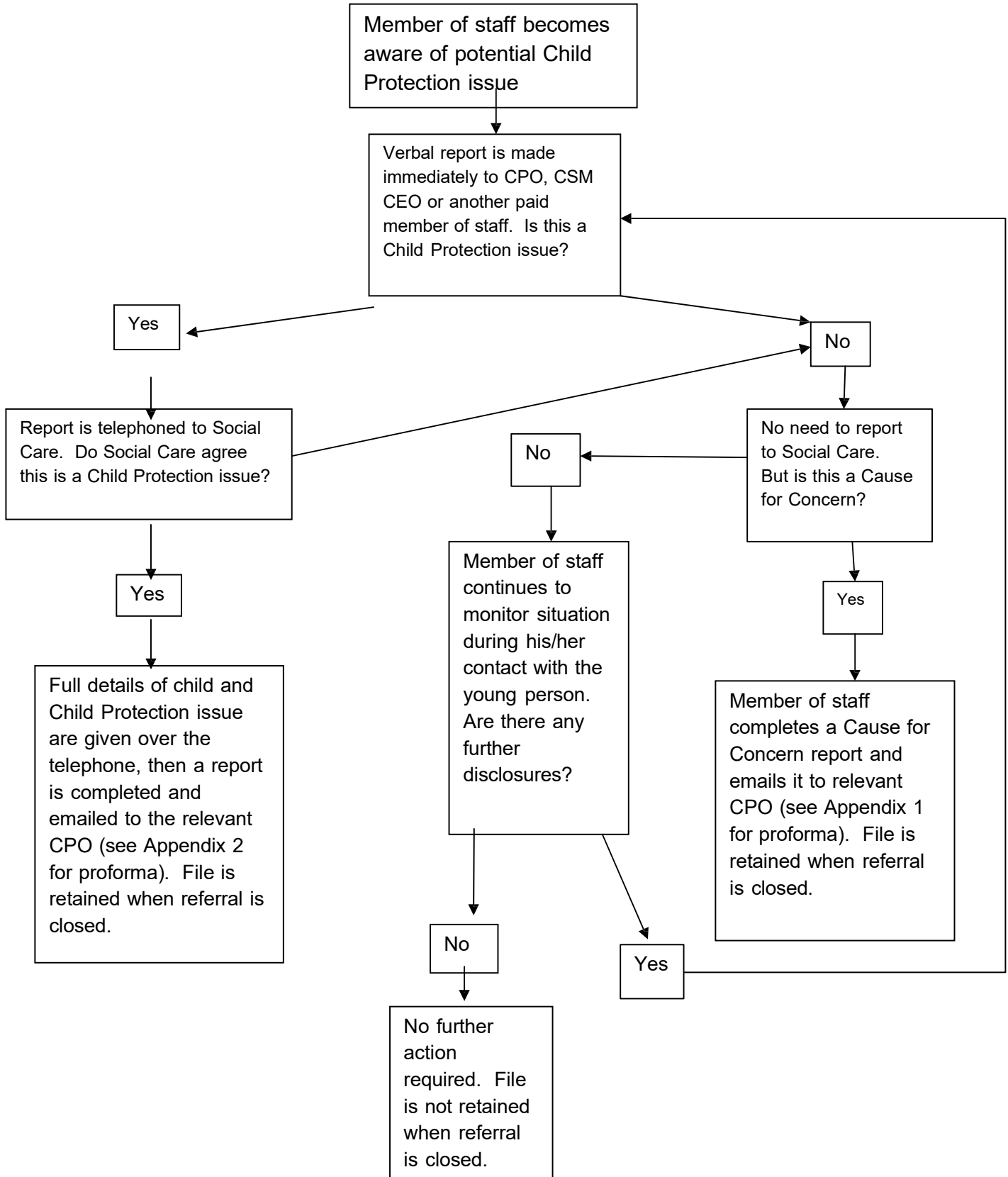
FURTHER ACTION (IF ANY) TAKEN BY Stoke-on-Trent Pride WITH DATES:
OUTCOME (this should show how the Child Protection issue has been satisfactorily resolved for the young person(s)):



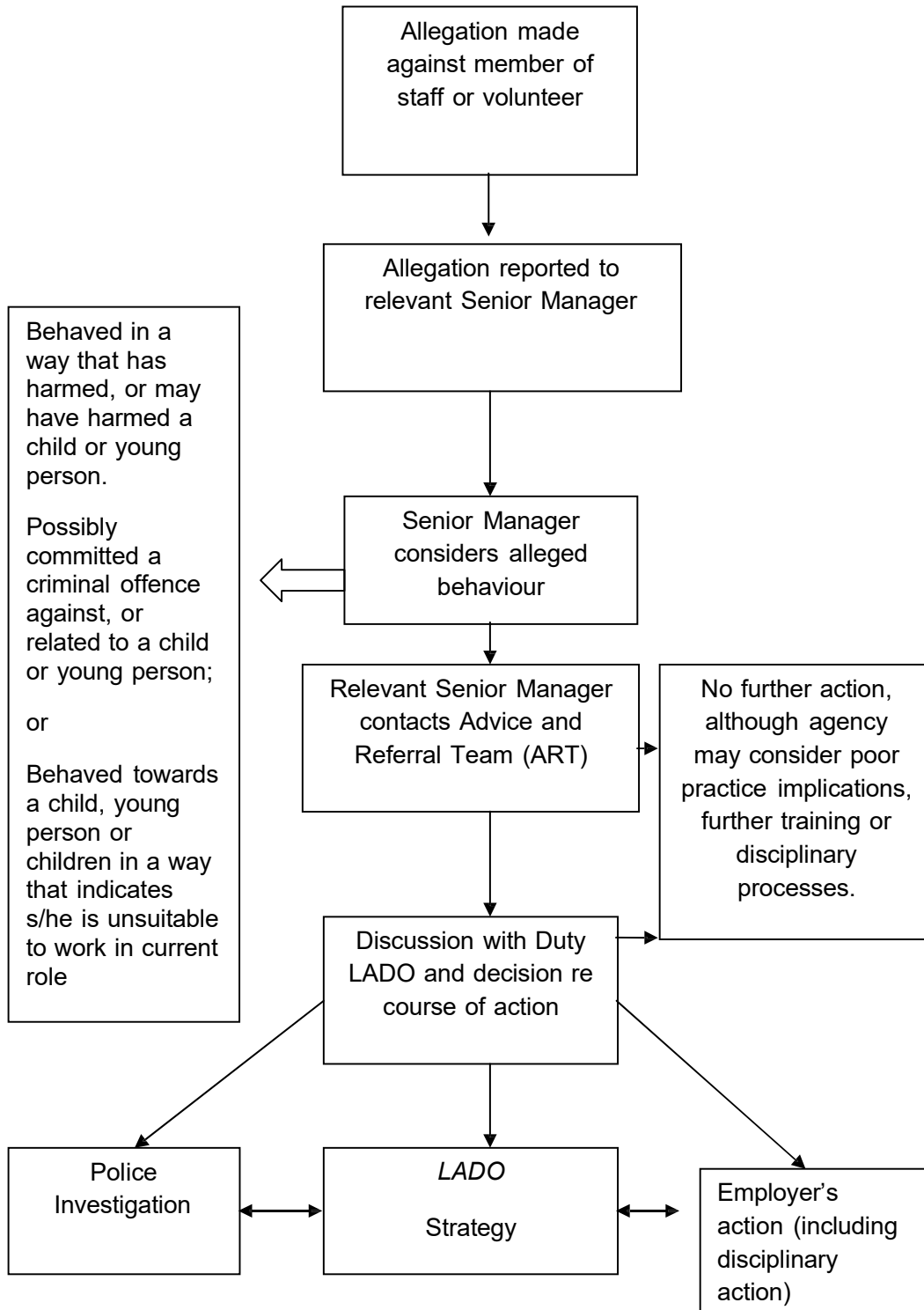
SIGNED:	
DATE:	

APPENDIX 3

CHILD PROTECTION REPORTING PROCEDURE



Appendix 4 Managing Allegations against Staff and Volunteer



LADO tracks progress, monitors outcomes and reports to LSCB and Independent Safeguarding Authority (ISA)