

Introduction

Providers of services to children and young people commissioned by Dorset Council have an obligation to ensure that they have appropriate safeguarding policies and practices in place to ensure the most vulnerable children and young people are protected from harm.

We are committed to safeguarding children and adults who receive services from commissioned providers so have developed a safeguarding framework that all commissioned services are expected to implement within their organisation.

The areas of the safeguarding framework are as follows:

1. Safer recruitment, including DBS checks; induction and supervision
2. Single central record
3. Allegations management processes, checks and risk assessments
4. Policies
5. Safeguarding training
6. Annual safeguarding and safer recruitment self-audit
7. Review and oversight

These policies and practices must be in line with the [Pan-Dorset Safeguarding Children Partnership policies and procedures manual](#). Safeguarding leads for contracted providers should [register to receive updates to this manual](#).

1. Safer Recruitment

1.1 The Pan-Dorset Safeguarding Children Partnership (PDSCP) set out [safer recruitment requirements](#) in their policies and procedures manual which should be followed by contracted providers who employ staff.

1.2 This includes expectations regarding induction and supervision.

2. Single central record

2.1 Providers must complete and update a single central record of all staff, trustee, governors, volunteers and agency staff as per the provided template or equivalent.

2.2 Providers must evidence any checks (including [DBS](#)) in a single central record. The record must be completed immediately when any changes occur and reviewed annually. If this is held centrally i.e at your head office, providers must be able to provide assurance that this information is available on request.

2.3 Providers must ensure any staff/volunteers requiring DBS checks have valid and up-to-date certificates that are renewed as required.

2.4 The single central record should include names, addresses, dates of birth of all:

- staff
- trustees
- governors
- volunteers

- agency workers
- identity checks (address and photographic identity) that have been carried out and by whom
- what was checked e.g. a passport, utility bill, driving licence etc
- where qualifications are required, they have been checked (e.g certificates)
- ['Right to Work' in the United Kingdom checks](#) are undertaken
- all staff/volunteers working in regulated activity have been DBS checked – [see gov.uk guidance](#) for further information and definition of regulated activity
- the date that individuals were checked on the DBS list
- two satisfactory references have been seen and verified in line with safe recruitment practice
- a risk assessment conducted and added to the single central record for longer term staff with only one reference

3. Allegations management processes, checks and risk assessments

- 3.1 Providers must ensure there are clear internal procedures and policies for managing allegations against staff and volunteers and that this is known by and operated by everyone in your organisation. These should be aligned with [PDSCP procedures](#) and [this section of their manual](#).
- 3.2 This will include the process for undertaking DBS checks as appropriate to the role.
- 3.3 This requirement includes providers working alone e.g self-employed or sole-traders. information on how to report concerns pertaining to yourself should be promoted prominently to children, young people and their parents/cares. For example, stating the contact details of the Local Authority Designated Officer (LADO).
- 3.4 Where there are any convictions, concerns or relevant information on DBS checks, providers must ensure these are reported to our LADO, see contacts at bottom of [this page of the PDSCP manual](#).
- 3.5 Providers shall ensure that the LADO is promptly kept advised of any members of staff who, subsequent to their commencement of employment, receives a conviction or caution that may have implications for working with children.
- 3.6 To manage a positive DBS disclosure (stating a criminal conviction or caution), providers will ensure:
- their policy includes the process of dealing with convictions, relevant 'soft' information and third-party information
 - a risk assessment is undertaken on all convictions, concerns, soft information and third-party information. The provider will share the risk assessment with [our LADO](#) who will advise as appropriate

4. Policies

Providers must have up-to-date safeguarding children policies and procedures as follows:

4.1 Safeguarding policy

Providers must:

- ensure the policy is regularly reviewed and updated considering legislation and revisions to [Working Together to Safeguard Children](#) and [Keeping Children Safe in Education](#)
- include in the policy a named person and deputy that all staff are aware leads on safeguarding and deals with relevant concerns (Designated Safeguarding Lead and Deputy)
- include details in the policy of how individual staff and volunteers who are concerned that a child has or may have been abused, is required to report this immediately to the Designated Safeguarding Lead/Deputy and consider with them a referral to the relevant [locality team or Children's Advice and Duty Service \(ChAD\)](#)

- For providers working alone e.g self-employed or sole-traders. information on how to report concerns pertaining to yourself should be included

Recording and storage

The safeguarding policy must explain:

- how safeguarding and child protection concerns are recorded, stored and shared
- the level and frequency of safeguarding training required for Designated Leads, management team (including board members) and all staff/volunteers (see section 5)

See also:

- [our data protection and personal data statement](#)

Missing children and child exploitation

Providers must ensure their safeguarding policy sets out clearly how any cases of:

- [missing children](#)
- [child sexual exploitation](#)
- [child exploitation](#)

Which will be identified and managed in line with current PDSCP procedures.

Allegations

Providers must ensure:

- their safeguarding policy includes a section (or refers to a separate policy) that sets out how allegations against staff and volunteers will be managed in line with [national](#)¹ and [local guidance](#).
- the safeguarding policy includes a named officer who will report all allegations to the LADO as appropriate and in accordance with the PDSCP procedures and continue to liaise as appropriate.
- our LADO is kept informed at all times of:
 - any disciplinary incident relating to your staff/volunteers involving children
 - any incidence of serious misconduct involving your staff where there is a potential risk to children
 - the outcome of subsequent internal investigations as per national requirements where this relates to a standards of care issue.

Anti-bullying

The safeguarding policy must include a section (or refer to a separate policy) on anti-bullying practice that is consistent with [anti-bullying guidance](#).

Inter-agency working

The policy must detail how you will ensure effective inter-agency working around safeguarding including compliance with:

- [Child Safeguarding Practice Review processes](#) (previously Serious Case Reviews)
- [child death review processes](#)

Supporting children and young people against violent extremism

Providers must include a section in their policy on how they prevent children and young people from being drawn into extremism/terrorism, [see PDSCP guidance](#).

¹ For example [Gov.UK Allegations of abuse](#) and [NSPCC procedures for managing allegations](#)

4.2 Safer recruitment policy

Providers must ensure:

- their policy is in line with the Pan-Dorset Safeguarding Children Partnership guidance on [safer recruitment practices](#).
- details of their recruitment process for paid staff, volunteers and agency staff are included in the policy
- how they will comply with government criteria for DBS checks and risk assessments for convictions or concerns is included
- expectations are set out for staff responsible for interviewing staff, volunteers and agency staff in undertaking safer recruitment training
- within the interview panel at least one member of staff has undertaken safer recruitment training. See [PDSCP training offer](#).

4.3 Supervision policy

Providers must have a supervision policy that sets out the regularity of supervision for staff and volunteers that includes an opportunity to discuss any safeguarding concerns. [See guidance on maintaining a safe culture](#).

4.4 Knowledge and use of the PDSCP escalation policy

Providers must ensure the safeguarding policy is made available and training provided as required to its entire staff to implement the policy as detailed in the [PDSCP escalation policy](#) or recognised equivalent.

4.5 Whistle blowing policy

Providers must have a [whistleblowing policy](#) with a clear process for raising concerns about individuals at all levels in the organisation, including referral to the LADO where appropriate.

4.6 Online Safety

Providers will have a policy or section within their safeguarding policy on e-safety that includes:

- use of personal/organisations IT system and/or mobile phones
- taking, storing and destructing photographs and videos of children
- expectations regarding an individual's behaviour, conduct and interaction when using all social media. This includes contact with parents and children who use the providers services
- appropriate lines of intervention, response and protection following any internet safety incident

Refer to [PDSCP guidance](#).

4.7 Information sharing policy

Providers must have an information sharing and data storage policy in line with [national](#) and [local guidance](#).

5. Training and development of staff/volunteers relevant to their role within your organisation

Providers will ensure:

- that a safeguarding training needs analysis is undertaken of relevant staff and volunteers which is reviewed annually. You should consider including board members (or equivalent), who have a lead role in ensuring the organisation is discharging its responsibilities for safeguarding children effectively.

- All relevant new staff must undergo safeguarding and child protection training (including online safety) at induction and the training should be in line with recommendation from the safeguarding partnership in the Providers' area (i.e local authority; a clinical commissioning group or police within the local authority area).
- their Designated Safeguarding Lead and Deputy undertakes the training for staff working in specialist roles including designated and named professionals as described on the [training section of the PDSCP website](#) or other recognised equivalent as recommended by the safeguarding partnership in the Providers' area.
- at least one person (including the Chair) of any recruitment panel has undertaken safer recruitment training as described on the [training section of the PDSCP website](#) or other recognised equivalent as recommended by the safeguarding partnership in the Providers' area.
- all safeguarding training should be updated at regular intervals; best practice is every three years for staff and volunteers working with children. For those with Designated Safeguarding responsibilities (Designated Safeguarding Lead and Deputy) this should be every two years. Providers in education settings must follow appropriate training requirements in line with legislation and revisions to [Working Together to Safeguard Children](#) and [Keeping Children Safe in Education](#)

6. Annual safeguarding and safer recruitment self-audit

Providers must complete our safeguarding self-audit and take immediate remedial actions where identified to provide narrative of action plan in all areas and review this self-audit annually. This will be sent to the contract manager for review and is to be kept updated on remedial actions completed.

7. Review and oversight

All policies listed in this document:

- must be made available and published to all relevant staff and volunteers working with children and their families and implemented through relevant training
- should be kept up to date and reviewed regularly
- must relate to the [PDSCP policies and procedures manual](#)
- must be provided to the Council on request