

The **ASPIRE** Trust

Procedure for Dealing with Child Welfare and Child Protection Concerns

The following procedures, which are consistent with guidance contained in 'What to do if You're Worried a Child is Being Abused' (DCSF 2006), will be implemented if any child or children attending the provision are considered to be at risk of or suffering significant harm because of suspected of abuse or neglect:

1. If any member of staff, volunteer or student has any concerns regarding the welfare of a child or the action or inaction of adults attending the provision they must raise their concerns directly with the Designated Person
2. If you suspect abuse:

Do	Don't
Realise that your concerns could be significant and you should share any concerns you have in relation to a child or children with the Designated Person	Examine children in your care, however, if you observe injuries including marks or bruises you should bring these to the attention of the Designated Person immediately
Remember that the welfare of the child is paramount and that not all concerns result in a referral to Children's Social Care but may need to be monitored and other professionals consulted	Keep concerns to yourself, if you have shared your concerns and feel that these have not been acted upon you still have a duty of care to the child and should make a referral in your own right to Children's Social Care or the Police
Listen to children, if a child tells you something has happened or about events at home you should allow the child to talk (free narrative), allowing them time and space to talk allow them to finish. Remain calm and child centred in your approach	Ask leading questions or allow your own feelings such as anger, pity or shock to surface. You should not make false promises (that you will keep 'the secret' for example). It is also important that you do not interpret what you have been told, just record it and share it with the Designated Person
Record the conversation as soon as possible afterwards – try and record the context surrounding the disclosure (how it came about) and use the child's own words where possible.	Feel you need to "shoulder on" seek help and support for yourself at an appropriate juncture, abuse and neglect can raise issues for us from the past or leave us feeling emotional

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3. The Designated Person will consider the information received and consider what further action if any is required. This may include:
 - The child's parents will be informed that the provision has concerns regarding the welfare of the children and seek an explanation or account from the parent, unless the Designated Person considers that this would not put the child further at risk.
 - The Designated Person can seek advice about the most appropriate action/response from:
 - Calderdale Safeguarding Children's Board
 - First Response Team at Calderdale MBC
4. If appropriate the matter will be referred to the First Response Team or Locality Team if the child has an allocated social worker or they are looked after by the Local Authority
5. The Mosque will co-operate in any investigation by either the Police and Children's Social Care
6. The Mosque will work in partnership with the child, parents/carers and other agencies
7. The Designated Person will maintain a chronology significant events which will record
 - An outline of the concerns leading to intervention/referral
 - Record significant events
 - Record contact with parents/professionals/meetings
 - Record action taken and steps taken to support the child

Signed:

Date:

Review Date: