



## Woughton Community Council

# Safeguarding & Child Protection Policy

Previously Policy known as: Young Persons Protection Policy. 2014. N Fulton  
Reviewed: March 2015. C Hutley  
Recreated as WCC Safeguarding & Child Protection Policy: 2016 T. Darling  
Renewed: September 2018. T Darling  
Reviewed: November 2020. T Darling. Personnel contact details updated September 21. T Darling.  
Reviewed: February 2023. T Darling. LADO details updated November 23. T Darling  
Reviewed: October 2024. T Darling. Named DDSLs Updated and out of hours number. T Darling.

## Introduction / Overarching aims

Woughton Community Council fully recognises the responsibility it has under section 11 of *The Children's Act 2004* ([Section 11](#) of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Various other statutory duties apply to other specific organisations working with children and families) to have arrangements in place to safeguard and promote the welfare of children and, in doing so, have regard to any guidance issued by the Secretary of State. This includes arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised and take appropriate actions to address concerns about the welfare of a child. Alan Wood reviewed the role and function of LSCBs and found widely agreed needs for change to current local multi-agency safeguarding arrangements. *The Wood review (published May 2016)* informed the *Children and Social Work Act 2017*. Significant changes to multi-agency arrangements have been established through this Act, creating new duties for police, health and local authorities to safeguard and promote the welfare of children in their area, as detailed in the *Working Together to Safeguard Children (published March 2015. Updated Feb 2019)*.

Through their day-to-day contact with children, young people, vulnerable adults and direct work with families, staff at the council have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children's Social Care via the Milton Keynes Council Referral Hub (ideally designated officers to refer). Furthermore, have a duty to promote welfare. This policy sets out how the council discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children, young people and vulnerable adults accessing our services.

Our policy applies to all officers, councillors, administration, and support staff, paid and unpaid as all can be the first point of disclosure for a resident. Concerned parents/carers may also contact the council.

It is consistent with the Milton Keynes Safeguarding Partnership (MKSP) framework.

# Policy

## There are four main elements to our policy:

1. **PREVENTION** through the provision of direct services and pastoral support offered to resident children, young people & vulnerable adults and the creation and maintenance of a whole organisation protective ethos.
2. **PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix A)
3. **SUPPORTING VULNERABLE CHILDREN, (YOUNG PEOPLE & VULNERABLE ADULTS)** who may have been abused or witnessed violence towards others.
4. **PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN (Young People & Vulnerable Adults)**

## 1. PREVENTION

We recognise that healthy self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect individuals.

The council will therefore:

- 1.1. establish and maintain an environment where children, young people and vulnerable adults feel safe in both the real and the virtual world and are encouraged to talk and are listened to actively
- 1.2. ensure children/ young people know that there are adults in the council, specifically the youth service, whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- 1.3. Strive to include activities and opportunities which equip children, young & vulnerable people with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help
- 1.4 As appropriate to each setting, offer access to sexual health information, signposting, and access to contraception. Always ensuring understanding of individual's rights, choices and consent are central to decision making. Always reinforcing essential skills for each child and young person to develop in confidence, think independently and assess their own risks, based on their own judgements.

## 2. PROCEDURES

2.1 We will follow the procedures set out in the Milton Keynes Safeguarding Partnership Competency Framework. A copy of these procedures can be found on the MK Safeguarding Partnership website <https://www.mktogether.co.uk/> Latest version September 2024

2.2 The (DSL/DCPO) Designated Safeguarding Lead and Designated Child Protection Officer is the named **Safeguarding Lead Officer**.

2.3 The nominated Designated Safeguarding Lead & Child Protection Officer (DSL & DCPO) is **Tash Darling**.

2.4 The Deputy (DSL) Designated Safeguarding Lead officers are **Gemma Simmons & Lauren Steel**. The council will:

2.4.1 Ensure there is a designated senior person who has lead responsibility for Safeguarding & child protection in the council who has undertaken the necessary training deemed competent by the MKSP

2.4.2 Ensure that one full day training is undertaken initially and a refresher (usually 3.5hrs) is carried out every year in accordance with government guidance.

2.4.3 Recognise the importance of the role of the designated person/s and ensure they have the time, training and support necessary to undertake their duties which include, providing advice and support to staff, taking part in inter-agency meetings and contributing to the assessment of children in need

2.4.4 Ensure every member of staff, paid and unpaid, the committees and Councillors Know who the officers are and the procedures for passing on concerns from the point of induction. Each knowing:

- The name of the designated person/s and their role
- How to identify the signs of abuse and neglect
- How to pass on and record concerns about an individual/s
- That they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the designated Person/s
- That they have a responsibility to provide an environment in which children, young & vulnerable people are safe.
- That they can find the Core Inter-Agency Procedures on the MKSP and MKCC websites.

2.4.5 Have at least one nominated deputy for Safeguarding who has taken the appropriate training. Ensuring that every member of staff, paid and unpaid, and the committees and councillors know what the contingency arrangements are for when the designated members of staff are not available.

2.4.6 Ensure that the designated members of staff take advice from a child protection specialist when managing complex cases. The Designated Persons have access to both the MKSP and the Multi Agency Safeguarding Hub (MASH). The Emergency Duty Team (out of hours) is also available (see Appendix B)

2.4.7 Provide Safeguarding/ Child Protection training for **all** staff from the point of their induction which is updated regularly, every three years at a minimum, so that they are confident about:

- The council's legislative responsibility
- Their personal responsibility
- The council's policies and procedures
- The need to be alert to the signs and indicators of possible abuse, including possible child sexual exploitation and female genital mutilation
- The need to record concerns
- How to support and respond to a child, young or vulnerable person who tells of abuse

2.4.8 Ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice, within WCC or in other organisations in regard to children, young & vulnerable people and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

2.4.9 Ensure that parents have access to information which details the responsibility placed on the council and staff in relation to child protection by setting out these duties on the website & public documents.

## **2.5 LIASON WITH OTHER AGENCIES**

The council will:

2.5.1 Work to develop effective links with relevant services to promote the safety and welfare of all children, young and vulnerable people throughout the parish.

2.5.2 co-operate as required, in line with '*Working Together to Safeguard Children (February 2024)*', with key agencies in their enquiries regarding Safeguarding/ Child protection matters and providing written reports at child protection conferences, core groups and serious case review panels

2.5.3 Notify the MASH and / or relevant Children's Social Care Unit immediately, when it is known to WCC officers through partnership working if:

- It should have to exclude a child/ young person from a service who is subject to a Child Protection Plan (whether fixed term or permanently);
- There is an unexplained absence of a child/ young person who is subject to a Child Protection Plan
- There is any change in circumstances to a child/ young person who is subject to a Child Protection Plan.

## **2.6 RECORD KEEPING**

The council will:

2.6.1 keep clear, detailed, accurate records of concerns about children, young and vulnerable people (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care immediately.

2.6.2 make every reasonable effort to ensure all records are kept securely and in a locked location or password protected in accordance with GDPR. (GDPR & Data Protection Policy April 2024 and General Privacy Statement 2020/ reviewed May24).

2.6.3 ensure all relevant and appropriate to share safeguarding/ child protection records are shared with service providers/ partners as appropriate and agreed by Children's Social Care Child Protection Record Keeping Guidance. (GDPR. See WCC Privacy Policy)

## **2.7 CONFIDENTIALITY AND INFORMATION SHARING**

- 2.7.1 Child protection information will be stored and handled in line with the Data Protection Act 2018 (chapter 12) principles. The Data Protection Act does not prevent council staff from sharing information with relevant agencies, where that information may help to protect a child.
- 2.7.2 Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children/ young people and parents do not have an automatic right to see them. If any member of staff receives a request from a child/ young person or parents to see data stored, they will refer the request to the Designated Person or senior management. The council will:
- 2.7.3 Ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the Designated Officer, Children's or Adult Social Care as required. As a general rule of if a child/ young person is deemed at risk (level 4) no data will be shown to unauthorised bodies or individuals.

**\*Information sharing: Guidance for practitioners and managers**

*(Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers March 2015. Update 1<sup>st</sup> May 2024)* is available at <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

2.7.4 Ensure that the Council Management or Designated Person will only disclose any information about a child/ young person to other members of staff on a 'need to know' basis, including Domestic Abuse notifications.

2.7.5 Make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children/ young & vulnerable people

2.7.6 Ensure staff are clear with all concerned that they cannot promise to keep secrets.

**2.8 COMMUNICATION WITH PARENTS/ CARERS**

The council will:

2.8.1 Ensure that parents/carers are informed of the responsibility placed on the council and staff in relation to child protection by setting out its duties in this policy, Data and Privacy Policies and website.

2.8.2 Undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If the council believes that notifying parents could increase the risk to the child/ young person or exacerbate the situation, advice will be sought from the MASH / Children's Social Care. (Further guidance on this can be found in the MK Together Interagency Policy and Procedures – 01/01/2023).

**3. SUPPORTING VULNERABLE CHILDREN/ YOUNG PEOPLE**

3.1 We recognise that abuse or witnessing violence may have an adverse impact on those vulnerable children/ young people which may last into adulthood without appropriate intervention and support.

3.2 This council's staff may be the only stable, secure and predictable element in the lives of children/ young people at risk. Nevertheless, when at youth clubs/ provisions their behaviour may be challenging and defiant or they may become withdrawn. Staff will be trained to be sensitive and respond accordingly

3.3 We recognise that some vulnerable children/ young people may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

3.4 The Council will support the child/ young person through:

3.4.1 Youth provision opportunities to encourage self-esteem and self-motivation

3.4.2 An ethos that actively promotes a positive, supportive and safe environment and values the whole community.

3.4.3 The youth department's behaviour/ conduct will support vulnerable children/ young people. All staff will agree on a consistent approach, which focuses on the behaviour of the child/ young person but does not damage the child/ young person's sense of self-worth. Staff will ensure that the child/ young person knows that some behaviour is unacceptable, but she/he is valued and not to be blamed for any abuse which has occurred

3.4.4 Liaison with other agencies which support the child/ young person such as Children's Social Care, Child and Adolescent Mental Health Services (CAMHS), ARC or Children and Family Practices

3.4.5 A commitment to develop productive and supportive relationships with parents/carers

3.4.6 Recognition that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers

3.4.7 Monitoring and supporting child/ young person's welfare, keeping records and notifying Children's Social Care in accordance with the Milton Keynes Safeguarding Partnership / MK Together Interagency Partnership.

3.4.8 When a child/ young person who is subject to a child protection plan leaves permanently, information will only be transferred to the new service providers on request and if deemed necessary to protect the child/ young person. The lead Social Worker from Children's Social Care will also be informed

### **3.5 SUBSTANCE MISUSE AND CHILD PROTECTION**

3.5.1 The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings, but the DSL/ SCPO will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the child/ young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- To believe the child/ young person's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- To where the misuse is suspected of being linked to parent/carer substance misuse.

### **3.6 CHILDREN OF SUBSTANCE MISUSING PARENTS/ CARERS**

3.6.1 Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

3.6.2 When staff receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

3.6.3 This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child

### **3.7 DOMESTIC ABUSE**

3.7.1 Where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

3.7.2 Social services, Head teachers and some other professionals may be notified of Domestic Abuse incidents where the police have been called and that involve children and young people under their duty of care and will take appropriate action to ensure children and young people are kept safe.

### **3.8 FEMALE GENITAL MUTILATION (FGM)**

3.8.1 Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is a surprisingly common form of abuse in the UK.

3.8.2 FGM is carried out on children between the ages of 0–15, depending on the community in which they live. It is extremely harmful and has short and long-term effects on physical and psychological health.

3.8.3 FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

3.8.4 The council takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

3.8.5 The Designated Person will make appropriate and timely referrals to Children's Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Children's Social Care even if it is against the child/ young person's wishes. It is now possible to restrict the removal of a dependant from the UK if FGM is suspected to be planned.

Note: Policy Amendment December 2023. [https://www.mktogether.co.uk/sites/default/files/2024-01/FGM\\_Policy\\_MKTSP%20Dec%202023.pdf](https://www.mktogether.co.uk/sites/default/files/2024-01/FGM_Policy_MKTSP%20Dec%202023.pdf)

### **3.9 FORCED MARRIAGE**

3.9.1 Forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used.

3.9.2 In cases of forced marriage discussion with the family or any involvement of the family or local community members will often place the child or young person at greater risk of harm. Families should not be approached if forced marriage is suspected.

3.9.3 Children and young people facing forced marriage often come from very loving families where the parental capacity to provide safety, emotional warmth and stability is excellent. The children are often high achievers at school, their health is good, they are well integrated into the local community and have good relations with the wider family.

3.9.4 It is important professionals are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. At the same time, they must be clear that child abuse cannot be condoned for religious or cultural reasons, therefore forced marriage must be responded to as a protection and safeguarding issue.

3.9.5 There is no specific offence of 'forcing someone to marry', criminal offences may nevertheless be committed. Perpetrators, usually parents or family members, could be prosecuted for offences including threatening behaviour, assault, kidnap, abduction, threats to kill, imprisonment and murder. Sexual intercourse without consent is rape, regardless of whether this occurs within a marriage or not.

3.9.6 Forced marriage is automatically handled as a child protection issue and staff should share Information quickly when a child is at risk.

### **3.10 CHILD SEXUAL EXPLOITATION (CSE)**

3.10.1 Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply attention/ affection) as a result of engaging in sexual activities.

3.10.2 Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organized crime involving gangs and groups.

3.10.3 Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyber bullying and grooming.

3.10.4 It is important to recognize that some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.

3.10.5 Young people who go missing can be at increased risk of sexual exploitation and so procedures are in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions.

3.10.6 Staff should notify the Designated Lead and should complete the MKSP Child Sexual Exploitation Risk Assessment Tool and refer to the Multi-Agency Referral Unit if there is a concern that a young person may be at risk.

## **4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

4.1 The council will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to the government guidance '2010 to 2015 government policy: helping employers make safer recruiting decisions' See

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-helping-employers-make-safer-recruiting-decisions>

4.2 The following members of staff have undertaken Safer Recruitment training; Designated Safeguarding Lead: Tash Darling. It is recommended that this should be refreshed and certificated every 3 years and that the Council Manager and the Operations Manager should also complete Safer Recruitment training, so that at least two trained officers can complete every recruitment process for every role that entails working with vulnerable people.

4.3 Any allegation of abuse made against a member of staff will be reported straight away to the Designated Lead and Council Manager. In cases where the Designated Lead Officer is the subject of an allegation, it will be reported to the Council Manager. If both The DSL & Council Manager are implicated, it will be reported to the Chair of Council (See Allegations flow chart Appendix C.) The council will follow the procedures set out in Part four of Keeping Children Safe.

4.4 The council will consult with the Local Authority Designated Officer (LADO) in the event of an allegation being made against a member of staff or councillor and adhere to the relevant procedures set out in Keeping Children Safe.

4.5 All allegations are reported to the LADO within one working day. Following consultation with the LADO, he will advise on all further action to be taken. Please note that the Designated Lead officer, Council Manager or Chair of Council should **not** seek to interview the child/ren, young people, vulnerable adult or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

4.6 The council will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the council and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

4.7 Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children/ young people are protected.

4.8 Consideration must be given to the needs of the child/ young person and recognition that a child/ young person may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

4.9 The council will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with children/ young people, young vulnerable adults and parents/carers. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.

4.10 Although we are not a school setting, all staff can access *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings* (15<sup>th</sup> February 2022. Update produced in consultation with representatives from CAPE, Las and Stakeholders to incorporate GSWP Covid addendum 2020 and KCSIE expectations around low level reporting. Updated 3<sup>rd</sup> September 2024 ) as a good guide to best practice.

4.11 The council will ensure that staff and volunteers are aware that sexual relationships with young people aged under 18 are unlawful and could result in legal proceedings taken against them under the *Sexual Offences Act 2003 Section 16 (Abuse of Trust)* .

4.12 The council will ensure that communication between children/ young people and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

## **5. CHILDREN WITH SPECIAL EDUCATION NEEDS**

There will undoubtedly be children/ young people who have Statements of Special Educational Needs or Education Health Care Plans. For a number there will be multi-agency planning and involvement to support integrated care.

We recognise that, statistically, children with emotional, social, behavioural and mental health difficulties and challenges, characteristic of a significant percentage of the parish's population, are particularly vulnerable to abuse. Council staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

The Designated Lead Officer and signposted agencies will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support

The designated Lead Officer/ Youth Staff will endeavour to include PSHE informal education, as appropriate for each setting And staff will as (continuous) good practice, teach children & young people, personal safety skills commensurate with their ability and needs. Children/ young people will be taught personal safety skills such as telling and who to tell, good and bad touches and good and bad secrets. The content of lessons can be shared with parents/carers so that these skills can be supported at home.

We promote high standards of practice, including ensuring that children/ young people know how to raise concerns, and have access to a range of adults with whom they can communicate.

## **Appendix A**

### **Four categories of abuse**

#### **Physical Abuse**

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Neglect**

This is a persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers failing to:

- Provide adequate food, clothing and shelter including exclusion from home or abandonment
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision including the use of inadequate care-givers
- Ensure access to appropriate medical care or treatment

### **Emotional Abuse**

This is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another person's needs

It may include:

- Not giving the child opportunities to express their views
- Deliberately silencing them
- 'making fun' of what they say or how they communicate.

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- Interactions that are beyond the child's developmental capability
- Overprotection and limitation of exploration and learning
- Preventing participation in normal social interaction

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children
- Some level of emotional abuse is involved in all types of maltreatment although it may occur alone.

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

This may involve:

- Physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities involving:  
children in looking at, or in the production of, sexual images,  
children in watching sexual activities
- Encouraging children to behave in sexually inappropriate ways
- Grooming a child in preparation for abuse (including via the internet).
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Appendix B Useful Contacts**

### **Designated Safeguarding Lead & Child Protection Officer:**

Tash Darling, Youth & Community Services Manager & Safeguarding Lead Officer

[tash.darling@woughtoncommunitycouncil.gov.uk](mailto:tash.darling@woughtoncommunitycouncil.gov.uk)

01908 392945 / 07983 590546



**Deputy Safeguarding leads:**

Gemma Simmons. Senior Youth Officer  
[gemma.simmons@woughtoncommunitycouncil.gov.uk](mailto:gemma.simmons@woughtoncommunitycouncil.gov.uk)  
01908 392945  
Lauren Steel. Youth, Community Advice Officer.  
[Lauren.steel@woughtoncommunitycouncil.gov.uk](mailto:Lauren.steel@woughtoncommunitycouncil.gov.uk)  
01908 395681

**Chair of Council**

Sue Smith  
[sue.smith@woughtoncommunitycouncil.gov.uk](mailto:sue.smith@woughtoncommunitycouncil.gov.uk)

**Milton Keynes Safeguarding Partnership**

Telephone: 01908 254373  
<https://www.mktogether.co.uk/>  
Email [mktogether@milton-keynes.gov.uk](mailto:mktogether@milton-keynes.gov.uk)

**Milton Keynes Council Multi Agency Referral Hub**

Worried about a child, Telephone: 01908 253169/ 253170  
Worried about a vulnerable adult, Telephone: 01908 253772  
MKC main switchboard:01908 691691

**Multi-agency referral forms (MARF)**

[children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)  
referral to the Multi Agency Safeguarding Hub (MASH) by completing the [Multi-Agency Referral Form \(MARF\)](#).

**Adult-Safeguarding Alert (online referral form)**

[https://mycouncil.milton-keynes.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-066f61e5-64d2-42a8-8e23-e75e3f911eca/AF-Stage-395d831e-ae03-4e68-aabc-0e4f84ddec77/definition.json&redirectlink=/&cancelRedirectLink=/&category=AF-Category-b86624e1-792f-40d5-9035-436114a13fbb&noLoginPrompt=1&accept=yes&consentMessageIds\[\]=2](https://mycouncil.milton-keynes.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-066f61e5-64d2-42a8-8e23-e75e3f911eca/AF-Stage-395d831e-ae03-4e68-aabc-0e4f84ddec77/definition.json&redirectlink=/&cancelRedirectLink=/&category=AF-Category-b86624e1-792f-40d5-9035-436114a13fbb&noLoginPrompt=1&accept=yes&consentMessageIds[]=2)

**Emergency Duty Social Work Team**

(Out of hours) Telephone: 01908 265545

**Local Authority Designated Officer (LADO)**

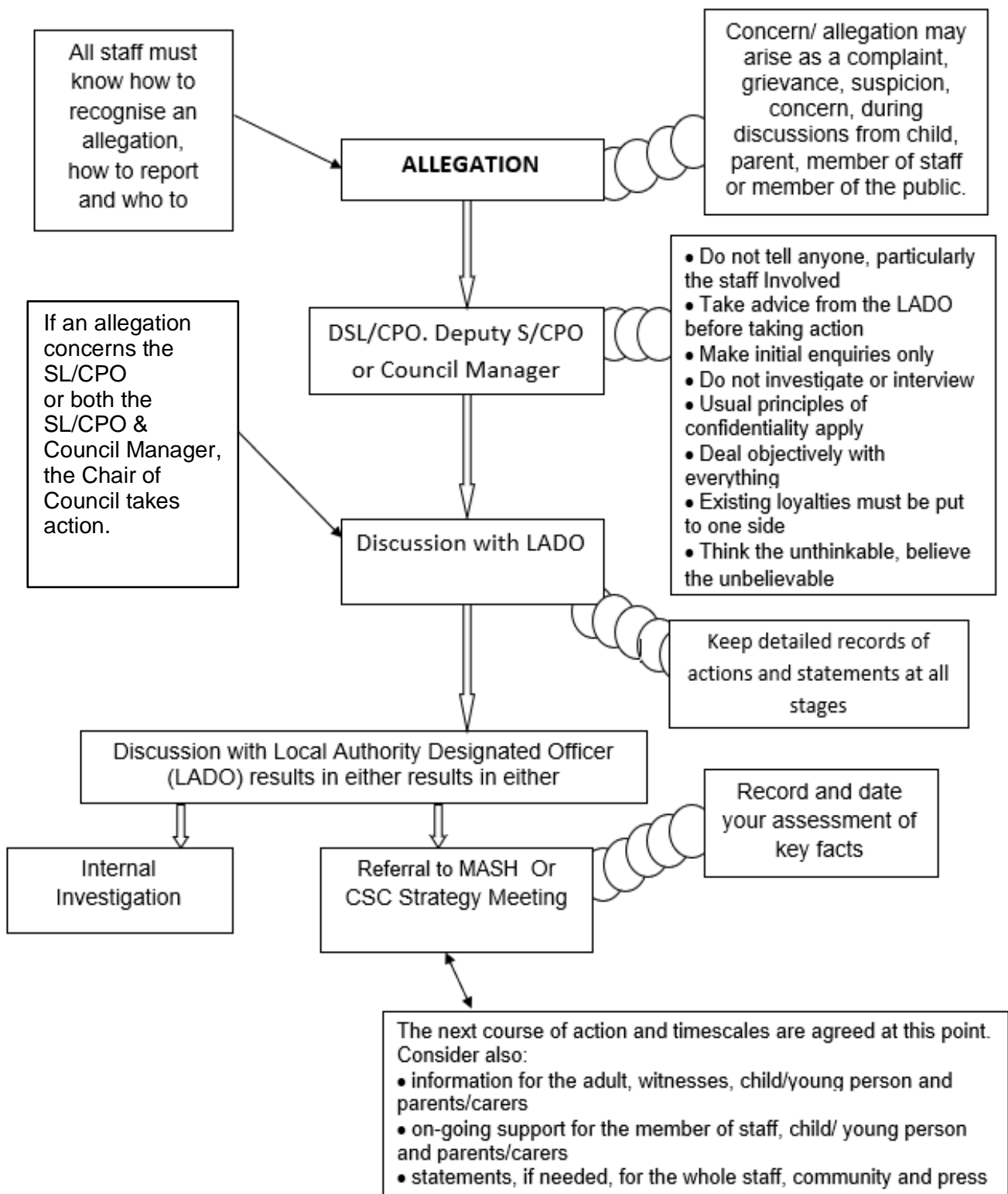
Debbie Young and Kay Newman lead the LADO team at MKCC. Any one of the team are representatives of the LADO and can be reported to. Email [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk) Telephone: 01908 254307

NB. If you wish to discuss any concerns and are unsure if the criteria has been met please complete and return a [LADO Notification form \(DOC, 116KB\)](#) to [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk) prior to contacting the service on 01908 254307.

**Police Child Abuse Investigation Unit (CAUI)**

Telephone: 101 or 01908 276140

**Appendix C****Managing an Allegation against a Member of Staff in your setting**



**Linked policies (i.e. to be read in conjunction with).**

- GDPR & Data Protection Policy
- General Privacy Statement
- Equal Opportunities & Diversity Policy
- Anti-bullying & Harassment Policy
- Health and Safety

- Whistleblowing
- Complaints procedure

<b>Last review date:</b>	February 2023
<b>This review date:</b>	October 2024
<b>Next review date:</b>	November 2025
<b>Lead:</b>	Tash Darling
<b>Overseeing Committee:</b>	Operations & Resources Committee
<b>Approved:</b>	FC 184/24
<b>Review cycle:</b>	Annually