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| **Safeguarding of Children and Vulnerable Adults Policy** | Date of Issue : September 2023 |

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**Yorkshire Sculpture Park**

**Safeguarding of Children and Vulnerable Adults Policy**

1. **Policy Statement**

Yorkshire Sculpture Park (YSP) is committed to open access and supports life long learning and culturally diverse initiatives. We welcome children and vulnerable adults to YSP annually as part of our general offer for visitors, our Learning programme, volunteering, mentorships and wider visitor experience opportunities. Colleagues across the organisation in all departments may come into contact with children and vulnerable adults as part of their day to day roles. Working with many partner organisations, programmes of events and activities are devised and delivered for all ages and abilities. YSP will take every reasonable step to ensure that children and vulnerable adults are protected from physical, sexual and emotional abuse.

We believe that:

* the welfare of the child, young person and vulnerable adult is paramount
* all children, young people and vulnerable adults regardless of age, culture, ability, gender, language, race, ethnicity, socio-economic origin, religious beliefs and/or sexual identity have the right to protection from abuse
* all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

For the purposes of this policy and procedure:

* ‘children’ is defined as all children and young people under the age of 18;
* vulnerable adults are defined as people over the age of 18 who are or may be in need of community care services because of age, illness, physical or learning disability, or those who are unable to take care of or protect themselves against harm or exploitation (including some for whom English is an additional language).
* responsible adults are defined as people over the age of 18 who assume responsibility for children or vulnerable adults during YSP visit/activity (e.g. teachers, parents and group leaders). However, we recognise that some parents may be under the age of 18 and will be responsible for their children while at YSP.
* ‘regulated activity’ is that which is carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight) *(Department of Education, Sept 2012);*

**1.1 Policy Aims**

The aim of this Safeguarding Children and Vulnerable Adults Policy is to:

* provide an environment that is safe and welcoming for all children and vulnerable adults which protects them from abuse;
* ensure that all staff are aware of the needs to protect children and vulnerable adults and reduce the risks to them;
* respect the rights of all children and vulnerable adults and value their contribution;
* provide procedures and guidance for all staff and volunteers for their own protection and for the protection of children and vulnerable adults on-site at YSP or through outreach activity;
* underpin and be embedded in all other YSP policies

The procedures contained in this policy apply to all staff including employees and volunteers and are consistent with those of the;

West Yorkshire Consortium Procedures.

<http://westyorkscb.proceduresonline.com/index.htm>

Wakefield Safeguarding Children Partnership

<https://www.wakefieldscp.org.uk/>

Wakefield & District Safeguarding Adults Board

https://wynyy-wakefield.trixonline.co.uk/contents/contents

**1.2 Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

* Children Act 1989
* United Convention of the Rights of the Child 1991
* Data Protection Act 1998
* Human Rights Act 1998
* Sexual Offences Act 2003
* Children Act 2004
* Mental Capacity Act 2005
* Safeguarding Vulnerable Groups Act 2006
* Protection of Freedoms Act 2012
* Children and Families Act 2014
* The Care Act 2014
* Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2014
* Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
* Children and Social Work Act 2017
* Working Together to Safeguarding Children (2018)
* Any updates

1.3 YSP related policies and procedures

This policy underpins all YSP policies and procedures and should be read alongside YSP organisational policies and procedures including:

* Code of Conduct
* Equal Opportunities Policy
* Recruitment and Selection Policy
* Health and Safety Policy
* Safety and Emergency Plan
* Emergency Communications Plan
* Missing Child/Vulnerable Adult Policy
* YSP Admission Policy
* Data Protection Policy
* Social Media Policy
* Freelancer Guidebook

**1.4 Overview of keeping Children and Vulnerable adults safe at YSP.**

Yorkshire Sculpture Park, its staff and all who work for YSP seek to keep children and vulnerable adults safe by:

* Through having Designated Safeguarding Officers (DSO) for children and vulnerable adults, Deputy Designated Safeguarding Officers (DDSO), a Senior Lead Officer (SLO, an Executive Team member) and Senior Lead for Safeguarding (SL, a Member of the Trustee Board).
* Through the YSP Recruitment Policy ensuring all appropriate checks are made for the recruitment of all staff.
* Through recording and storing information professionally and securely.
* Through effective management for staff, volunteers and third parties working at YSP through supervision, support, training.
* Through using safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children and vulnerable adults, parents, families and carers appropriately.
* Through the YSP Equal Opportunities, Harrasment and Bullying policy maintaining an anti-bullying environment.
* Through the Public Interest Disclosure Policy, i.e. ‘whistleblowing’.
* Through the YSP Health and Safety policies and procedures providing a safe physical environment for children, young people, vulnerable adults, staff and volunteers.
* Through effective advocacy and governance of safeguarding at all levels within the organisation to ensure effective cross YSP management and implementation;
* Through an annual review of its implementation through a Safeguarding working group consisting of the Joint Designated Safeguarding Officers, Deputy Designated Safeguarding Officer, Senior Lead Officer for Safeguarding and Senior Lead for Safeguarding, with wider YSP consultation asappropriate..

It is everyone’s responsibility to ensure that the commitment to keeping children and vulnerable adults safe is upheld across every part of the YSP’s work. If you can’t find the advice or support you require in this document please contact a DSO or your Line Manager so this can be taken into account when revising the document.

**This policy will be reviewed annually on 1March. The next review will be 1 March 2024.**

**2. Safeguarding of Children and Vulnerable Adults PROCEDURE**

**Essential things to remember about safeguarding:**

* Being aware of the safety of children and vulnerable adults is everyone’s responsibility.
* Report anything you are worried about no matter how small to one of YSP’s Designated Safeguarding Officers or Deputy Designated Safeguarding Officers.
* Familiarise yourself with this documents and its recommended actions.

**2.1. Introduction**

YSP recognises its responsibility to ensure that a safe environment is provided for all children and vulnerable adults on site and as part of YSP-led outreach activity. This policy and procedure specifies how it provides a safe environment and protects children and vulnerable adults while they are visiting YSP both independently or taking part in YSP events, projects and other activities. It aims to protect YSP employees, freelancers, guest artists, contractors, interns and volunteers (all referred to as ‘staff’ throughout this document) from situations where they may feel threatened or open to suspicion or accusation. It also provides a procedure for dealing with situations where abuse or inappropriate behaviour is witnessed by or disclosed to any member of staff.

It is the responsibility of individual members of staff to understand the content of this policy, to ensure that it is followed, and to report any breaches of policy to a DSO, DDSO or their Line Manager.

This policy and procedure covers the following YSP activities:

* recruitment of YSP staff and volunteers
* visits to YSP made by children and vulnerable adults
* recruitment of placement students and children on work experience;
* adult, family, early years, schools and community events where staff come into direct contact with children or vulnerable adults at YSP;
* outreach projects (with community groups and schools) where staff come into direct contact with children or vulnerable adults offsite at non-YSP venues;
* employment of children and vulnerable adults
* web-based projects such as the development and management of websites, videoconferencing, web-casting, social networking, user generated content etc;
* e-learning sessions during which visitors use digital technologies such as video and digital cameras.

**3. SAFEGUARDING OFFICERS STRUCTURE AND ROLES**

Senior Lead for Safeguarding **(SL)**

YSP Trustee

Senior Lead Officer for Safeguarding **(SLO)**

YSP Exec Representative

Designated Safeguarding Officers **(DSO)**

Deputy Designated Safeguarding Officers **(DDSO)**

Please see **Appendix One** for details of the YSP Trustees and staff members who are currently undertaking the roles above.

**3.1. Senior Leads for Safeguarding (SL) Role and Responsibility**

The Senior Lead for Safeguarding (SL) is Board representative and the Senior Lead Officer for Safeguarding (SLO) is the Executive representative for Safeguarding with oversight that policy and best practice in place, and reviewed at outlined in **Section 4.**

**Designated Safeguarding Officers Roles and Responsibilities**

The DSOs are responsible for dealing with any concerns about the protection of children and vulnerable adults.

In the absence of the DSOs a DDSO will undertake their duties.

The DSOs and DDSOs will be supported by the SLO and SL.

The role of a DSO is to:

* Provide information and advice on safeguarding within YSP
* Ensure that YSP’s safeguarding policy and procedures are implemented and followed and particularly to inform social services/health board of relevant concerns about individual children and vulnerable adults
* Be aware of the Wakefield Local Safeguarding Boards for adults and children and be familiar with procedures
* Ensure that appropriate information is available at the time of a referral to LSCB and that the referral is confirmed in writing, under confidential cover as quickly as possible (eg, within a working day)
* Liaise with children and vulnerable adults’ service authorities and other agencies, as appropriate
* Keep relevant people within YSP, particulary the SLO and SL informed about any action taken and any further action required, for example, disciplinary action against a member of staff or volunteer
* Ensure that an individual case record is maintained of the action taken by YSP, the liaison with other agencies and the outcome
* Advise YSP of safeguarding training needs
* In the event of an incident at YSP, to lead on the follow on tasks/procedures to be undertaken afterwards.
* Lead on internal training for YSP staff

The role of a DDSO is to:

* In the absence of a DSO, the primary role of the DDSO is to ensure that YSP’s safeguarding policy and procedure is implemented and followed in the event of an incident, and to inform social services/health board of relevant concerns about individual children and adults in a timely manner.
* The DDSO is to provide a detailed and prompt handover communication to the DSO so they can the resume the case if required on their next working day.
* To assist with the delivery of training to YSP staff.

In the event of a DSO or DDSO not being onsite, a DSO will be contactable through the Emergency Communications Plan (ECP). Colleagues can also refer directly to Wakefield Council’s advisory boards on 0345 8503 503

**4. SAFEGUARDING GOVERNANCE AND PRACTICE**

The Safeguarding Governance Group will comprise the DSOs and SLO. It will be adjunct to the YSP Health and Safety working group and will meet at least four times a year to ensure application and evolution of the policy as required including annual review or as required. The Safeguarding Governance Group will maintain a record of incidents and ‘near miss’ reports as part of continued evolution. The Safeguarding Working Group provides an opportunity for DSOs and DDSOs to practically share learnings and experiences of implementing YSP’s Safeguarding Policy and Procedures, and to review as required.

Safeguarding will feature as part of routine Risk Assessements, such as those completed for Learning events and artist projects including exhibitions.

**Process flow for managing, monitoring and evaluating our safeguarding policy and proecdures:**

Quarterly reporting to Board via Trustees papers

Meet twice a year

**Purpose:** To share learnings and experience of YSP’s Safeguarding Policy and Procedures to drive forward best practice around our safeguarding activity.

Safeguarding Working Group:

DSO and DDSO

Meet quarterly to align with Trustee Board meetings

**Purpose:** Hold the strategic responsibility for Safeguarding which includes acting ast the first point of contact for any safeguarding concerns or issues; monitoring, review and evaluation of all policy and practices to ensure they remain fit for purpose and achieve best practice; regularly and consistently collating and reviewing all and every report around Saefguarding concerns.

Safeguarding Governance Group:

SLO and DSO

Quarterly reporting to SLT. Indivdiual communications as required to align with SLT meetings, and quarterly Board meetings and reporting.

Senior Leadership Team

Trustee Board

**5. STAFF TRAINING**

All volunteers, artists, workers, freelancers and staff at YSP will be given appropriate safeguarding training as detailed below.

 **SL, SLO,** **DSO, DDSO**

Initial strategic and delivery training delivered by a recognised body, followed by refresher training every two years.

**Learning staff and front of house managers**

Initial direct delivery training followed by refresher training every two years.

**Artists and Freelance Workers with contact with children and vulnerable adult**

Enhanced YSP induction.

 **Volunteers with contact with children and vulnerable adults**

 Enhanced YSP induction

**All staff and Volunteers**

YSP induction

YSP Induction will consist of:

* Live training session (virtual or face-to-face) delivered by DSOs and DDSOs. Sessions held periodically for new starters to attend
* Video introduction
* Safeguarding reporting flow chart
* Written guidance on how to risk assess against safeguarding

**6. Code of Conduct for the Safeguarding of Children and Vulnerable Adults**

This code of conduct applies to all members of YSP Staff, those working on behalf of YSP and external contractors who have contact with children or vulnerable adults. Members of YSP staff who employ external contractors must ensure this Code of Conduct is issued and that [related policies and procedures](#RelatedPolicies) are available on request.

**You should always:**

* Respect the rights, dignity and worth of every individual and treat everyone with equality.
* Ensure that the welfare and safety of children and vulnerable people is your priority at all times.
* Be a good role model and display consistently high standards of behaviour and professionalism.
* Bear in mind the fact that children and vulnerable adults may have complicated and/or traumatic backgrounds which could make them sensitive to certain issues.
* Recognise individual’s contributions and give positive, constructive feedback.
* Remember that someone else might misinterpret your words or actions, no matter how well intentioned
* Operate within principles and guidelines of this policy when in contact with children and vulnerable adults
* Ensure that the activities that you are responsible for are appropriate to age, maturity and ability.
* Take disclosures seriously and report them in writing as fully as possible.

**You should never:**

* Be alone with a child or vulnerable adult. In the case of a session where children are unaccompanied (but emergency contact details are provided), another adult should always be with you and one of you should be DBS checked at enhanced level. In the event of a missing child/vulnerable adult incident, searches in a vehicle are to be carried out in pairs so no YSP staff member is alone with the child or vulnerable adult when found. For searches within the grounds as YSP, there should always be two members of staff present as quickly as possible with any lone child or vulnerable adult.
* Leave children alone in YSP facilities/workshops/event spaces.
* Take children or vulnerable adults to the toilet.
* Have physical contact or get very close to children or vulnerable adults, unless it is to protect the child or adult, or yourself or an artwork from harm. If the nature of the activity requires contact, for example a dance or costume workshop, then the senior YSP Manager involved will negotiate this in advance and advise you.
* Conduct first aid, unless you are a qualified first aider registered at YSP. (Staff administering first aid must not be alone in a room with a child or vulnerable adult and should always clearly explain the steps that they are about to take in advance if it is required to touch a child or vulnerable adult when administering treatment).
* Allow an unaccompanied adult, or any other member of the public not part of a YSP learning session, to accompany a session, either in the YSP Galleries/outdoors or the Learning Spaces.
* Use your personal electronic device, including camera or phone, to take photographs or videos that include images of the children or vulnerable adults, or upload any information or images from programmes to your personal website or social media platform
* Give out your personal contact details (e.g. mobile phone number, social network/email address) to a child or vulnerable adult or reply to a request to be a ‘friend’ through social media. In the event of a youth forum, a work number can be given as long as that number is known across YSP.
* Release information about the names or contact details about a child or vulnerable adult.
* Give lifts in your car to children or vulnerable adults or to walk/escort them home.
* Take children or vulnerable adults offsite unless this is part of a pre-planned programme with prior permission.
* Take a child or vulnerable adult to your home, or to their home.
* Meet with children and vulnerable adults outside organised YSP activity
* Use actions or language that may cause a child or vulnerable adult to lose self-esteem, confidence or cause embarrassment (e.g. offensive language).
* Make sexually suggestive comments to a child or vulnerable adult, even in fun.
* Carry out intimate care for a child or vulnerable adult. Only the responsible adult, carer or support worker who is responsible for personal care may support a child or vulnerable adult in this way. If an accident occurs and further assistance is needed this will be risk managed to afford the dignity of the child or vulnerable adult as well as the security of staff members.
* Allow allegations made by a child or vulnerable adult against you to go unrecorded or not acted upon.

**7. Recruitment procedures, EMPLOYMENT, Disclosure and Barring Service (DBS) checks and work experience**

**7.1. Recruitment and Employment**

All recruitment will comply with the YSP Recruitment Policy, which includes a declaration on employment application forms of any unspent criminal convictions or pending convictions. Appropriate checks may be carried out on the basis of this information or subsequent information of a change in circumstance.

The Head of Department will assess whether a post involves direct and regular contact with children and vulnerable adults. Where this is the case an Enhanced Disclosure through the Disclosure and Barring Service (DBS) for the postholder will be required.

All postholders who are in direct and regular contact with children and vulnerable adults are required to complete an application for an Enhanced Disclosure from the DBS including checks of the barred lists on, or before, their first day of work, and every three years thereafter, in accordance with public sector best practice. Where the individual has signed up to the DBS Update Service, with their consent YSP will carry out a status check of the individual’s existing certificate, using the Update Service. If the individual’s original certification was not at the level required by YSP, or if the individual’s status has changed, they will be required to apply for a new Enhanced Disclosure. Portability of an existing Enhanced Disclosure will otherwise only be allowed where:

* + The DBS Enhanced Disclosure was obtained less than a year ago.
	+ The position in the other organisation is similar to the one being applied for at YSP.
	+ The DBS Disclosure is at the Enhanced level as required for YSP (and not just the Standard level) and includes a check of the relevant barred lists as appropriate.
	+ The original DBS Enhanced Disclosure form is seen (not a photocopy) or written confirmation obtained from the previous Registered Body.
	+ There has been no gap between leaving previous employment and joining YSP.

In the current staffing structure the following staff members require an Enhanced DBS check:

* All Learning Programmers and Coordinators and any other staff who leadfor programmes, events and workshops and are in direct contact with children, young people and vulnerable adults
* Staff and freelancers who deliver workshops, tours, events for children and vulnerable adults
* Staff who day to day manage a person providing activity which would be regulated if unsupervised (Formal Learning Manager and Informal Learning Manager).

Any third party organisations that YSP commissions to deliver activities that involves them being in direct and regular contact with children or vulnerable adults are required to provide evidence that their employees have been subject to a DBS Enhanced Disclosure. The Senior YSP Manager commissioning the activity is responsible for ensuring that the evidence has been requested, seen and recorded prior to the work commencing. This information should be submitted to the HR Manager stored with YSP staff DBS records in a locked filing cabinet in accordance with YSP policy. Review of all DBS records form part of the annual review of this safeguarding policy.

DBS information will be held in line with the DBS code of practice states.

**7.2. Children and Vulnerable adults in employment**

YSP will provide a safe environment and make sure all employees are performing a job which is suitable for their physical and psychological capabilities.

YSP carries out a risk assessment before a child or vulnerable adult starts work, and takes measures to reduce any risks identified. In most cases, if the child is below school leaving age, the employer must inform the child’s parents about the results of the risk assessment. Employment of children aged 16- and 17-year olds is not classed as a regulated activity and there is no legal requirement for the supervisor to be DBS Enhanced Disclosure checked.

**7.3. School pupils on work placements**

YSP provides work experience placements to school pupils who are under the age of 18. Work experience for 16- and 17-year-olds is not classed as a regulated activity and a DBS check is not required for supervising staff. For any work experience placements for under 16 years old supervising staff must have an up to date enhanced DBS check.

It is YSP policy to only allow work experience placements for children under 16 years old to take place within the Learning department where all staff hold up to date DBS clearance.

**7.4. The YSP Code of Conduct for Work Experience placements**

YSP will provide a safe environment for young people to work in. Staff working with children (aged 14-15) or vulnerable adults should have an Enhanced Disclosure from the DBS and abide by the following code of conduct.

It is recognised that the schools and colleges expect young people (aged 14-18) to undertake work experience placements to develop in skills, confidence and independence. It is not practical or necessary for work experience students or young people employed by YSP to be supervised or accompanied by two or more staff at all times, however a member of staff should not be the only adult in an office with the young person and the supervisor must ensure that the young person is not put at risk.

Prior to the placement they should also obtain the telephone number and other contact details of the teacher at the pupil’s school who is responsible for work experience placements, and of the pupil’s responsible adult (i.e. a parent or carer),

If you are supervising a work placement student under 16 years old you must have an up to date DBS Enhanced Disclosure.

For all work placements students under 18 years old you should:

* Complete a Risk Assessment of the work placement outlining the length of the placement; the type of activity the student will be undertaking; where they will be performing their duties and who they will be working with.
* Ensure you have a contact number for the student’s parents/carers and for the member of staff at the school or college who is responsible for coordinating the placement.
* Provide the student with an induction to the site, outline any important security and safety procedures, and ensure that the student is comfortable with the proposed arrangements
* Ensure that the student has had adequate time to discuss the proposed plans with their college, school, parent or guardian as appropriate
* Brief your team on their responsibilities and involvement with the student
* Follow the YSP Safeguarding Policy and Procedure immediately should a young person disclose confidential information that may give concern for their physical or emotional safety.

If you are working alongside, or spending time alone with a work placement student, you should:

* Ensure that another staff member knows your location and the proposed activity
* Ensure that the door is left a jar or that there is a clear view into the room/exhibit through a window
* If travelling alone in a vehicle with the student, ensure that permission has been given by the students placement supervisor in writing in advance and ensure that another member of staff knows where you are going, what you are intending to do and the estimated duration of your journey
* Be a good role model and display consistently high standards of behaviour and professionalism.
* Avoid physical contact with the student unless this is for their own safety.
* Recognise individual’s contributions and give positive, constructive feedback.
* Remember that someone else might misinterpret your words or actions, no matter how well intentioned.
* Remember that work experience students should be treated with the same respect as any other colleague in the workplace.

You should never:

* Leave the student alone in a secluded space for an extended period of time.
* Use your personal electronic device (e.g. camera ‘phone) to take photographs that include images of the student.
* Give out your personal contact details (e.g. mobile ‘phone number, social network/email address) to the student or reply to a request to be a ‘friend’ through social media
* Give lifts in your car to students or walk/escort them home.
* Take students to your home.
* Use actions or language that may cause the student to lose self-esteem or confidence.
* Allow allegations made by a student against you or another member of staff to go unrecorded or not acted upon.

**7.4a. Health and Safety**

Supervisors should apply YSP Health and Safety procedures relevant to the activity as identified on the department and/or activity risk assessment. Ensure the student does not undertake tasks that require specialist training. Ensure members of staff working with the student are aware of the contents of the relevant risk assessment prior to the commencement of the placement.

Every Workplace Student should be inducted into all YSP’s Emergency Procedures by their Workplace Supervisor on their first day. These should include how to evacuate from the building safely to the Assembly Point, in addition to the Internal Point of Safety.

**7.4b. Accident**

If there is an accident involving the student request the assistance of a YSP First Aider via any Front of House member of staff who will be able to make radio contact, and report the incident to the Senior Manager involved. The First Aider will assess the situation and take appropriate action. An accident/incident report must be completed immediately by the First Aider.

Only a qualified First Aider can administer treatment.

**7.4c. Security**

Ensure the student knows to keep their valuables with them at all times, that doors are locked and equipment is safe when leaving a work area, and that the student wears their visitor pass at all times.

**8. MANAGING CONTACT WITH CHILDREN AND VULNERABLE ADULTS SAFELY**

YSP welcomes users with physical and learning disabilities, and people for whom English is an additional language. It is important that these users are given assistance appropriate to their needs. However, for the protection of all parties, the following guidelines should be followed:

* staff should do all they can to obtain details of the needs of the users prior to the activity and to plan the activity accordingly
* staff should not provide mobility assistance, this should be provided by responsible adults. Staff may provide appropriate assistance to the responsible adults
* in the case of a vulnerable adult requiring assistance (e.g. a person with a visual impairment), then the nature of the contact should be explained and agreed before it takes place. If the vulnerable adult asks to be escorted to another location, then staff should ensure that a second member of staff is present.
* responsible adults, not staff, should take responsibility for pushing wheelchairs or guiding other mobility devices. The exception is if the situation is an emergency or if the wheelchair user would be in danger if help was refused. In these cases permission should be obtained from the responsible adult and if this is not possible, from the child or vulnerable adult
* where users do not have English as their first language, or have a speech or hearing impairment, staff should ensure that they are able to express themselves fully through responsible adults or translators/signers;
* staff must not carry out intimate care for a child or vulnerable adult. Only the responsible adult, carer or support worker who is responsible for personal care may support a child or vulnerable adult in this way. If an accident occurs and further assistance is needed this will be risk managed to afford the dignity of the child or vulnerable adult as well as the security of staff members.
* the guidelines on physical contact below should be followed at all times.

#### 8.1. Physical contact

Any physical contact between YSP staff and children or vulnerable adults is strongly discouraged.

Staff should never initiate physical contact with a child or vulnerable adult. However, it is acknowledged that some very young or enthusiastic children or vulnerable adults may make contact with staff spontaneously. This is unavoidable but should not be encouraged. Staff working with under-fives must not encourage children to sit on their knee, or offer to hold or pick up children.

Physical contact should usually only be in the context of protecting a child or vulnerable adult, a staff member or artwork from harm or damage. It is acknowledged that physical contact may be necessary to prevent children or vulnerable adults hurting themselves, e.g. if someone is about to fall or run into an artwork etc. These kinds of situations should be noted and the nature of the contact recorded.

If physical contact is impossible to avoid because of the nature of the activity, e.g. in the case of dance-based events, costume workshops etc, the nature of the contact should be explained and agreed beforehand via the Senior Manager responsible for the activity and the (for example) dance company or costume designer, and then with the participant and/or their responsible adult before it takes place. The participant will be given the opportunity not to take part if they wish, and this must be communicated to the group leader/workshop leader.

Staff should be reminded that casual contact, for instance touching shoulders, backs or hands, could be offensive or traumatic for the child or vulnerable adult, and, in the case of some disabilities could cause physical pain.

Staff must not search children or vulnerable adults, or their property, without the approval of a responsible adult or senior staff member (who should preferably carry out any necessary search) and who should be present at all times.

**8.2. Lost children or vulnerable adults**

If a member of staff finds any child or vulnerable adult separated from their responsible adult they should immediately contact the Gallery Manager on Duty (via radio or telephone).

From here, the Duty Manager will action **YSP’s Missing Child/Vulnerable Adult Policy**.

There should always be two members of staff present as quickly as possible with any lone child or vulnerable adult.

As per the policy, a missing Child/Vulnerable Adult incident report must be completed immediately after the incident by the Duty Manager.

If the Duty Manager needs to contact the emergency services to assist with a search, a DSO or DDSO will be notified at this time.

#### 8.3. Medication and first-aid

Staff should not give a child or vulnerable adult medication, or help them to do so, under any circumstances. Where a child or vulnerable adult brings medication to an activity, e.g. an Epi-Pen or asthma medication, that person is responsible for administering their own medication.

If a child or vulnerable adult requires first-aid, this must be provided by a qualified first-aider, preferably a teacher or group leader (if attending a YSP learning session). A YSP First Aider should be called via any Front of House member of staff and the incident reported to the Senior Manager involved. The First Aider will assess the situation and take appropriate action. An accident/incident report must be completed immediately by the First Aider.

For a minor injury, for instance the application of a band-aid, this should be administered by the child or vulnerable adult themselves. Staff administering first aid must not be alone in a room with a child or vulnerable adult and should always clearly explain the steps that they are about to take in advance if it is required to touch a child or vulnerable adult when administering treatment.

Staff must not give access to first-aid equipment to teachers, group leaders or parents unless they are qualified first-aiders. First aid kits are placed in every building at YSP, and there are three in the Learning building (in the Learning Café, in the Changing Places Toilet and upstairs in the Education Offices).

In the case of a medical emergency,YSP’s **Safety and Emergency Plan** will be activated. The responsible adult with a child/vulnerable adult requiring emergency medical attention must stay with them at all times.

**8.4. Responsible adults**

Staff must not take sole responsibility for children or vulnerable adults. A responsible adult should be present at all times during a visit or learning session at YSP (with the exception of children aged 14 and over, see ‘Unaccompanied children’ below and with the exception of workshops planned specifically for unaccompanied children and young people where written permission and emergency contact details have to be provided before the child takes part in the workshop).

Staff must never be alone with individual children or vulnerable adults, and should avoid situations where they cannot be clearly seen.

Staff must not take children or vulnerable adults to the toilet, either as individuals or groups. This should be done by the responsible adult. In the case of workshops for unaccompanied children or young people, at least two staff should accompany a group of children to the toilets, but remain in the public area (i.e. not in the stalls).

Visiting school groups must follow YSP guidelines of teacher to pupils ratio:

* ages 2 years and under (1:3)
* ages 2-3 years (1:4)
* ages 4-8 (1:6) – school years 1-3
* ages 9-11 (1:10) – school years 4-6
* ages 12-16 (1:10) – school years 7-11
* ages 16-18 (1:15) – school years 12 and above

Teachers and group leaders of all groups must stay with their group at all times, and parents/accompanying adults of family or other groups should also stay with the group at all times. This includes booked and teacher-led sessions. This information is highlighted in notes for teachers and group leaders.

**8.5. Unaccompanied children**

Children aged 16 years and over can visit YSP unaccompanied but cannot be responsible for another visitor aged 15 and under. All visitors under the age of 16 must be accompanied by an adult aged 18 or over.

Unaccompanied children aged 14 and over are only welcome to take part in specific organised learning activities (e.g. learning programmes projects which have been designed and organised to take place without a responsible adult and will be monitored by staff). For these specific booked activities, contact details of parent/carer/guardians will be sought at bookings stages. If an issue arises then their parents/carers will be contacted by telephone. Unaccompanied children will move around YSP as an organised group with a clear drop off/pick up procedure.

#### 8.6. Behavioural issues

Teachers, group leaders and parents/carers are responsible for managing the behaviour of the children or vulnerable adults in their care, and for dealing with any violent or inappropriate behaviour. However, YSP staff, including group/workshop leaders, also have a responsibility to support and reinforce codes of behaviour, including around noise and physical behaviour, in YSP spaces. If staff are physically attacked or threatened, they may take reasonable measures to protect themselves or to remove the threat. If necessary, staff may ask responsible adults to remove children or vulnerable adults, or can ask a staff member or member of security to support them with this.

In the event of a behavioural issue of a young person in a workshop where there are no responsible adults present and the YSP member of staff or workshop leader assumes duty of care, and the young person does not respond to requests to modify their behaviour, a more senior member of staff will be called to make a decision about how to deal with the young person if their behaviour does not change. Only at this stage will their adult/carer be contacted to collect the child/vulnerable adult. Additional assistance may be requested from the Duty Manager who will direct other staff members in appropriate action.

All staff are encouraged to use de-escalation techniques. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded and monitored. Reasonable force will be used in accordance with government guidance.

**8.7. Family events and adults without children**

Adults without children are only able to attend family events in any YSP space with the prior permission of the relevant Senior Manager, which will be communicated to the event leader. If an adult asks the event leader or front of house team on the day to attend, they will not be given permission. If the event leader has any concerns about the motivation of the independent adult then they must not allow them to take part and must inform their Line Manager or the Duty Manager if necessary. In drop-in sessions in galleries with multiple entrances and exits, the workshop leader should keep a close eye on adults without children and inform a nearby Indoor/Outdoor Gallery Team Member to inform their Line Manager or Duty Manager should they have any concerns about the motivation of adults in that area. This also applies for booked school groups and other booked sessions in YSP spaces.

#### 8.8. Photography and video

Photographs or videos of children or vulnerable adults (individuals or in groups) where people could be recognised must not be taken without obtaining image permission. This applies to all photographs that may be used in any form of publication or broadcast including leaflets, brochures, websites, social networking sites, films etc.

In the case of booked groups, parental or responsible adult consent will be required and this should be requested from the school/group in advance of the activity. If this is not possible, written permission should be obtained on the day from the teacher/responsible adult in charge before photographs are used.

The Mental Capacity Act (2005) states that in the case of vulnerable adults, written permission should be obtained from the vulnerable adult themselves in a way that is accessible to them, their responsible adult should be consulted about the best way to do this. If this is not possible because the vulnerable adult does not have the capacity to give this permission, then the consent of the significant people in the adult’s life will need to be obtained (never just one person).

If close-ups of groups or individuals attending drop-in or ticketed (eg not pre-booked) events are required, permission in writing from the children’s parents/carers should be obtained on the day by Learning or the relevant Department.

If, within a group, a certain individual does not have photographic/image permission, then this individual should be pointed out to the photographer/staff member in advance, and excluded from images at the outset.

Where photographs of whole galleries or larger scale events are required and it is not feasible to obtain consent because of the number of people involved, or where people are too distant to be recognised, a notice should be prominently displayed in advance of and during the photography informing visitors that photographs will be taken in that area between specified times. It is the responsibility of a visitor to let the photographer know that they do not wish to be photographed.

If photographs of children or vulnerable adults are to be used in printed materials, provided to the press or included on websites etc, any information which could be used to identify or trace the children or vulnerable adults should be withheld (e.g. names of individuals, names of schools, groups or institutions). First names are usually permissible. Crests, badges etc on uniforms which feature the name of a school or name badges should not be shown or the school/individual's name should be digitally obscured where possible. Where providing the name of an individual, school, group etc is important (e.g. when celebrating an achievement, competition winners etc) written permission should be obtained in advance by Learning or the relevant department.

The length of time photographic or film documentation is kept and used by YSP will be dictated by Data Protection (GDPR) guidelines as noted in the records retention schedule. Data Protection information should be included at the bottom of all image permission requests or forms.

Any information which could be used to identify or trace individuals should not be given to any enquirers.

Members of the public photographing children or young people, including independent or booked groups, without express written permission from the subjects, should be asked to stop this activity by a member of staff, and images removed from camera or video memory.

**8.9. Web, social media and digital projects**

YSP acknowledges that online, digital and social media use by YSP staff, public and visiting children/vulnerable young people is increasing. This section refers to any current online, digital and social media, and future new developments/platforms in all these areas.

The email or personal website addresses or social media details of children or vulnerable adults should not be disclosed by staff under any circumstances. No information which could be used to identify or trace individuals should be given to any enquirers or included in any web content. Similarly, no personal details of staff should be given to any child or vulnerable adult.

YSP staff, visiting contract staff or artists must not give out personal email or social media contact details to children or vulnerable adults. They should not initiate this request, and where the child or vulnerable adult requests information, may only give a website address. Likewise, children and vulnerable adults should be discouraged from giving their personal contact details to YSP staff or other adults.

Material submitted by children or vulnerable adults to the YSP website or associated project websites or social media platforms should be treated in the same way as photographs, as detailed above and contributors of user generated content (UGC) are made aware of any content that is personal and likely to put people at risk. Guidelines for potential contributors of UGC are set out in the terms of use when submitting contributions to the YSP website.

YSP projects or programmes which use social media platforms, for example Facebook or Twitter, which encourage content or uploads from children and vulnerable adults must be pre-moderated by an appointed YSP staff member. If pre-moderation is not possible, then post-moderation must be carried out, and any material which identifies a contributor, or does not meet content guidelines, must be deleted.

Photographs, films, and other digital content created by children and vulnerable adults in digital learning sessions, whether drop-in or scheduled activities, are kept as records of the session for a period of time determined by the Formal and Informal Learning Managers in consultation with session leaders. In the case of any digital work created by children or vulnerable adults where individuals are identifiable within the work, written permission to keep and use the material on the YSP website or via other YSP channels must be obtained from the creator. YSP staff or guest contractors/artists must not use digital content produced by children or vulnerable young people or images of children participating in events in their own social media feeds, and may be asked by YSP to remove this immediately.

Digital works are stored securely with password protection in case the copies given to the individual/group are lost or damaged. Requests for copies of any digital work made by the individuals or groups who created them must be made in writing or via email from the responsible adult. Crediting at the end of a film/project must be gained in advance from the responsible adult or YSP staff member responsible for the project.

**8.10. Requests for information about children or vulnerable adults**

Staff must not give anyone (with the exception of the emergency services or social services), information about children or vulnerable adults at YSP, regardless of who the person claims to be. Any request for information, including whether the child or vulnerable adult is at YSP or their location at YSP (e.g. if someone wishes to hand something to them), should be dealt with by contacting the child/vulnerable adult’s responsible adult who should take the decision whether or not to provide the information,

#### 8.11. Sensitive content

Staff should bear in mind that children and vulnerable adults may have cultural backgrounds or complicated or traumatic backgrounds which could make them sensitive to certain issues (e.g. discrimination, disability, health, family relationships, religious references, early childhood etc). Where possible, any potentially sensitive content should be discussed in advance of the session with the teacher.group leader, parent or responsible adult in charge.

Staff developing exhibitions in galleries should also bear this in mind and as far as possible design installations that give visitors choices about whether or not to engage with sensitive content. Where possible, sightlines or rooms should avoid direct views of sensitive material so that visitors are able to experience parts of the exhibition that do not contain sensitive content.

**8.12. Retail**

In line with the code of practice for high street retailers if alcohol or potentially dangerous goods are being sold there is an 18+ prompt on the till and YSP staff will check the buyers age if necessary.  If in the unlikely event staff do have a concern about a vulnerable adult/s who are obviously 18+ they reserve the right to withhold the item from sale.

**9. CONCERNS OR DISCLOSURE OF ALLEGED ABUSE**

Any member of staff who:

* suspects that a child or vulnerable adult has been or is at risk of being abused
* has had a disclosure of abuse made to them
* receives a complaint relating to child or vulnerable adult protection issues at YSP
* is contacted by a local authority as part of its enquiries about a child or vulnerable adult that might be suffering or at risk of suffering significant harm;

must report the matter to their project coordinator or Line Manager who will seek advice from the DSO or DDSO – please refer to the flow chart.

If a child or vulnerable adult discloses any information to staff suggesting that they have been physically, emotionally, or sexually abused the matter should be reported without delay. A written account of the report should made in as much detail as possible and referred to the DSO who will take appropriate action, which will include reporting this to the school/group/institution (while the group is at YSP if possible) so that they can deal with the disclosure using their own procedures. In the case of people not visiting with a group, the DSO or DDSO will refer the incident to the responsible adult and to YSP’s Police contact/relevant authorities as appropriate. A **Children and Vulnerable Adults Incident Report Form** **(Appendix Two)** must be completed and will be kept on file noting all discussions, actions and procedures carried out, including the outcome of any investigation, should it be needed for future reference.

If someone tells you that they or another child or vulnerable adult is being abused:

* Show that you have heard what they are saying, and that you take their allegations seriously.
* Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
* Do not express shock, ask leading questions or make promises you are unable to keep, e.g. to keep the information confidential or to stop the abuse happening.
* Explain what actions you must take, in a way that is appropriate to the age and understanding of the child.
* Do not promise to keep what you have been told secret, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
* As soon as possible after the disclosing conversation, make a note of what was said, using the individuals own words. Note the date, time, any names that were involved or mentioned and who gave the information to you.
* Report your concerns immediately to your Line Manager or directly to the DSO or DDSO who will take appropriate action.
* It is not the role of a staff member to make judgements or try to ascertain the veracity of the allegation nor to start their own investigations
* Do not worry that you may be mistaken. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.
* Complete a **Children and Vulnerable Adults Incident Report Form** **(Appendix Two)** and submit to yourLine Manager or the DSOs or DDSOs which will be kept on file for future reference if required

Remember that it is the responsibility of staff to record and then refer the disclosure to their Line Manager or the DSOs or DDSOs, not to act on the disclosure themselves.

If there are immediate concerns for a child’s safety, in an emergency situation, call the police on 101 directly.

**9.1 Witnessing abuse**

If inappropriate behaviour or contact, or physical, emotional or sexual abuse of a child or vulnerable adult at YSP is observed by a member of YSP staff, they should report this immediately to a DSO or DDSO. (If a member of staff is working in a front of house capacity without access to a phone or cannot leave their work station, they are to report the situation to their line manager immediately. In this instance, the line manager will report the matter straight to a DSO or DDSO). The DSOs or DDSOs will then inform the responsible adult, and call the police if appropriate. The incident should be recorded in writing in as much detail as possible. If a member of the public observes inappropriate behaviour or contact of a child or young person onsite at YSP and reports it to a YSP staff member, this should be reported and recorded immediately, together with identification and contact details of the person making the report.

As staff are unlikely to have the necessary experience or expertise, they should not get involved in looking for signs of contact or abuse, this should be left to the relevant specialists, e.g. social workers, nurses, doctors and the police, and to people who know the individuals well and see them regularly, e.g. teachers, play workers and carers.

**9.2 Allegations against staff**

Should a child or vulnerable adult accuse a member of staff of inappropriate behaviour or contact, physical or sexual abuse, this should be referred immediately to the responsible adult if they are present, and immediately to the DSOs or DDSOs. In the absence of a responsible adult, and their duty of care has been assumed by YSP, the members of staff listed above will report the allegation immediately to the responsible adult and take appropriate steps to deal with the situation; this includes recording the incident in writing in as much detail as possible and referred to the SLO.

If a member of staff is accused after the visit then the alleged incident will be referred to the SLO for further investigation. Staff are advised to make a note of the names of the responsible adult(s) attending sessions so that they can be retrospectively identified as a possible witness.

If a member of staff is suspected of physical or sexual abuse, or any kind of inappropriate behaviour, then s/he will be suspended and the incident investigated and referred to Wakefield Council Social Services Department. If necessary appropriate disciplinary action will be taken and the incident reported to the police.

**9.3 Guidelines for allegations against people who work with children**

* Some groups of children are more vulnerable. This includes very young babies and toddlers, or children who are more vulnerable due to disability or communication difficulties. However all concerns should be dealt with in accordance with the procedures regardless of the circumstances.
* Concerns about professionals can be raised in any setting and in any professional group at any level. Again, procedures should be followed in all cases, regardless of the role of the individual employee.
* Concerns about people who work with children can be identified due to issues that take place outside their employment e.g. within their own family or community
* Equally, concerns that are raised in relation to someone’s employment can impact on their family
* The alleged perpetrator should NOT be spoken to about the allegation. To do so may jeopardise any investigation and evidence, and may lead to risk to children in the future.
* If the allegation is very vague or there is good reason to believe that it may be malicious, the Senior Manager may choose to make discrete inquiries themselves before referring onwards. This is acceptable, however caution should be used to avoid jeopardising any future investigation.
* The referral should be reported to the Local Authority Designated Officer within one working day.
* Initial considerations, involving the employer, will be given by the Local Authority Designated Officer to whether the allegation meets the criteria within the procedure and whether there is a need to proceed to the next stage, convening a strategy meeting.
* Agreement should be reached on what actions, if any, need to be taken and by whom at this meeting.
* The allegation should be dealt with thoroughly, swiftly and sensitively to those involved, and a clear and comprehensive record kept.
* The Local Authority Designated Officer will liaise with the employer during this time to check on progress and offer advice. (LADO contact information is listed in ‘Contacts’)
* Every effort should be made to maintain confidentiality.

**9.4 Concerns about a Colleague or Safeguarding Practice**

Staff who are concerned about the conduct of a colleague or safeguarding practice within YSP must remember that the welfare of the child or vulnerable adult is paramount and staff should report all concerns either via the DSOs, DDSOs, their Line Manager, directly to HR or via any member of the Senior Leadership or Executive teams. The YSP Public Interest Disclosure Policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns about a poor practice or possible abuse of a child or vulnerable adult by colleagues should be reported immediately to the DSO or DDSO. Complaints or concerns about any of the DSOs or DDSOs should be reported to the SLO, and complaints or concerns about the SLO should be reported to the SL.

Staff may also report their concerns directly to the police if they believe direct reporting is necessary to secure action or to the NSPCC whistle blowing helpline noted in the contacts section below.

**10. REPORTING A DISCLOSURE OF ABUSE**

**10.1. Reporting a Disclosure of Abuse if child/vulnerable adult is visiting as part of a school or organised group**

Child/vulnerable adult reports abuse to member of staff

Member of staff records the disclosure in writing and reports to DSO/DDSO. (If staff member is in a role where they can’t report immediately, this will be done via their Line Manager)

Line Manager passes this information onto the DSO or DDSO

**If the child or vulnerable adult is part of a shool or organised group**

DSO or DDSO reports incident to Head of School/Group immediately

* Ideally, the Headteacher/ Group leader should be contacted while the group is still at YSP.
* The Headteacher/Group leader will then take over the investigation by following their own set of procedures.
* YSP should keep a written **Children and Vulnerable Adults Incident Report Form** on file for future reference.

If a DSO of DDSO is not contactable onsite or via the Emergency Communications Plan, and the situation is urgent, Line Manager can contact the Police (via 999) or Wakefield's Local Authority Designated Officer (LADO) via 01977 727032 (Mon – Fri)/lado.referrals@wakefield.gov.uk or Social Care Direct via 0345 850 3503 (24 hrs)/social\_care\_direct@wakefield.gov.uk.

**10.2. Reporting a Disclosure of Abuse if the child or vulnerable adult is not part of a school or organised group**

Child/Vulnerable Adult

reports abuse to member of staff

Member of staff records the disclosure in writing and reports to DSO/DDSO. (If staff member is in a role where they can’t report immediately, this will be done via their Line Manager)

DSO or DDSO report to…

**AND**

Police who will advise if a Wakefield Council Safeguarding Board Multi Agency Referral Form (MARF) should be submitted

Responsible adult accompanying child / vulnerable adult

* If appropriate, the Responsible Adult accompanying the child/vulnerable adult should be informed of the disclosure while at the YSP.
* The designated member of staff dealing with Child Protection disclosures should contact the Police. They will advise on next steps and if Wakefield Council’s Social Services Team should be informed of the incident and advice sought on further action.
* YSP should keep a written **Children and Vulnerable Adults Incident Report Form** on file for future reference.

If a DSO of DDSO is not contactable onsite or via the Emergency Communications Plan, and the situation is urgent, Line Manager can contact the Police (via 999) or Wakefield's Local Authority Designated Officer (LADO) via 01977 727032 (Mon – Fri)/lado.referrals@wakefield.gov.uk or Social Care Direct via 0345 850 3503 (24 hrs)/social\_care\_direct@wakefield.gov.uk.

**10.3. Reporting witnessing the Abuse of a Child or Vulnerable Adult at the YSP**

Member of Staff witnesses abuse and reports it to DSO or DDSO. (If staff member is in a role where they can’t report immediately, this will be done via their Line Manager)

DSO or DDSO report to…

Responsible Adult

accompanying child/vulnerable adult

Police if required

**AND**

* Staff should not examine or question the child or vulnerable adult. This should be left to specialists.
* YSP should keep a written **Children and Vulnerable Adults Incident Report Form** on file for future reference.

If a DSO of DDSO is not contactable onsite or via the Emergency Communications Plan, and the situation is urgent, Line Manager can contact the Police (via 999) or Wakefield's Local Authority Designated Officer (LADO) via 01977 727032 (Mon – Fri)/lado.referrals@wakefield.gov.uk or Social Care Direct via 0345 850 3503 (24 hrs)/social\_care\_direct@wakefield.gov.uk.

**11. Management of SAFEGUARDING information**

YSP complies with the principles of the Data Protection Act (2018) and Human Rights Act (1998) in the way it collects, holds and disposes of personal information. This covers the appropriate storage and access to images and contact details of children and vulnerable adults.

**11.1. Confidentiality and Information Sharing**

Staff will only report to and discuss concerns with their Line Manager, Duty Manager, DSO, DDSO, SLO or SL. The DSO, DDSO, SLO or SL will then decide who else needs to have the information and they will disseminate it on a ‘need-to-­know’ basis.

However, if we believe that notifying the responsible adult could increase the risk to the child or vunerable adult or exacerbate the problem, advice will first be sought from Social Care Direct (see Key Contacts, section 12, p29).

Data protection legislation does not prevent YSP from sharing information with relevant agencies, where that information may help to protect a child or vulnerable adult. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. In cases where agencies such as MASH (Multi Agency Safeguarding Hub) ring YSP requesting information reception staff will take a message and inform a DSO or DDSO immediately*.* The DSO will ensure they can identify who is requesting the information before sharing and then record what has been shared, when, why and with whom.

Child and vulnerable adult protection records may be exempt from the disclosure provisions of the Data Protection, which means that children and parents, vulnerable adults and responsible adults do not have an automatic right to see them in certain circumstances. If any member of staff receives a request from a child, vulnerable adult or their responsible adult to see child or vulnerable adult protection records, they will refer the request to the DSO or DDSO who will consult with information governance.

Any personal safeguarding information shared with external agencies will be done so securely e.g. by secure email, password protected or recorded delivery.

**12. KEY CONTACTS**

**Wakefield Council Safeguarding Boards**

<https://www.wakefieldscp.org.uk/>

https://www.wakefield.gov.uk/adult-social-care/safeguarding-adults-from-abuse/safeguarding-adults-board/

If you are worried about a child or vulnerable adult you can call Social Care Direct

[0345 850 3503](file:///C%3A/tel/%2B443458503503) (free confidential helpline 24 hrs)

social\_care\_direct@wakefield.gov.uk

The Multi Agency Referral Form (MARF) should be used to refer a child to one of the following services:

1. A service from the **Children First Hub** where you are concerned for a child’s wellbeing and the family have asked for support, in relation to one or more of the difficulties specified below.
2. A Service from **Children’s Social Care** where you are worried about the safety of a child and/or the parent’s capacity to meet the child’s care needs.

If you are unsure about whether or not to make a referral, or which service will best help the family and safeguard the child, please refer to the Wakefield Continuum of Need on the Wakefield Children’s Safeguarding website <https://www.wakefieldscp.org.uk>[/](https://www.wakefieldlscb.org.uk/) You can also contact the Integrated Front Door (IFD) Team for a consultation with a Social Worker on the number below.

Daytime hours (Mon to Friday 8.30 to 4.30pm) **0345 850 3503**
Out of Hours (4.30pm to 8.30am seven days per week)

If you are worried about an immediate risk of significant harm to a child, it is essential that you contact the police on 101

**CAMHS (Child and Adolescent Mental health Service)**

Single point of access

01977 735 865

**Wakefield Adult Services**

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services>

For information/advice:
adultsafeguardingteam@wakefield.gov.uk
social\_care\_direct@wakefield.gov.uk

For additional information please visit:
www.wakefield.gov.uk/HealthAndSocialCare/AdultsAndOlderPeople/SafeguardingAdults

**Local Authority Designated Officer**

All allegations against people who work with children (whether paid or voluntary) must be reported to the LADO

The Local Authority Designated Officer (LADO) can be contacted on 01924 302155 lado.referrals@wakefield.gcsx.gov.uk

**Wakefield District Domestic Abuse Service WDDAS**

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services/domestic-abuse>

0800 915 1561

**For additional advice:**

NSPCC’s Child Protection Helpline: 0808 800 5000 (24 hours)

NSPCC Whistleblowing Helpline: 0800 028 0285

Childline: 0800 1111

 Professional Online Safety helpline:

0844 381 4772

 **Further Help and Information**

 Child Exploitation and Online Protection Command

 [www.ceop.police.uk](http://www.ceop.police.uk)