

# Bracknell Forest Local Safeguarding Children Board Safeguarding Cue Card

If you need help or advice about any Safeguarding issue, please contact your Agency's Designated Child Protection Lead or the Social Care Duty Team. For general advice please visit the LSCB website [www.bflscb.org.uk](http://www.bflscb.org.uk)



## Children at risk of serious harm or neglect

If you have any concern that a child/young person **may be at risk of harm or neglect**, please contact the Duty Team in Social Care straight away. They will advise you on an appropriate course of action.

**Children's Social Care Duty Team**                      **01344 352020**  
(9am-5pm Mon to Fri)  
**Out of Hours Duty Team**                                **01344 786543**  
(5pm-9am and weekends)

If a child/young person makes a disclosure of abuse or neglect to you:

- **Explain** to the child that **you will share this information** with a senior member of staff in order to help them.
- **Listen carefully to** and **take seriously** what the child is saying.
- **Reassure** the child who has made the disclosure to you that they have done the right thing and assure them that you believe them.
- 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** after the conversation and ensure that the Duty team are notified immediately.
- **Do not confront** the person subject to the allegation.

- Ensure that information you have is **kept confidentially** and only shared with people who need to know.
- Please refer to the **Berkshire Child Protection Procedures** for further detail on child protection processes [berks.proceduresonline.com/bracknell](http://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](http://berks.proceduresonline.com/bracknell/p_info_sharing.html)



## 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](mailto: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 see the **CAF toolkit** at [schools.bracknell-forest.gov.uk/caf](http://schools.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 via the Social Care Duty Team if the LADO is not available.

### LADO

**01344 351289**

[LADO@bracknell-forest.gov.uk](mailto:LADO@bracknell-forest.gov.uk)

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

### Thames Valley Police

**101**

[www.thamesvalley.police.uk](http://www.thamesvalley.police.uk)

## 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.bfscb.org.uk/lscbwhistleblowingform](http://www.bfscb.org.uk/lscbwhistleblowingform)

Further details can be found in the Berkshire Child Protection Procedures. [berks.proceduresonline.com/bracknell](http://berks.proceduresonline.com/bracknell)