

Working Together to Protect Children and Young People

www.bflscb.org.uk



Children at risk of serious harm or neglect

If you have concerns that a child/young person **may be at risk of harm or neglect** please refer to the MASH information at www.bracknell-forest.gov.uk/mash. If you need further advice or believe that urgent action is needed please contact:

MASH **01344 352005**
(9am-5pm Mon to Fri)

Out of Hours Duty Team **01344 786543**
(5pm-9am and weekends)

If a child/young person makes a disclosure to you:

- **Explain** to the child that **you will share this information** in order to help them.
- **Listen carefully** to and **take seriously** what the child is saying.
- **Reassure** the child that they have done the right thing.
- Give the child time to talk but **do not probe or ask leading questions**. Investigation is not your responsibility.
- **Do not promise to keep secrets**. All allegations of harm or potential harm must be acted upon.
- **Record what has been said as soon as possible** and ensure that the MASH / Police are notified immediately.
- **Do not confront** the person subject to the allegation.
- Ensure that information is **kept confidentially** and only shared with people who need to know.

Berkshire Child Protection Procedures

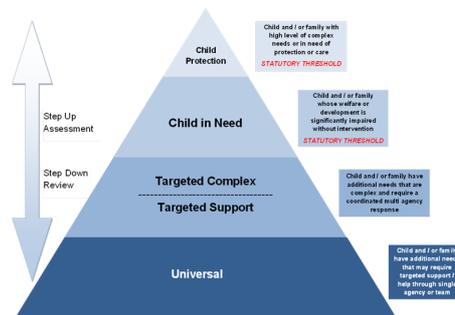
Details of our inter-agency guidelines can be found at: berks.proceduresonline.com/bracknell

Sharing information

- **To provide effective support to children and young people we need to work together and share information.** In most circumstances 'informed consent' is required. However, in some circumstances we have a duty to share information and can do so without consent (i.e. where a child is at risk of harm).
- Further guidance on Information Sharing and Confidentiality can be found in the Berkshire Child Protection Procedures. berks.proceduresonline.com/bracknell/p_info_sharing.html

LSCB Thresholds Guidance

To ensure that children receive the right help at the right time please consult www.bflscb.org.uk/links-and-publications



Common Assessment Framework (CAF)

If a child has additional or multiple needs that require support from more than one agency, but are not at risk of harm or neglect, then it is advisable to start a Common Assessment. This is an assessment that anyone working with a child, and the family/young person, contributes to. It can be started by any professional or volunteer.

Before commencing an assessment please **discuss your concerns** with your line manager. The CAF / Early Intervention Officer is available for **advice** and to confirm whether there are any **previous episodes**. All completed CAFs must be sent to the CAF team so they can **register the assessment**.

BracknellCAF@bracknell-forest.gov.uk

You must seek the 'informed consent' of parents/carers and where relevant the young person, before starting an assessment. For more details the **CAF toolkit** can be accessed at www.bracknell-forest.gov.uk/caf



Concerns about those who work with children

If you have a concern about a professionals' or volunteers' 'suitability to work with children' it must be reported immediately to a Senior Manager (in your service) and the 'Local Authority Designated Officer' (LADO) within one working day. The LADO is also available for advice and can be contacted directly or contact MASH if not available.

LADO

01344 351572

LADO@bracknell-forest.gov.uk

Further information and LADO referral form can be accessed at www.bracknell-forest.gov.uk/lado

If you have concerns that a criminal offence has been committed please notify your manager and contact the Police straight away.

Thames Valley Police

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Whistle-blowing

Where concerns arise about the ability of an organisation to safeguard children and young people, staff should use their organisation's whistle-blowing policy. However if you feel unable to do this you can raise your concern at: www.bflscb.org.uk/lscbwhistleblowingform

If you need help or advice about any **Safeguarding issue**, please contact your Agency's Designated Child Protection Lead or the MASH.

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