



DMNW Policy Cover Sheet

Policy Name: Safeguarding Children Procedure 2025

Target Audience: *(Please tick as appropriate)*

<input checked="" type="checkbox"/>	Staff
<input checked="" type="checkbox"/>	Trustees
<input checked="" type="checkbox"/>	Volunteers

Date Authorised:	June 2025
Authorised By:	DMNW Board
Changes Made by CEOs due to legislation/ operational requirements:¹	
Key legislations and guidance used to inform policy / strategy:	
<ul style="list-style-type: none">• https://www.tameside.gov.uk/socialcare/childrenabuse/policy/guidelines.pdf• https://www.anncrafttrust.org/resources/safeguarding-childrens-policy-procedures-templates/• https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/• https://learning.nspcc.org.uk/child-protection-system/gillick-competence-fraser-guidelines	

¹ As agreed by DMNW Board 6th March 2024

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Introduction

Our definition of child/ young person with regards to this policy is anyone under the age of 18

DMNW is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where a child is at risk of harm.

The procedure should be implemented with reference to DMNW Safeguarding Children Policy and supporting information.

This procedure details the steps to be taken in responding to any concern that a child involved in DMNW , or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting a concern– **For everyone**

Section 2: What happens next – **For Safeguarding Lead and organisational response**

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

DMNW Safeguarding Children Main contacts:

Safeguarding Leads:

Gemma Gaskell or Rehana Begum (CEO)

Asma Begum (Trustee)

Glossary

For more details please see the additional information sections of DMNW Safeguarding Childrens Policy.

Children	A person under the age of 18
Children at risk	Definition used in legislation (different in each home nation) for childrens who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Harm	Damage done to a person's well-being.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
LADO	Local Authority Designated Officer (safeguarding)
Safeguarding	Work to prevent and to stop abuse and neglect.
Safeguarding Children Team	A team set up to manage the safeguarding of childrens at risk within an organisation or more commonly across a Local Authority district.
Safeguarding Childrens Board (SAB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.

Section 1: Reporting Concerns (for everyone)

DMNW Staff are to follow the process below. Volunteers would always go to their line manager as a first point of call. Their line manager will then follow the process below. If the volunteer feels that their line manager is implicated, then volunteers should go straight to the Safeguarding Lead.

Reporting Concerns About Others (Flowchart 1)

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues.

Is the person in immediate danger or need immediate medical attention?

No

Yes

Seek medical attention or contact
emergency services **999**

Is a serious crime in progress or been committed?

No

Yes

Contact the police
999

Is it safe to speak with the child/ Young Person?
Let the child tell you what they want to and record on chronology.

Speak to your Safeguarding Lead and report your concerns without delay.
*If you have concerns that they are implicated or may not act appropriately contact
DMNW Trustee Safeguarding Lead..*

Make notes and complete a Safeguarding Childrens Concerns Report Form (see
Appendix 1), submit to Safeguarding Lead

Section 1 Guidance

Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the Safeguarding Lead as soon as you can.

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the DMNW Trustee Safeguarding Lead.

If you are concerned about harm being caused to **someone else**, please follow the guidance below.

1. It is not your responsibility to prove or decide whether a child has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
2. If someone has a need for **immediate medical attention** call an ambulance on 999.
3. If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
4. Remember to be **person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the child and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead. **Do not** contact the child/ young person before talking to your Safeguarding Lead if the person allegedly causing the harm is likely to find out.
5. **Remember not to confront the person thought to be causing the harm.**

Responding to a Direct Disclosure

If a staff member (or volunteer) hears or suspects that a child is being abused, whether in the home or in another setting, they should:

- react calmly;
- reassure any informant that they were right to tell and that they are not to blame and that the staff member will take what they say seriously;
- avoid asking about explicit details, keeping questions to a minimum to ensure a clear and accurate understanding of what has been said;
- reassure, but do not promise confidentiality;
- tell the informant what the staff member will do next;
- make a full written report (Appendix 1) of what has been said or heard as soon as possible and pass on the information without delay.

The staff member will pass their concerns on to the Safeguarding lead and volunteers to their managers who will inform the safeguarding lead. However, if they have concerns about sharing the above information with a colleague, for example if they suspect abuse taking place within DMNW, they should take external advice immediately with a view to reporting their concerns (see “key contacts”).

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.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

If you are concerned about the safety of a child and they are in your presence, contact your safeguarding lead immediately. The safeguarding lead will consult with the key contacts at this stage to ascertain what to do next.

Record Keeping

- Complete a Safeguarding Children's Chronology Form (see Appendix 1) and submit to the Safeguarding Lead without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times.

This information must only be shared with your Safeguarding Lead and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.

Section 2: What happens next? (Safeguarding Lead and organisational response)

Procedure for Safeguarding Lead (Flowchart 2)

Steps 1-4 **Initial response** (as soon as you receive the Safeguarding referral)

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?

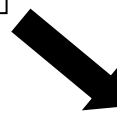
NO



YES



Call
emergency
services
999/112



If harm is occurring within the organisation use relevant procedures e.g. breach of code of conduct to prevent further harm.

Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Childrens Chronology Report Form check that you can understand what is written and that all the necessary parts have been completed
If you are being contacted directly request a completed Safeguarding Childrens Report Form (staff and volunteers) or fill in the form with the person making the report (public/children themselves)

Step 3– Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4– Person at Risk

What are the risks? Keep the child/ young person with you and follow step 5.

Steps 5- 13 Taking Action

Step 5 – Consult and Decide

As needed consult DMNW Board Safeguarding lead, Local Authority/the Police and decide which one or more of the following actions need to be taken.

Step 6

If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 7

If you believe there is an 'children at risk' make a safeguarding childrens report to the Local Authority

Safeguarding childrens process led by Local Authority

Step 8

If harm is suspected of being caused within DMNW

e.g. by an employee, contracted worker, volunteer or member report to relevant manager/s

Organisation takes **short term steps** within relevant policy to **prevent harm** e.g. suspend employee or volunteer.

Step 9

Consult with and inform the child

Organisation will take advice from the local authority/police with regards to next steps.

Step 10

Take advice from and **coordinate actions** taken by DMNW with those of **other agencies**.

Step 11

Hold Senior Management meeting to coordinate actions by DMNW.

Possible outcomes: e.g.

1. Criminal Caution or Conviction
2. Police referral back to organisation
3. Referral to Independent Barring Board
4. Unsubstantiated – no further action

Possible outcomes e.g.

1. LA enquiries triggered
2. Children supported to 'make safeguarding personal'
3. Other childrens at risk identified
4. Multi-agency meetings to coordinate actions
5. New/changed care and support and protection plan for any children at risk
6. NOT an children at risk – information and advice

Possible outcomes: e.g.

5. Informal resolution
6. Education and training
7. Formal warning
8. Dismissal
9. Role conditions applied
10. Contract ended
11. Referred to Independent Barring Board
12. Referred to Local Authority LADO.
13. Unsubstantiated – no further action

Possible Outcomes: e.g.

1. Children receives information about the process
2. Children supported to have their views and experience heard
3. Children supported to gain support from other agencies
4. Children continues to participate in organisation

Steps 12 and 13

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

Section 2 Guidance

Once a concern has been passed to the Safeguarding Lead, they will coordinate the Safeguarding Children's Procedure (see Flowchart 2 above).

The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the children.

The Safeguarding Lead, where appropriate, in consultation with Senior Management Team will take the following actions:

Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the children being harmed.

2. If you have been sent a **Safeguarding Childrens Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding Childrens Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the child themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.

3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the child**, .

5. Ensure that the **child has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

Taking Action

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

6. **Consult and Decide**

If necessary, consult with Senior Management Team and with the Local Authority/the Police and decide which of the following actions need to be taken.

7. **Contact the police** (where the crime took place)

If:

1. a serious crime has been committed.
2. a crime has been committed against someone without the mental capacity to contact the police themselves.
3. the children has asked you to make a report to the Police on their behalf because they are unable to themselves.

4. **Make a referral/report to the Local Authority Safeguarding Childrens Team or Multi-Agency Safeguarding Hub (MASH) Tameside** if you believe they may be a child **at risk**

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Childrens Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the children or the person who may be causing harm (contact details can be found in the Safeguarding Childrens Policy).

5. **Use policy and procedures to stop harm within the organisation**

If the person who may be causing harm is a person involved in DMNW in whatever capacity inform the safeguarding leads or the DMNW Trustee Safeguarding Lead if you believe the Safeguarding Leads have been implicated. Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

6. If statutory agencies are involved **work together** with them to agree the next steps. E.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding children's strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop DMNW taking internal steps to safeguard the child. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure.

7. Decide who in the organisation will **maintain contact with the child** to consult with them, keep them informed and make sure they are receiving the support they need.
8. Convene a **Senior Management Team Meeting** to coordinate actions internally to your organisation:
9. share information about what has happened with those within DMNW who have a role in safeguarding the children.
10. share the views of the child.
11. share any actions being taken by the Police/Local Authority.
12. agree who will coordinate between DMNW and other agencies.
13. decide what actions DMNW will take.
14. Coordinate action by DMNW

These actions can include:

1. Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
2. Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
3. Communication with the children about the safeguarding process, offering support to the children and making any arrangements needed for them to continue their involvement with the organisation.
4. Offering support to staff, volunteers and members affected by the circumstances.
5. Ensuring senior managers will be updated as needed.

15. Senior Management Safeguarding Meetings must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.
16. Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to the Board as requested**.

Key Contacts

Key Local Authority Contacts

Tameside Safeguarding Childrens Team

<http://www.tameside.gov.uk/socialcare/childrenabuse> .

To report concerns about potential abuse, phone:

0161 922 4888 (office hours) or

0161 342 2222 (out-of-hours).

Tameside LADO

[Role of the Local Authority Designated Officer \(LADO\) - Tameside Safeguarding Children Partnership](#)

ladoreferrals@tameside.gov.uk

Internal Safeguarding Leads

Gemma Gaskell and Rehana Begum (CEO)

Asma Begum (Trustee)

Appendices

Appendix 1 – Safeguarding Childrens Report Form

To be completed as fully as possible if you have concerns regarding an children.

If it is safe to do so, it is important to inform the children about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of children (you have concerns about)	
Name of children	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the children is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened

Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to children	
Role in organisation	
Do they have contact with other children at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6 – Have you discussed your concerns with the children? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the children	
Discussion would put the children or others at risk. Please explain:	
Children appears to lack mental capacity. Please explain:	

Children unable to communicate their views. Please explain:		
Section 7 – Risk to others		
Are any other childrens at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6		
Are any children at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form and attach to this.		
Section 8 – What action have you taken if any /agreed with the children to reduce the risks?		
Actions by club: e.g. person causing harm suspended, session times changed.		
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken	
Police		
Ambulance		
Other – please state who and why:		
Section 10: Contact with Welfare Officer/others within the club		
Who else has been informed of this issue? – and what was the reason for information sharing		
Consultation with Safeguarding Lead	Dates and times	
Completed Form copied to Safeguarding Lead; Date and time		
Signed:		
Date:		

OFFICE USE ONLY
Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)
Details of your contact with the children at risk of harm. Have they consented to information being shared outside of DMNW
Details of contact with the Local Authority Safeguarding Team/MASH where the children at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted:
Details of the outcome of this concern: