



Safeguarding Children and Young Adults Policy and Procedure

Safeguarding Children and Protection of Vulnerable Adults policy

This policy defines how Umbrella operates to safeguard children, young people and adults at risk of harm or neglect.

Abuse is a major social problem that occurs in all races, religions, cultures, genders and social backgrounds. It can affect all children and vulnerable young adults and encompasses:

Physical Abuse
Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Financial or Material Abuse
Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Sexual Abuse
Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Psychological Abuse
Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Discriminatory Abuse
Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
Organisational Abuse
Including neglect and poor care practice – our whistleblowing policy encourages staff and volunteers to raise any concerns about poor practice at Umbrella
Neglect and Acts of Omission
Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and can include self-neglect
Sexual exploitation
This involves exploitative situations, contexts and relationships where children/young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities

Disabled children, young people and young adults may be more vulnerable to abuse:

- The child/young adult may be unused to exercising choice
- Difficulties with communication or social interaction may mean experience of emotionally warm and positive relationships is limited
- Limitations in language, cognition, memory and social skills may inhibit attempts at disclosure, as may lack of opportunity where children remain dependent, are excluded from friendship groups and reliant upon a small circle of carers.
- Attempts to tell others may be more easily ignored or discounted
- Some children/young adults may not have an understanding of the workings of their own body and human sexuality
- Physical or health factors may mask or blur abuse. For instance bruising may be quickly attributed to a “condition”
- Children/young adults may remain dependent in terms of personal and intimate care.

Umbrella has a zero tolerance approach to abuse. We have a duty of care and are committed to the protection and safety of everyone who comes in to contact with Umbrella. We also have a duty to safeguard and support our staff and volunteers. We are committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Every members of staff, volunteer and Trustee has a personal responsibility to take all reasonable action to protect children and young adults at risk of abuse, exploitation, radicalisation or mistreatment.

Umbrella is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part
- All suspicions and allegations of abuse must be properly reported and dealt with swiftly and appropriately

Staff and volunteers should be clear on appropriate behaviour and responses – see Umbrella’s **code of conduct**. Where appropriate, failure by staff to maintain standards may be dealt with through Umbrella’s **Disciplinary Procedures**. Where staff have concerns about the behaviour of a college they should use Umbrella **whistleblowing procedures**. If a concern or allegation has been raised by a child or young person against an Umbrella member of staff or volunteer, or another child /young person accessing Umbrella services then Umbrella will follow the procedure in the Umbrella **Allegations policy**.

- All staff and volunteers are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns
- Refresher safeguarding training is given to all staff annually

- Umbrella adopts safe recruitment processes for all staff and volunteers (Further details are in the Recruitment and Selection Policy). A minimum of two references and an enhanced Disclosure and barring service check will be obtained. All applicants will be interviewed to assess their suitability to the role for which they have applied. Applicants will not be permitted to commence working or volunteering with Children or Young People through Umbrella until this process has been satisfactorily completed. At Umbrella's discretion there may be circumstances where new employees may commence their role prior to receipt of the references and enhanced DBS check but they will NOT be allowed to work with children or Young People without immediate and constant supervision from another Umbrella employee
- all staff have regular reviews of their practice through staff supervision and annual PDRs to ensure they improve over time in their work with children, adults at risk and families.

Roles and responsibilities

Umbrella has:

- a designated Safeguarding Lead – DSL (Nicola Green). In her absence contact the operations manager or CEO
- a lead Trustee for safeguarding – Ruth Pownall.

The **Designated Safeguarding lead** is responsible for:

- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Referring all cases of suspected abuse to the local authority children's social care.
- Referring to the local authority designated officer (LADO) for child protection concerns for all cases which concern a staff member
- Delivering safeguarding training to all new members of staff and volunteers as well as annual refresher training
- Meet with the CEO monthly to review all cases and actions taken

The **Lead Safeguarding Trustee** is responsible for:

- overseeing Safeguarding across the organisation, ensuring a culture of safeguarding and high standards of practice, conducting an audit at least every year
- Champion safeguarding throughout the organisation and supporting the trustees in developing their individual and collective understanding of safeguarding
- Report to each Trustee meeting on any ongoing cases
- Work with the chair, CEO, designated safeguarding lead in order to manage all serious safeguarding cases
- Oversee safeguarding allegations against staff or volunteers, together with CEO and designated safeguarding lead

- Provide a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Safeguarding Children and Protection of Vulnerable Adults Procedure

Safeguarding is everyone's business, if you see or hear something that causes concern about a child's/young person's welfare, it is your responsibility to ensure that information is shared with the Designated Safeguarding Lead is available, (or if not available the operations manager, CEO or your line manager). They will hear your concern and advise or assist in dealing with your concern appropriately.

If an child, young person or young adult indicates that they are being harmed or abused, or if a member of staff or notices a worrying mark, bruise or injury or has any cause to be concerned that a child/young adult is at risk of child abuse/sexual exploitation, then the person receiving the information should:

- Take it seriously
- Stay calm
- Listen carefully to what is said, allowing the child/adult to continue at their own pace
- Be sensitive
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you
- Reassure the person that they have done the right thing in revealing the information
- Explain that you will have to share the information with Nicol Green - Umbrella's Designated Safeguarding Lead
- Act swiftly to report and carry out any relevant actions
- Record in writing what was said, or you observed using the child/adult's own words as soon as possible.

It is important not to:

- Dismiss or ignore the concern
- Panic or allow shock or distaste to show
- Make negative comments about the alleged perpetrator
- Make assumptions or speculate
- Come to your own conclusions
- Probe for more information than is offered
- Promise to keep the information secret
- Conduct an investigation of the case
- Confront the person thought to be causing harm
- Take sole responsibility

- Tell everyone.

In the case of a **physical injury**, ask the child/young person/young adult or parent/carer how it happened (do not interrogate).

- If the explanation appears satisfactory, make a note on a safe guarding report form and send this to Nicola Green Umbrella Designated Safeguarding Lead (DSL). Where it is not deemed necessary to take a concern further, staff or volunteers who are not comfortable with this decision have the right to and will be supported by Umbrella if they wish to contact Derby or Derbyshire Safeguarding Children Board to discuss the matter with them directly.
- If there are still concern following the explanation from parent immediately contact Nicola Green DSL (or if not available the operations manager or CEO Ann Rowlands) at the earliest opportunity. Complete a safeguarding report form, date and sign it. This will then be sent to the DSL, Nicola Green and the CEO. It will then be agreed how best to address the concerns to the child's parents or carers.
- In cases of emergency where the child/young person cannot be returned home - follow the guidance of the police or social care. Depending on the time immediately contact the Manager on Call out of hours or during office hours the DSL, Operations Manager or CEO. Depending where you are with the young person you may be advised to either go to Umbrella House or Annie's place or a member of staff will come and support you while waiting for emergency assistance.
- Please remember to consult with Nicola Green DSL, or if not available, Ann Rowlands before contacting social care on non-urgent cases or concerns.
- If a child was at risk of serious harm or death – please contact the police immediately followed by the manager on call, then complete the safeguarding report forms, returning these to Nicola Green designated DSL **and** Ann Rowlands

If there are concerns that a child/young adult is **neglected**

- Discuss your concerns with the DSL or Umbrella Chief Executive Ann Rowlands. Complete and return the safeguarding report form.

If you are concerned that a child is being **sexually abused or is at risk of Child Sexual Exploitation or Child criminal exploitation** - as soon as possible discuss your concerns with the Nicola Green DSL or Umbrella Chief Executive Ann Rowlands. Following this complete a safeguarding report form with your concerns and send this to the DSL and CEO. Further details are in appendix 1.

Procedure for volunteers

If you are concerned about a child that you are supporting, by something you have seen or they have said. Please contact the lead worker on the day. Share your concerns with them or ask to speak to the Nicola Green, DSL. They will ask you to complete a safeguarding report form which must be returned as soon as possible.

Contact Details

Derby City:

- Urgent referrals should be made to the Initial Response Team during normal working days between 9 am and 5 pm on 01332 641172. – Only Contact if you are unable to talk to Nicola Green DSL or Ann Rowlands or the Operations manager.
- Children's Services Professional Consultation Line 07812 300329. The service operates Monday to Friday 10am to 4pm. to discuss non urgent concerns.
- At all other times concerns can be discussed with Care line who can be contacted on 01332 956606. All telephone referrals should be followed up within 48 hours using the Online Referral System.
- Non-urgent concerns should be submitted via the Derby Children's Social Care Online Referral System. Online referrals will only be checked during normal working days between 9am and 5pm. Before submitting concerns please talk Nicola Green Umbrella's DSL, Ann Rowlands, or the Operations Manager.

Derbyshire:

- Consultation and Advice Service for Professionals 01629 535353. The service operates Monday to Friday from 8am – 6pm.
- Starting Point 01629 533190 or via an online referral www.ddscp.org.uk/worried-about-child/

Appendix 1 Child Sexual Exploitation

1. Introduction

These procedures aim to outline how Umbrella will identify and respond to concerns that a child/young person is being or as at risk of being sexually exploited, what and when information is shared with outside agencies, and actions that will be taken to keep children safe.

These procedures have been written to comply with Working Together 2015, and with Derbyshire Safeguarding Children Board's Policies & Procedures at the time of writing, all future reviews of these procedures must ensure they comply with any changes to those documents and/or updated guidance.

2. Definition

Derbyshire Safeguarding Children Board (SCB) use definitions used in national guidance and in the interest of consistency Umbrella will work to the same definitions.

Sexual exploitation of children/young people under 18 involves exploitative situations, contexts and relationships where children/young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's/young person's immediate recognition; for example being persuaded to post sexual images on the Internet / mobile phones without immediate payment or gain. In all cases, those exploiting the child / young person have power over them by virtue of their age, gender, intellect, physical strength and / or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's/young person's limited availability of choice resulting from their social / economic and/or emotional vulnerability.

Sexual exploitation may be carried out by adults against children or in peer on peer contexts and is not gender specific, as boys and girls can be exploited.

Perpetrators of sexual exploitation can be male and female of any age, ethnicity and background and may be perpetrating these crimes as an individual or part of a group.

When considering concerns and risks about CSE it is important that the following issues are considered:

- Context of the sexual exploitation and issues for those involved
- Additional vulnerabilities of the child/young person
- Background and previous behaviours of the alleged perpetrator, individual, family, community, professionals and organisational context
- Consent, capacity and coercion
- Legislation.

The sexual exploitation of children/young people is a form of child sexual abuse. Children and young people must be primarily treated as victims of abuse.

Because this is a form of abuse, concerns about it fall within safeguarding policies which means we have a duty to share our concern, and enables the sharing of relevant information between relevant agencies and individuals regardless of any normal confidentiality rules or a request for confidentiality from the child/young person or their family.

3. Disclosures

Direct disclosure of any abuse is always difficult for children or young people. The grooming processes executed by perpetrators and the exchange element of sexual exploitation can act as additional barriers, which can increase victim denial and make disclosure difficult even for those who do recognise their situation as abuse or exploitation, having been told they won't be believed, that they will be blamed, they will get into trouble, be labelled as 'dirty', or have been threatened directly or indirectly; Many will not consider what is happening to them as exploitative or abusive, some believing they are in love and they are in a loving relationship, believing they are in control and consenting and will therefore be resistant to help or attempts to stop what is happening and may seek to retract or place restriction on who information is shared with.

Often young people distrust adults, particularly those young people who have been groomed to be so, so they may feel any disclosure will not be believed or taken seriously, that they will be judged by the adult or that the adult will be appalled by their situation.

Because of the nature of this abuse and because of grooming strategies employed by perpetrators many young people that are sexually exploited are reluctant to engage with statutory services and might often find voluntary agencies more approachable sources of help with this issue.

It is important that if a child does choose you to disclose any form of abuse to, or tell you about things they don't like having to do, that you are clear that you believe what is being said, that you do not respond with shock, horror or disgust at what you are being told, and that you reassure that you will take action to stop the situation by informing other agencies: You should allow the child to tell you what they want to tell you, only stopping to invite them to a more discreet area if required, you should refrain from gathering more information, asking detailed questions, you should explain your concern at what has been said and what actions you must take. You should never tell the child or young person you are happy to keep their secret or that you will not tell others what is happening even if this is their request.

It is important that you follow these procedures and the actions below, complete the Risk Assessment Tool, speak with the Safeguarding Lead and take the relevant action dependant on the level of risk identified.

4. Acting on concern

Some agencies are often well placed to spot long-term and short term changes in a child's/young person's behaviour or physical appearance to a degree that a doctor or a social worker cannot. Staff and volunteers often see children/young people regularly and for prolonged periods enabling them to notice the smallest of changes and uncharacteristic behaviours.

Children and young people that are the victims of sexual exploitation can display disruptive and difficult behaviour, often because the grooming process encourages them to dismiss their existing lifestyle as childish and below them, but also sometimes at the instigation of the perpetrator as a means to get themselves excluded from groups or social circles and be more

available to the perpetrator; sometimes the behaviour is a means of getting our attention and for us to ask 'why?'.

When faced with out of character or unusual levels of difficult behaviour all staff should consider why the young person is acting this way, and before taking disciplinary action consider whether we may be playing into the perpetrators hands. CSE professionals often talk about push & pull factors, push factors that push children and young people to seek something different to their current situation and into the waiting arms of perpetrators; pull factors by which the perpetrator encourages the young person towards them. We do not want to become a push factor for any child or young person.

Concerns may come from such observations, from what children/young people tell, or from what is overheard when children/young people talk together. Very often these concerns are difficult to be certain of and difficult to assess, but that does not mean they should not be acted on.

When CSE forms part of the concern about a child/young people Derbyshire SCB's CSE toolkit should be used by Umbrella staff and volunteers; or when emerging or low level support needs are identified the toolkit should also be used to ensure the issue of CSE is considered. The CSE Risk Assessment Matrix has been developed to assist practitioners to state the level, nature and extent of their concerns in a consistent manner, through considering behaviours and attitudes of the child/young person alongside factors that may make them additionally vulnerable to CSE.

The CSE Risk Assessment Matrix will categorise the risk for that child/young person in to one of three levels, low, medium or high risk. The Safeguarding Lead will help you decide what action is required as a result of using the matrix.

5. Using the CSE Toolkit

Any member of Umbrella staff or volunteer who has concerns that a child/young person is being or is at risk of being sexually exploited should discuss their concern with the Safeguarding Lead or their line manager, who will assist in completing the CSE Risk Assessment Matrix. Similarly when additional support is being considered for a child/young person the CSE Risk Assessment Matrix should be used to consider whether CSE may be the unseen cause of the need.

The CSE Risk Assessment Matrix is completed by speaking with other members of Umbrella staff and volunteers that have contact with the child/young person and workers from other agencies involved with the child/young person and family, to ensure the fullest understanding of circumstances for the child/young person are being considered. Any additional vulnerabilities the child/young person may have will also be identified.

Completing the CSE Risk Assessment Toolkit is a matter of identifying the behaviours and circumstances present and following the guidance which will indicate the level of risk assessed; low, medium or high and if there are any other needs or concerns including information in any current assessments.

Whenever a Risk Assessment has been carried out due to concern about CSE an Operation Liberty Information Report Form needs to be completed detailing the concern, no matter how mild the concern or uncertain of detail you are, completed forms must be forwarded to the Police Central Referral Unit.

6. Low Level Risk

N.B. If the subject of the CSE Risk Assessment Matrix is under 13 years or has a significant learning disability or medical needs their risk assessment cannot be considered low and must be responded to as medium or high risk.

If the completion of the CSE Risk Assessment Matrix indicates a low level of concern, in most cases the child/young person will only require support co-ordinated from within Umbrella or universal agencies (school, school nurse, GP etc), this should be via a Early Help Assessment (EHA).

In most cases the EHA will be completed by the member of staff/volunteer and where needed through convening a Team Around a Family (TAF) meeting involving the parents / carers, the child/young person and other agencies.

If the case is already open to Children's Social Care (CSC) or the Multi-Agency Team (MAT) or is being reviewed under other multi-agency processes, detail should be shared with the lead professional and a network/core group meeting should be held to consider the risk and support needs.

The meeting should be used to share information, update any assessments including the Risk Assessment, identify the Lead Profession and develop a multi-agency action plan to address the concerns. This should include those specific to CSE and incorporate awareness raising work with the child/young person and their family as appropriate.

The Umbrella representative at such meetings, must take responsibility for ensuring the plan and relevant information is shared with the Safeguarding Lead and other relevant members of staff/volunteers.

N.B. When there is low level of risk, the threshold for Police or CSC involvement is unlikely to be met, plans to support the child/young person must reflect this and be effective without CSC intervention.

Should concerns subsequently increase, then the Risk Assessment and the EHA should be updated. If the risk level has increased, the appropriate action should be undertaken (see medium and high risk below). The Umbrella staff member/volunteer should discuss and agree any immediate actions with their Safeguarding Lead or line manager and agree who will discuss the issue with the Child Protection Manager or CSE Lead.

CSE concerns and details should also be shared with the Police Central Referral Unit (CRU). Complete the Information Report Form (Operation Liberty) whenever new information is obtained and email it to childabuse.cru@derbyshire.pnn.police.uk

7. Medium Level Risk

If completion of the CSE Risk Assessment Matrix identifies the risk level as medium, an EHA should be completed as a minimum and/or consideration given to the need for a referral for a Social Care Single Assessment, depending on the context and any other concerns for the child.

N.B. a Child Protection Manager or CSE Lead (when in post and where available) can be consulted at any point for a discussion if the Safeguarding Lead or staff/volunteer needs guidance on thresholds or categorising risk.

If the completion of the CSE Risk Assessment Matrix identifies the case as medium risk of CSE, but it is felt it is likely that there will be serious or complex needs or child protection concerns exist an immediate referral to Children's Social Care should be made.

In most cases the EHA will be completed by the member of staff and where needed through convening a Team Around a Family (TAF) meeting involving the parents / carers, the child/young person, school and other agencies.

If the child/young person is accommodated by the local authority the Independent Reviewing Officer (IRO) should be informed of concerns; and if is a Child in Need (CiN) the Child in Need Reviewing Officer (CiNRO) for the child/young person should be informed of concerns; if the case is already open to CSC or MAT and outside these reviewing processes, and in addition to notifying Reviewing Officers where involved, the relevant worker or their line manager should also be informed. Again if the Safeguarding Lead is not available to make these calls, they should be made that day by the member of staff/volunteer raising the concern; do not delay in sharing concerns. If concerns are identified outside normal office hours, please call Social Care's Out-of-Hours Team on 01629 532600.

The multi-agency meeting (TAF) must develop a plan to address the specific concerns identified and reduce the risk of CSE. If required, a referral should be made to the Multi Agency Team (MAT) using the Early Help Assessment (EHA) and CSE Risk Assessment Matrix or to Children's Social Care for a Single Assessment and consideration to be given, on completion of the assessment, to a referral to Derbyshire Vulnerable Young Person's Panel (this can be discussed with a Child Protection Manager).

It is important that Umbrella is represented at the multi-agency meetings, this should be the Safeguarding Lead as first choice, but in exceptional circumstances the member of staff/volunteer who knows the child and situation may be asked to represent the organisation. Whoever represents Umbrella will be responsible for ensuring that details and information held by Umbrella is shared, and that relevant staff are aware of the plans and timescales of actions around the child/young person that may affect the agency.

CSE concerns and details should also be shared with the Police Central Referral Unit (CRU). Complete the Information Report Form (Operation Liberty) and email it to childabuse.cru@derbyshire.pnn.police.uk

N.B. Children/young people that are being exploited may not recognise this and may believe they are in a loving relationship with their abuser; they are unlikely to recognise the need for any action, and may try to stop you sharing information. You do not need consent to share safeguarding concerns, but where appropriate we should inform the child/young person of the actions we take, unless informing them is likely to increase risk to them.

8. High Level Risk

If completion of the CSE Risk Assessment Matrix indicates a high level of risk or the child/young person is beyond risk and being harmed the threshold for a referral to CSC will be considered to have been met and an immediate referral should be made using the Risk Assessment Matrix and EHA if commenced. If the Safeguarding Lead is unavailable to make the call, we should not delay and the task should be undertaken by the member of staff/volunteer completing the Matrix.

If the child/young person is already an open case to CSC or MAT, the Safeguarding Lead or member of staff/volunteer completing the Matrix should share the information immediately with the allocated worker or their line manager.

CSE concerns and details should also be shared with the Police Central Referral Unit (CRU). Complete the Information Report Form (Operation Liberty) and email it to childabuse.cru@derbyshire.pnn.police.uk

As a result of this level of concern a multi-agency meeting will be convened, a s47 strategy meeting, a professionals meeting, a CSE strategy meeting, or an initial child protection conference. It is important that Umbrella are represented at this meeting, subsequent reviews and core/network meetings, so that information held by us is shared and we play our role in any protective and disruption plans.

Upon notification of a multi-agency meeting the Safeguarding Lead and member of staff/volunteer should ensure that the appropriate report is completed and shared with the Child Protection Manager in accordance with guidance around the specific type of meeting (see Safeguarding Procedures).

The Safeguarding Lead must also ensure that the child/young person and parents/carers have had the opportunity to have viewed the school's report in advance of the meeting, unless doing so may cause more risk to the child/young person. It is important that Umbrella take responsibility for ensuring this sharing takes place and should hand the report to parents/carers or send electronically direct to the parents/carers and NOT send the report home with the child/young person as it does not ensure the parents/carers receive it and it may be shared inadvertently or inappropriately with peers. Similarly when sharing the report with the child/young person, you should not give them a copy to keep themselves in school as it may lead to them sharing inappropriately or inadvertently.

Following any meeting the Umbrella representative should ensure that all relevant staff and volunteers are updated on relevant plans around the child/young person at the earliest convenience.

N.B. Children/young people that are being exploited may not recognise this and may believe they are in a loving relationship with their abuser; they are unlikely to recognise the need for any action, and may try to stop you sharing information. You do not need consent to share safeguarding concerns, but where appropriate we should inform the child/young person of the actions we take, unless informing them is likely to increase risk to them.

9. Attending Meetings

As previously stated, regardless of the level of concern, it is highly likely that some form of multi-agency meeting and reviewing process will be convened. It is important that Umbrella is represented at such meetings, and give our responsibility for safeguarding the upmost recognition.

Because the circumstances relate to safeguarding concerns, issues relating confidentiality are automatically over-ridden and you have authority to share information with relevant people and bodies.

Ideally multi-agency meetings will be attended by the Children's services manager or the Safeguarding Lead, but there may be occasions when it is the member of staff/volunteer with

most first-hand information that may be more appropriate. Whoever represents Umbrella should ensure

- Any reports are shared within appropriate timescale
- that they have shared all of the relevant detail regarding the child/young person and their circumstances that is held by school
- they are aware of and understand the prevention/protection/disruption plan, particularly elements that requires action by our staff
- that they understand the processes that the child/young person is going through, so that we can support them appropriately
- that they know the times, dates and venues of any future meetings planned on this child/young person
- that they have sufficient notes or reports from the meeting to feedback to relevant staff within Umbrella

After the meeting the representative should feedback to the Children's services manager or the Safeguarding Lead. Between them they will devise a strategy to ensure that relevant detail is shared with the relevant staff/volunteers, so that all are aware of what is happening so that the child/young person is supported appropriately.

Any new information or concerns should be shared with the safeguarding lead who will ensure that it is relayed to the Lead Professional and discussed at the next multi-agency meeting. Any new information regarding concerns of CSE, regardless of how small the detail should also be recorded on an Operation Liberty Information Report Form and forwarded to the Police Central Referral Unit as soon as practicable.