



Safeguarding Policy

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1. Introduction

Freedom for all is committed to ensuring that all adults, young people and children using our services have adequate protection from harm or abuse and will take measures to prevent and reduce the likelihood of abuse. We will endeavour at all times to provide services and activities which are safe for all adults, young people and children at risk to participate in.

We aim to protect all our service users and their children from harm, maltreatment or exploitation, prevent the impairment of health or development, ensure the provision of safe and effective care, support and guidance to promote people's life chances, opportunities and personal growth.

We will communicate this policy to all staff, Board members, volunteers, service users and their families/carers, using appropriate methods, formats and language so that our message is understood by all.

We support and encourage all service users, volunteers and staff to speak up where they have

- a **concern** - a worry, issue or doubt about practice or treatment of a service user or colleague, or their circumstances,
- a **disclosure** - information about a person at risk of or suffering from significant harm
- an **allegation** - the possibility that a staff member or volunteer could cause harm to a person in their care

...and to report to our named Safeguarding Officer (See Section 3 below).

We have added information regarding Covid-19, please see **Appendix 1** which includes a link to the most recent update on gov.uk.

2. Purpose and Scope

2.1 We will work in partnership with all other local/national agencies for reporting, making referrals, accessing training or specialist support when required (i.e. Local authorities, regulators and commissioners of services, other service providers, statutory agencies, Police and service users.

2.2 Freedom for all will adhere to the relevant Local Authority Inter-Agency policies and procedures.

2.3 We will seek to recruit all paid staff and volunteers using appropriate procedures, safeguards and checks. We will determine which roles are in regulated activity

and so subject to a barring list check, which roles are eligible for enhanced Disclosure and Barring Service (DBS) checks only, and take up references for all posts and volunteer roles. We will review our recruitment procedures regularly in response

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to changes in legislation and systems external to our organisation e.g. the Disclosure and Barring Service, General Data Protection Regulation.

- 2.4** Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), identity and emotional neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers.
- 2.5** All incidents of harm to anyone involved in our service will require an appropriate response to safeguard the individual (s), to reduce risks and improve our service. Deliberate acts of harm (sexual, physical, emotional, financial), exploitation and neglect are abuses against the person, will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the DBS service where appropriate.
- 2.6** In any instance where a member of staff believes that another member of staff has made a deliberate act of harm it should be treated with the utmost importance and reported to their Line Manager immediately. In the absence of their Line Manager the instance should be reported to a member of the Senior Management Team. This may be dealt with under the organisation’s disciplinary policy.
- 2.7** To encourage everyone involved in Freedom for all to understand that safeguarding is everybody’s business, we will provide opportunities for discussions about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in our safeguarding responsibilities.

3. Responsibilities

3.1 All staff, Board members and volunteers, will adhere to the Code of Conduct (as outlined in the Employee Handbook) at all times as a representative of our organisation.

3.2 The organisation’s named Designated Officers are:

Role	Lead	Deputy
Designated Safeguarding Person	Kieran Watts freedomforall@dsfsafeguarding@yahoo.com 07405314848	Sadie Watts freedomforall.charity@yahoo.com

Designated Safeguarding Trustee	Kieran Watts freedomforall@safeguarding@yahoo.com	n/a
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Other trained Designated Safeguarding Officers include:

3.3 Designated Safeguarding Officers will be available to all staff, volunteers and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of service users, volunteers and staff.

3.4 The safeguarding officers will have access to appropriate training to support them in these roles.

They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

3.5 Where there is risk of harm to our service users, volunteers or staff, the Safeguarding Officers are empowered to act accordingly. This can include but is not limited to:

- to log all conversations regarding the issue
- to sign and request signatures on reports and statements
- to seek advice from expert sources
- to share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board
 - to share concerns and make reports to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances
- to make a report to the Disclosure and Barring Service regarding staff or volunteers in regulated activity whose conduct is harmful to service users and when they are removed from regulated activity.

3.6 All staff will be asked to specify any concerns or reports they have made regarding the safeguarding and protection of adults and children as part of regular staff supervision and monitoring of performance. This will be recorded in the supervision process and further actions taken or followed up as necessary.

3.7 Freedom for all will employ a thorough risk assessment and review process and ensure its consistent usage.

3.8 In the event of safeguarding concerns being raised in relation to a member of staff's personal life; where the organisation reasonably believes that in the circumstances the concerns raised will have an effect on, or impact upon, the

employee's professional judgment, capabilities or responsibilities then the organisation reserves the right to investigate and gather further information from associated professionals to ensure the safety of our Service Users and the

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individual. Freedom for all may need to suspend the individual as an interim measure in order to conduct this investigation.

4. Equality Considerations

4.1 This policy and procedures promote inclusion irrespective of gender, race, sexual orientation, religion or belief, age, disability or any other protected characteristic. **Freedom for all Diversity and Inclusion Policy** may also be referred to for wider context.

5. Training

5.1 All staff and volunteers will receive information and training in safe conduct and what to do if they have concerns about an adult or child at risk. This will include information and training on recognising where there are concerns about an adult or child at risk, what the categories of abuse are, where to get advice, how to report concerns and to whom, and what to do if no-one seems to have taken their concerns seriously.

5.2 We will provide an induction programme for all new staff and volunteers, appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing training as benefits the personal and professional development of individuals and of our organisation.

5.3 As a minimum, Support Staff will be trained to Level 2 or equivalent and Designated Officers to Level 3 or equivalent.

6. Safeguarding Procedures

6.1 Staff and volunteers must report things that aren't right, are illegal or if anyone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.

6.2 As a matter of course, all service users who undergo Initial Assessment for Community and Outreach Support, Crisis Intervention or Residential Services must have a SafeLives- Domestic Abuse, Stalking and Honour Based Violence (DASH) risk assessment completed as part of the assessment process. All subsequent MARAC referrals must be submitted to the Domestic Abuse Unit on the same day via the secure portal situated in the Safeguarding folder on the P Drive. **Further information is provided in the Initial Assessment Policy.**

6.3 If you believe that someone is experiencing harm, mistreatment or exploitation, in the first instance you should speak with the Safeguarding Officer or a member of the Senior Management Team. If there is an immediate physical risk to an individual then consideration should be made as to whether the Emergency

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Services should be contacted.

6.4 Though we would prefer staff and volunteers to use internal processes whenever possible to make a report as above, this does not prevent you from making a report to e.g. Social Services, in your own right as a private individual.

6.5 When you become aware of a child protection or adult at risk concern:

- Stay calm and avoid jumping to conclusions
- Be sympathetic and be prepared to acknowledge how difficult it is for anyone to talk about matters like these
- Do not promise that you can keep this information to yourself
- Privacy and confidentiality should be respected where possible but if doing so leaves someone at risk of harm then their safety has to come first (see section 9 on sharing information)
- It is fine to say that a concern has been raised and it is being dealt with by following Freedom for all procedures.

6.6 If an individual gives you information about a child who may be being abused or neglected then you must pass it on regardless of their wishes. In the event that the individual is reluctant for their own personal details to be passed on, reassure them that the information can be passed on anonymously if they so wish it (although it might be the case that the information within the referral may identify them). Information passed on anonymously will receive the same level of attention as if they agree to pass on their details.

6.7 When you spot a visible injury on a child you must record this using the Visible Injury Recording Guidance and Template – see section 7. After you have recorded the injury you should continue to follow the Safeguarding Procedures as set out in 6.8

6.8 How to respond to signs or suspicions of abuse:

Step 1: Please complete an Integrated Referral Form if you believe a child or adult is at risk.

An up to date version the Integrated Referral Form can be requested from a member of management.

Step 2: Complete as much of the form as possible with the information

you have been told or provided with.

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Step 3: Complete the action as indicated by the level of concern:

Level of concern	Action
If an immediate cause for concern – an emergency (imminent or current risk of serious harm)	<ul style="list-style-type: none"> • Contact the appropriate authority (Police) • Complete and submit an Integrated Referral Form to the relevant authority • Contact the appropriate Safeguarding Officer to inform of actions taken and send a copy of the completed relevant form • Document the actions you have taken on our client database
If an urgent concern (Needs to be dealt with that day)	<ul style="list-style-type: none"> • Complete and submit an Integrated Referral Form to the relevant authority • Contact the appropriate Safeguarding Officer to inform of actions taken and send a copy of the completed relevant form • Document the actions you have taken on our client database
If a non-urgent concern (On-going situation) Or Any other concern (Unsure)	<ul style="list-style-type: none"> • Contact the Safeguarding Officer to discuss the situation and complete any actions agreed as an outcome of the discussion • Document the actions you have taken on our client database

Step 4: Inform a Safeguarding Officer (see section 3.2) if you haven't already done so. In **ALL** cases a Safeguarding Officer must be informed.

Step 5: Update the Safeguarding Register which can be found on the shared folder under Safeguarding and the client data base.

6.9 The Safeguarding Officer will take responsibility for regularly reviewing the Safeguarding Register and reporting to Senior Management Team and Board of Trustees, when required.

6.10 If the individual subsequently asks you about the action taken by Freedom for all you should refer them to the Safeguarding Officer.

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6.11 Dealing with child protection or adult safeguarding matters can be stressful. All staff are reminded to access support from Freedom for all and to discuss and record any matters at supervision. The impact of these matters may also be something that staff may wish to raise at external supervision and they are encouraged to do so.

7. Recording visible injuries guidance – child protection

7.1 In the event that you see a visible injury on a child or young person, or a child alerts you to a concealed injury, you must record and report the injury following the procedures set out below.

7.2 Once an injury has been identified you need to acknowledge this with the child or young person and gain the following information:

- When was the injury sustained (time/date)
- How was the injury sustained (where did it happen/who else was there/how did it happen)
- Repeat information back to the child or young person to ensure you have heard information properly. Record using the child/young person's own words.
- Do not ask leading questions, only stick to the facts (it is not our role to investigate)

7.3 Use a **Body Map** to document and illustrate visible signs of harm and physical injuries. A template body map can be found in **Appendix 3** or in the safeguarding folder on the shared server.

7.4 At no time should a member of staff take photographic evidence of any injuries or marks to a child's person, a body map must be used.

7.5 The body map should be complete in full, including the date and time of the recording, as well as the name of the member of staff making the record.

7.6 A copy of the body map should be uploaded to the relevant case file on the client database.

7.7 Ensure First Aid is provided where required, by an appropriately trained individual and record this using an **Initial Incident Notification Form**, which can be found on the shared server under useful forms.

7.8 You must follow Freedom for all Safeguarding Procedures in Section 6 and inform the Safeguarding Officer.

7.9 If the child or young person may be subject to imminent risk of further harm, you must in the first instance call the Police.

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7.10 The child/young person and parent/carer must be informed, and an explanation of what steps you will take to safeguard the child. If the person identified is the same person who is alleged to have caused the injury, it may not be appropriate to inform this person of your concern, due to possible further risk of harm.

8. Data Protection

8.1 Freedom for all in the course of its activities will collect, store and process any personal data, in accordance with the General Data Protection Regulation (GDPR).

8.2 We are committed to treating any personal information that we hold as confidential, which means that all access to information is on a need to know and properly authorised basis. Our staff and volunteers will use only the information they have been authorised to use and for purposes that have been authorised.

8.3 Further information and guidance can be found in the **Data Protection Policy**

9. Information Sharing and Safeguarding

9.1 Where there are safeguarding concerns, professionals have a duty to share information.

9.2 It is important to obtain consent from an individual (an adult, child or young person, or a person with parental responsibility where a child or young person does not have capacity) before you share information about them.

9.3 You should ask for consent to share information unless:

- asking for consent may increase the risk of significant harm
- a delay in sharing information may increase the risk of harm

9.4 We would prefer to take any action with the person's consent, but if you cannot obtain consent to share information, you may still lawfully go ahead if it can be justified for example:

- Where there is a duty to act (e.g. a crime may have taken place); or
- When

it is in the public interest to act (e.g. another person or people, child or adult, are put at risk); or

- When it is suspected that they may be under the undue influence of someone else

9.5 You should explain, in clear language, the reason for your report and keep individuals informed about any procedures. You may need to use your professional judgement when disclosing information about the full extent of the report, if you believe it would put the adult, child or young person at further risk of harm.

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9.6 You should also remain available to support individuals through any safeguarding procedures.

9.7 Any actions should be recorded on the individual's file.

9.8 When sharing information you should always follow the guidance set out in the **Sharing Information Policy**.

10. Child Protection – Moving Areas

10.1 When a family moves out of the local area - If a child is the subject to a child protection plan under the local authority, or of an interagency Care and Support Protection Plan, and the child and/or the family moves out of the local authority area, whether temporarily or permanently, you should immediately inform your local authority or family short worker and the social services department of the receiving local authority if this is known to you. If a family are moving to a different refuge you should also inform that refuge.

10.2 When a family moves into Refuge or move-on from another local authority area it is imperative to always check with social services in the family's home area to establish if a child is on the Child Protection Register, if not already known. If you become aware that they are on the Register in their home authority you must notify that a child from their area is residing in refuge. This should be done immediately by telephone, in order that the team manager can inform the receiving authority and organise a child protection conference. You may be required to attend child protection meetings and in any involvement in conferences or meetings your role will be to support the family. Throughout the process you should keep the family informed of what is happening.

10.4 All actions in respect should be recorded and kept on the file of the child concerned.

10.5 All information exchange on this matter will be managed through adhering to the guidance set out the **Sharing Information Policy**.

11. Document Details

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11.1 Document History

Version Number	1
Date approved	
Approved by	
Next review due	October 2025
Who this policy applies to	Freedom for all Staff, Volunteers, Trustees, Service Users
Who is responsible for the policy	Sadie Watts
Links with legislation	<ul style="list-style-type: none"> • The care Act 2014 England • England Safeguarding Procedures 2019 • Children & Young Persons Act 2008s Safeguarding Vulnerable Groups Act 2006 • Female Genital Mutilation Act 2003 • Well-being of Future Generations bill starting in the House of Laws • The Care Act 2014 • The Children’s Act 2004 • Working Together - Safeguarding Children under the Children Act 2004 • Human Rights Act 1998 • The Data Protection Act 1998 • General Data Protection Regulation 2016 (GDPR)

Links with other policies	<ul style="list-style-type: none"> • Whistle Blowing • Recruitment and Selection • Induction, Training and Development • Maintaining Professional Boundaries • Staff Code of Conduct • Volunteering • Recruitment of Ex-Offenders • Suicide and Self Harm • Self-neglect • Equality, Diversity and Inclusion • Data Protection • Sharing information • Accommodation-based services policy • One to One Policy • Support Planning • Supporting Children and Young People
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11.2 Document control

All enquiries with regard to this document should be addressed to the CEO.

Expired issues of this document will be retained by the CEO.

11.3 Document review

This policy and procedure will be reviewed every year, unless:

- There are significant changes to legislation or regulation
- There are found to be deficiencies or failures in this policy and procedure which result in complaints from managers or staff members
- The policy and procedure is deemed to be no longer effective or in line with business requirements

At which point, the Board will initiate an immediate review.

11.4 Revision History

Version 1.0*	October 2024	Services Manager	Draft version 1.0

*Previous amalgamated policies include: Adults Safeguarding, CYP Child Protection policy and CYP Child Protection – moving area

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Appendix 1: Covid-19 Addendum

1. Introduction

Social distancing measures introduced by Welsh and UK Government during the coronavirus (COVID-19) pandemic means that the way we work with vulnerable adults, young people and children has had to change on a day-to-day basis, with more

remote or distant contact being used.

Freedom for all recognises the challenges faced by front line staff in their ability to identify and

respond to safeguarding concerns because of limited face to face contact. This policy aims to address some of those challenges and reflect this new, unprecedented, way of working.

This policy should be read in conjunction with gov.uk 'Keeping children

and young people safe' - Safeguarding guidance for practitioners working with children

(up to the age of 18).

2. Safeguarding Principles

During Covid-19 although our day-to-day working arrangements may be different, the key principles of our Safeguarding Policy and procedures remain the same. The welfare of adults, young people and children that we come into contact with is paramount.

If you have any concern about an adult, young person or child you should

act immediately following the procedures set out in section 6 of the main policy document.

3. Designated Safeguarding Officers

The organisation's designated Safeguarding Officers are contained within this policy (section 3.2) and are also provided below.

4. Safe recruitment

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While our approach to recruitment may look a little different during Covid-19, our commitment to employing suitable people who can work with vulnerable adults, young people and children remains no different.

Recruitment practices will remain the same but will be conducted remotely. Only electronic applications will be accepted at this time.

4.1 Shortlisting

As per normal shortlisting will be conducted by at least 2 members of staff, independently. The Office Administrator will coordinate shortlisting paperwork and send this to the appropriate staff.

4.2 Interviews

Interviews will take place remotely via a digital platform such as Zoom or Microsoft Teams. Telephone interviews will not be accepted. Applicants must be seen by staff during the recruitment process – this can be through digital means. This is an essential part of the organisation's identification and verification process which allows safe recruitment.

4.3 Disclosure and Barring check (DBS)

As per normal employment is subject upon a satisfactory Disclosure and Barring check (DBS). From 24th March UK Government issued [new guidelines in relation to DBS](#) checks. The change will enable:

- ID documents to be viewed over video link
- scanned images to be used in advance of the DBS check being submitted

The DBS ID checking guidance will be changed for a temporary period to address some of the barriers in receiving the physical documents whilst Government advice is to work from home.

With these changes in mind the organisation will adapt its current processes to the following:

- ID documents may be scanned and emailed to the Officer Administrator who will verify identity, either herself or via a member of the interview panel who has seen the applicant.
- Individuals must be instructed to send their ID documents securely using password protection or secure email; or
- Whilst the office is open, new employees can take their documentation to be scanned by a member of the team, who will send securely to the Officer Administrator. Identity checks will take place as above; or

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- ID documents can be viewed over video link by the Office Administrator (or a member of the interview panel). The applicant must present the original versions of these documents when they first attend the office.

4.4 Issuing of IT and other equipment

As normal, Line managers should coordinate any equipment required by new employees. If equipment is being re-used (i.e. it is not new) then it should be thoroughly cleaned.

Line managers should meet new employees at the office to issue equipment, to introduce themselves and to give a tour of the office. Managers should follow the guidance set out in the Employee e-induction (available on the shared server under HR/Employee Induction). At all times social distancing should be followed.

4.5 Induction and training

New employees will be provided with the organisation's e-induction which is designed to be undertaken independently. Other forms of training will take place via digital means such as Zoom and Microsoft Teams.

New employees should be briefed on up to date guidance and risk assessments relating to Covid-19, which can be found on the organisations shared server under 'Covid-19'.

During Covid-19 the organisation will utilise [NSPCC \(CPD Certified\) Introduction to safeguarding and child protection online training](#) for all new employees and for any existing employees requiring a re-fresh.

Employees who take part in the office rota will also require First Aid and Fire Marshal training (provided remotely by the organisation's Health and Safety Consultants).

4.6 Supervision and support

Managers should also be mindful that new employees will not be able to learn and

pick things up as you would normally during an office environment. Therefore, new employees are likely to require extra support and supervision whilst working remotely and line managers should ensure that this takes place.

Managers should maintain regular contact through video conference, calls and emails to ensure that the individual is embedded in the team as best as they can.

Managers should coordinate catch ups and short meetings with other departments so that the new employees will see other team members and begin to learn about other areas of work.

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5. How we will work with children and families

Many of the families we support are already considered 'vulnerable' however staff should be aware that many more families and children are now vulnerable as there are fewer opportunities for other people in their lives to spot or identify and respond to safeguarding or child protection concerns and issues.

Any families or children that staff feel particularly vulnerable during this time should be reported to Kieran Watts, Designated Safeguarding Person who will liaise with the Local Authority Safeguarding Team to agree safeguarding provisions.

Freedom for all is able to refer children and young people to School HUBs during this time and this should be done through Kieran Watts.

While families and children may require additional support during this time, the support we offer may look a little different, due to the nature of our support provision and additional risks presented to the family during this time, such as the perpetrator being present.

Staff should be mindful of these risks and the potential consequences of delivering specialist domestic abuse interventions at a time where families and children have limited support and reprieve. Light touch materials and resources are considered adequate if the situation necessitates, however all families and individuals should be provided with safety advice and how to reach support during this time.

Families may also experience new challenges during the pandemic, for example income loss, mental health problems, and difficulty getting food. Staff should use a multi-agency approach to ensure families get the support they need during this pandemic.

Contact with individual and families can be maintained remotely through text, email and other virtual means such as Teams, Whatsapp, Skype and Facetime. A separate **Virtual Support (Covid-19) Policy** has been implemented to support this new way

of working. If you are particularly concerned about a family or an individual, you can coordinate a face to face appointment, ensuring that you follow the organisation's **Guidance on face to face and office based support** (provided on the shared server under the folder 'Covid-19').

You should raise concerns about welfare in the normal way (section 6 of the main policy).

6. Non-attendance and dis-engagement

Attendance and engagement in our service is not compulsory for any family or individual, however staff should be alert to the possible causes and consequences of non-attendance and dis-engagement particularly during this time.

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As normal staff should attempt to contact the individual or family after non-attendance to try to understand the reasons why. If this gives you any cause for concern you should follow the procedures set out in section 6 of the main policy. If you are unable to contact the family and this is giving you cause for concern you should follow the procedures set out in section 6 of the main policy.

7. Specific areas of concern

7.1 Online safety

Online technology is invaluable for enabling children and young people to continue their learning, keep in touch with friends and feel connected with the outside world. But changes in online behaviour can put young people at risk of online abuse.

Find out more about [Protecting children from online abuse](#).

Staff should adhere to the **Virtual Support (Covid-19) Policy** to protect themselves and the people we support.

7.2 Mental health

It is likely that we will see a decline in mental health as a result of Covid-19 and the self-isolation and social distancing measures that have been implemented. Staff should continue to use a multi-agency approach to ensure families get the support they need during this time. Additional useful resources are provided below.

Find out more about [Supporting children and young people's mental health](#) Find out more about [Parental mental health problems](#)

Find out more about [Adult mental health and coronavirus](#)

8. Reporting of safeguarding concerns

Local reporting procedures remain unchanged during this time. Staff should continue to follow the guidance as set out in Section 6 of the main policy.

Locally, the majority of safeguarding meetings and plans are continuing as normal, using digital means.

Staff contribution to multi-agency safeguarding meetings and plans should continue as normal utilising digital means.

9. References

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NSPCC [Coronavirus: 5 steps to update your safeguarding policies and procedures](#) [accessed 29.05.2020]

[Welsh Government 'Keeping children and young people safe' - Safeguarding guidance for practitioners working with children \(up to the age of 18\)](#). [accessed 08.07.2020]

Appendix 2: All England Practice Guides

[Safeguarding children from Child Criminal Exploitation \(CCE\)](#): this include abuse related to County Lines and other forms of criminal exploitation.

[Safeguarding children from child neglect](#): this includes information about the different forms of child neglect and ways in which these might be hidden.

[Safeguarding children from Child Sexual Exploitation \(CSE\)](#): this includes information about spotting the signs that a child is being sexually abused through exploitation.

Safeguarding children affected by domestic abuse: this includes information about harm to children, the need to support non-abusing parents, child/adolescent on parent violence and abuse and peer relationship abuse.

Safeguarding children from harmful practices related to tradition, culture, religion or superstition: this includes Honour Based Abuse such as Female Genital Mutilation (FGM) and Forced Marriage for children (up to 18) and child abuse linked to faith or belief.

Safeguarding children where there are concerns about Harmful Sexual Behaviour (HSB): this includes information about how to understand what constitutes harmful sexual behaviour in children, including online harmful sexual behaviour.

Safeguarding children who go missing from home or care - this includes information about how to decide if a child should be reported as missing and how to respond.

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Safeguarding children from online abuse: this includes information on online grooming, online sexual abuse, online harmful sexual behaviour and online radicalisation.

Safeguarding children who may be trafficked: this includes information about the different reasons why children might be trafficked and specific reporting duties and support related to this form of abuse.

Children with Unaccompanied Asylum Seeking Children (UASC) status: There is England Government information, advice and guidance for practitioners on **supporting Unaccompanied Asylum Seeking Children, which is available**.

Independent Child Trafficking Guardians service : Offers a 24/7 Support Line number where practitioners can seek advice, guidance and resources for all exploitation types defined within Modern Slavery Act (Criminal, Sexual, Labour, Domestic Servitude and Organ Harvesting). Telephone: 0800 043 4303

Appendix 3: Body Map Guidance to Safeguard and Protect Children

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Document all discussions you have with the child/young person and this will be uploaded to the appropriate child files. Always ensure that your communication and notes are factual and are not based on opinion or belief about the injury and how it was sustained.

At no time should an individual member of staff take photographic evidence

of any injuries or marks to a child's person, the body map below should be used.

Any concerns should be reported and recorded without delay to the Freedom for all Safeguarding Officer in the first instance, and Freedom for all Safeguarding Policy and Procedures followed.

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek. • Size of injury - in appropriate centimetres or inches - relate to an item e.g. 10/50pence coins
- Approximate shape of injury, e.g. round/square or straight line. • Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently? • Has there been any treatment sought or provided if so where from and whom?

Document the discussions you have with the child/young person and professionals on the child's file and within your communication with the SPOC Team/Social Worker ensuring it includes any advice provided or sought.

Add any further comments as required.

It is crucial that the date and time of the recording must be stated as well as the name and designation of the person making the record.

Ensure First Aid is provided where required and record this in the accident book. A copy of the body map should be uploaded to the child's file.

Safeguarding Policy 21

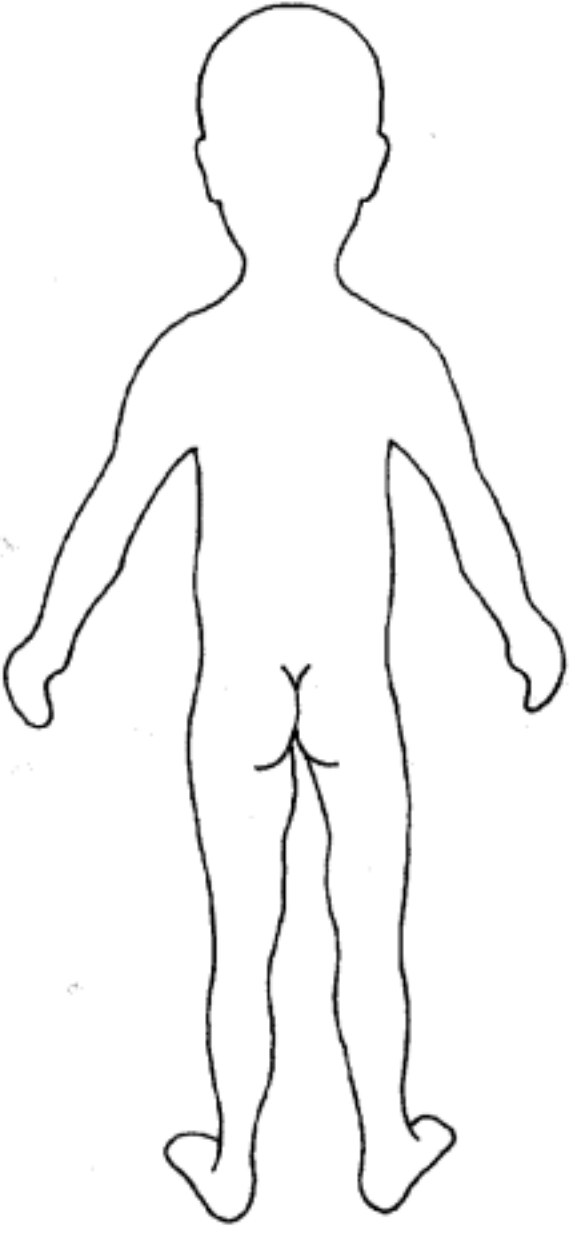
This must be completed at time of observation

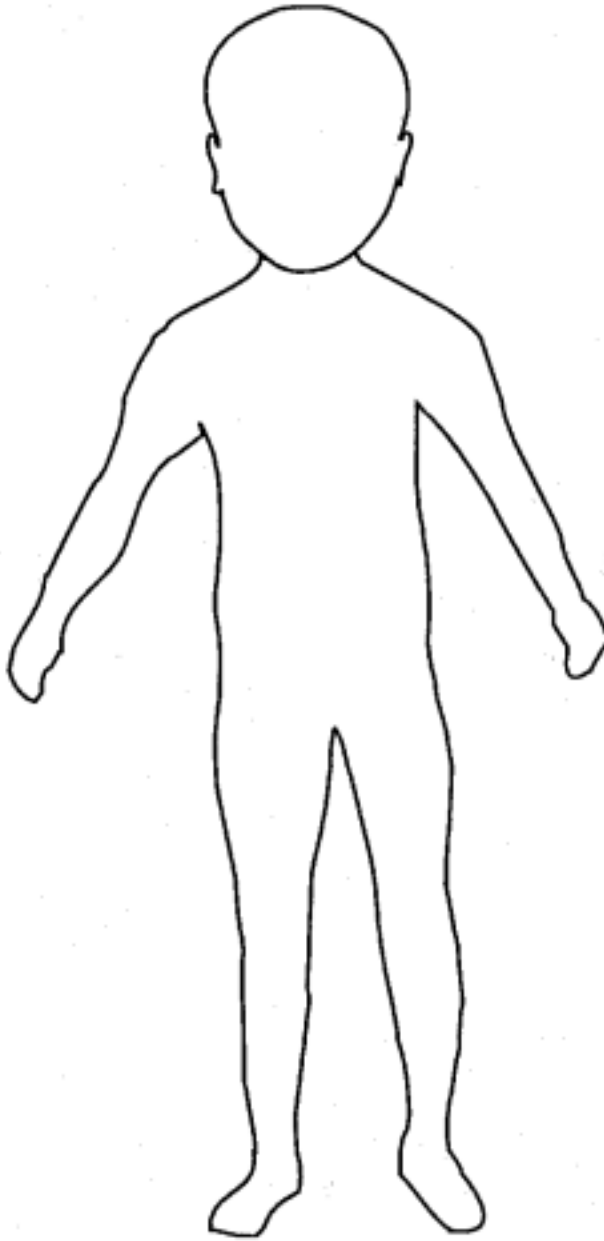
Name of child: Date of

Birth:

Name of staff member: observation:
Job title:

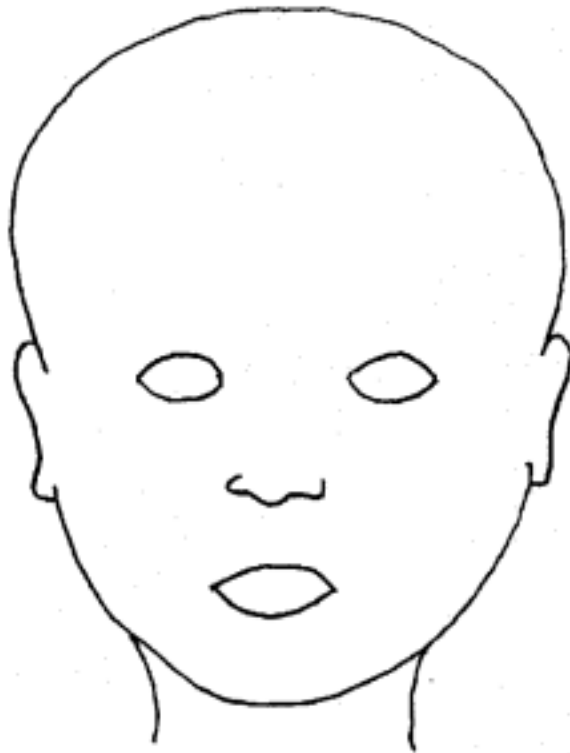
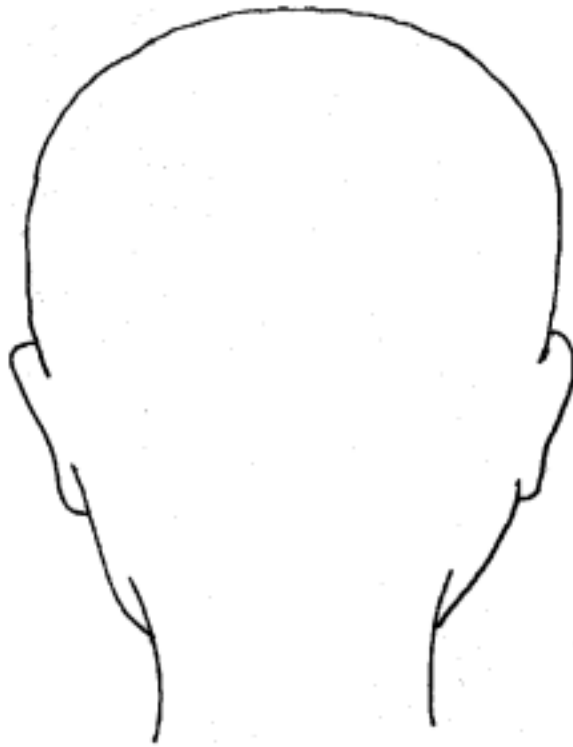
Date and time of



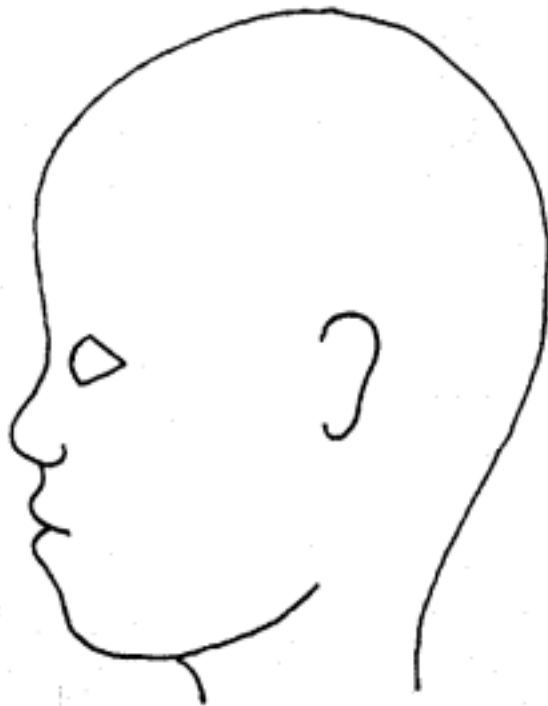


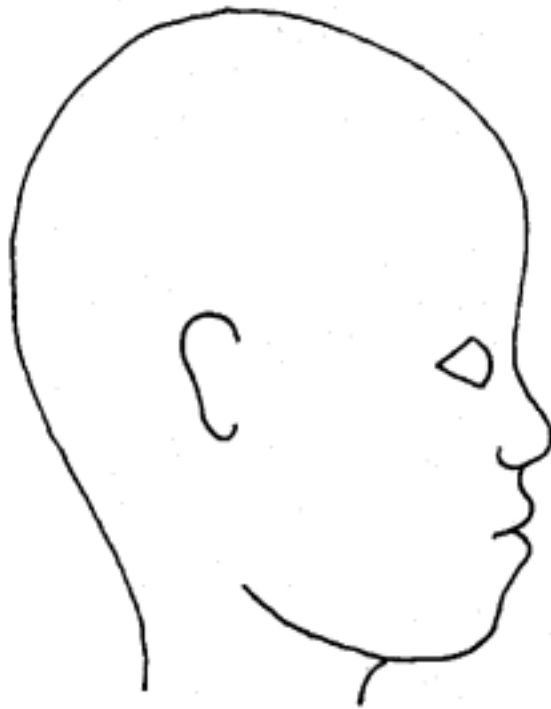
Safeguarding Policy 22

Name of child: Date of Birth:
Name of staff member: observation:
Job title:
Date and time of



FRONT BACK





RIGHT LEFT

Name of child: Date of

Birth:

Name of staff member:

observation:
Job title:

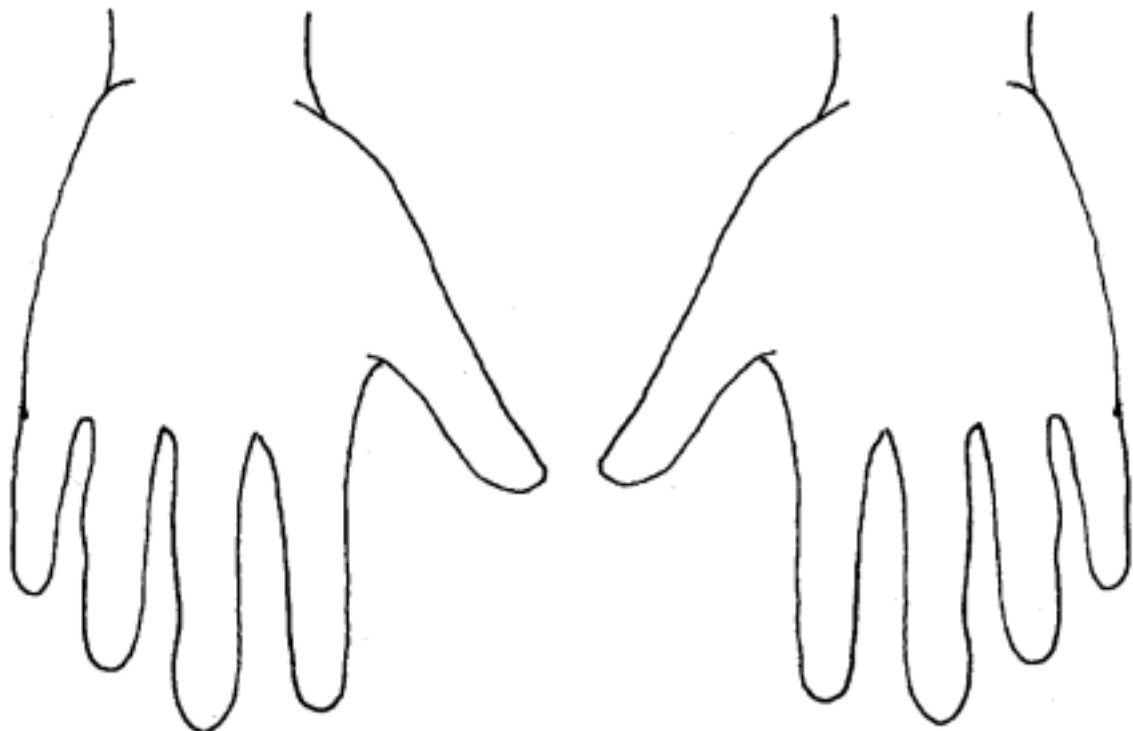
Date and time of





BACK

R L



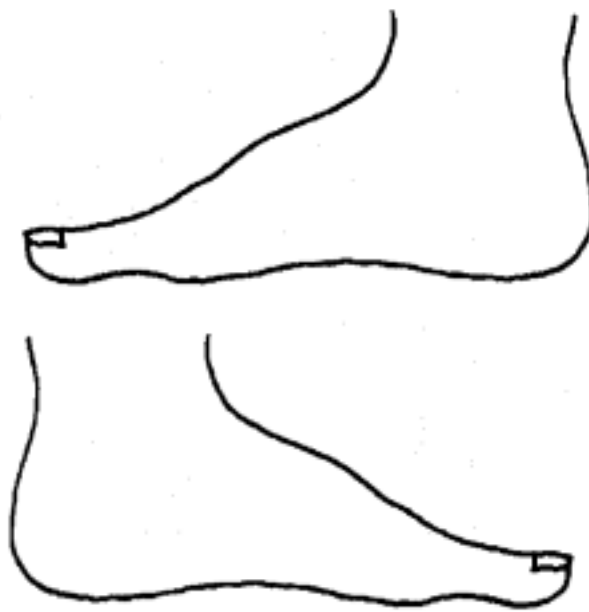
Name of child: Date of Birth:
Name of staff member:
Job title:

Date and time of observation:



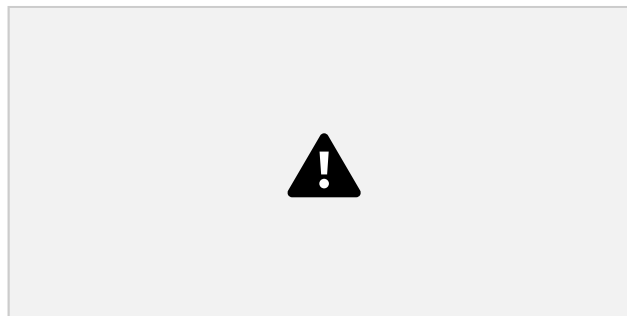
TOP L R BOTTOM L

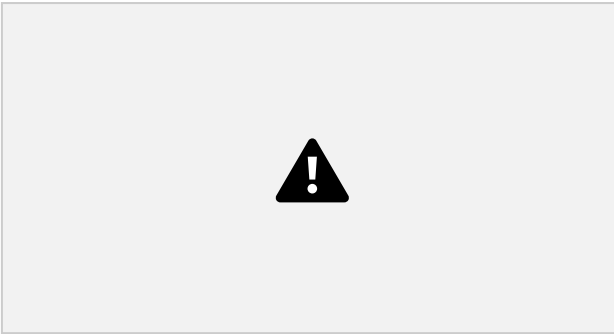
R



INNER

R L





R L

OUTER

Name of member
of staff (Print)

Signature: Job

title:

Date and time of
observation:

Safeguarding Policy 26

Safeguarding Policy 27