SAFEGUARDING CHILDREN POLICY AND PROCEDURES

Alford House is committed to providing a safe and secure environment for members, staff and visitors and to promoting a climate where young people and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

RESPONSIBILITIES AND IMMEDIATE ACTION

All adults in this club (including visiting staff and volunteers) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead with responsibility for child protection.

The Designated Safeguarding Lead is: **Kathryn Butcher** **020 7735 1519**

07853 995422

kathryn@alfordhouse.org.uk

The Deputy Designated workers are;

Patrick Davis **020 7735 1519**

07534 601254

patrick@alfordhouse.org.uk

Danny Vance **020 7735 1519**

Danny@alfordhouse.org.uk

There should be at least one male and one female worker. The Designated Workers are the focal point for the club staff who have concerns about an individual young person's safety and the first point of contact for external agencies who are pursuing Safeguarding investigations. The Designated Workers also co-ordinate the Club's representation at Safeguarding conferences and, if needed, the submission of written reports for conferences. When an individual concern/incident is brought to the notice of the Designated Workers, they will be responsible for deciding upon whether or not this should be reported to Lambeth's Children and Young People's Service using Lambeth's Children Safeguarding Board procedures. Where there is any doubt to the seriousness of this concern or disagreement between the designated workers and the member of staff reporting the concern, advice will be sought from one or both of the nominated Trustees.

Concerns about designated workers can be reported to the designated Trustees. (Below).

In circumstances where a young person has a suspicious injury which requires urgent medical attention, the Safeguarding referral process should not delay the administration of first aid or emergency medical assistance. If a member is thought to be at immediate risk (because of parental violence or intoxication, for example), urgent police intervention will be requested.

Where it is suspected that a young person might be at risk of significant harm, nothing will be said to the young person's parent/carer without the approval of a designated worker.

Create Date 22nd Oct 2007
Revised Date: 05th Nov 2025
Review Date: 05th Nov 2026

All Parents/carers of members new to the club are informed of the existence of our Safeguarding policy. In situations where members sustain injury or are otherwise affected by an accident whilst they are the responsibility of the club, parents will be notified of this as soon as possible.

TRAINING

Basic Safeguarding

All staff, volunteers and trustees will undertake basic safeguarding training to understand the signs of abuse their roles and responsibilities and how to report concerns. This training should cover the legal framework including relevant legislation such as the Children's Act 1989 and 2004.

Designated Safeguarding Lead (DSL) Training

Designated Safeguarding Leads (often a senior member of staff) should undergo more extensive training to enable them to take the lead on safeguarding matters within the organisation. This training should cover advanced safeguarding issues, case management and communication with external agencies. This training should cover the legal framework including relevant legislation such as the Children's Act 1989 and 2004 and Working Together to Safeguard Children 2018.

Training updates and refresher courses

Staff volunteers and trustees should undergo regular updates and refresher courses to ensure their knowledge and skills remain current this should be done annually. The Designated Lead will attend dedicated training and refresher courses.

RECRUITMENT

All paid staff, volunteers and trustees recruited by the club will be subject to reference and an Enhanced Disclosure and Baring Service check, the Enhanced Disclosure and Baring Service check to be rechecked every three years. It is a contractual obligation of all staff to report any convictions, cautions or bind overs incurred during the course of employment with the club. Proof of identity will be required from all recruited to the club. Please also see the Recruitment Policy.

Volunteers will work under the supervision of an established staff member and will be subject to the same code of conduct as paid employees of the club.

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a Code of Conduct in respect of their contract with members and their families/carers. Young people will be treated with respect and dignity. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and young people, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur that might be misconstrued or where it becomes necessary to physically restrain a member for their own or others' safety, this will be appropriately recorded and reported to the Designated/Deputy Safeguarding Lead and Parents.

Wherever possible First Aid should only be administered by qualified first aiders. If it is necessary for the young person to remove clothing for this treatment, there should be two members of staff present. All first aid treatment will be recorded. A list of first aiders is available in the Club's office.

For their own safety and protection, staff should exercise caution in situations where they are alone with members. Wherever possible the door to the room in which the meeting is taking place should be left open. Where this is not practical because of the need for confidentiality, or the nature of the activity another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. (Please see the Lone Working Policy).

Club staff should also be alert to the possible risks which might arise from contact with members outside of the Club. Home visits to members should only take place with the knowledge and approval of the senior worker.

Visits/telephone calls by members to homes of staff members should only occur in exceptional circumstances and with the knowledge and approval of the senior worker/team leader in order that they may activate appropriate procedures.

Members of staff should not have the contact and data details of members stored personally by themselves in any form. This includes names, addresses, telephone and electronic communication details. There can, for good reason, including the nature of a worker's duties, be instances whereby a member of staff does need the contact details of a member for a period of time. In these circumstances staff must follow the procedure for recording who and for what purpose they have these details and when they expect to delete these details. Members of staff also need to confirm the deletion of the details held within the recording procedure. This record will be kept centrally by either the Designated Safeguard Lead or Deputy Designated Safeguard Lead responsible for child protection.

This policy should be read in conjunction with the e-safety policy and procedures.

Any breach of the above procedure may result in disciplinary action and potentially termination of employment.

COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

Alford House takes seriously all complaints made against members of staff. Mechanisms are in place for members and staff to share any concerns that they may have about the actions of any member of the Club's staff. The Club will follow the Toolkit for Managing Allegation Against Staff in Youth, Voluntary & Faith Settings prepared by Lambeth Council, (February 2012). All such complaints will be brought immediately to the attention of the Designated Safeguard Lead and the Senior Worker in order that they may activate the appropriate procedures.

If the allegation involves what appears to be a physical assault, the senior worker/worker in charge in collaboration with the chair and Designated Safeguard Lead will take action. Where it appears that a criminal offence has been committed, this will be reported to the police service for investigation. In considering whether or not a referral to the police or to Lambeth Safeguarding Children Board under Safeguarding procedures is appropriate, the senior worker/assistant worker may seek advice from the nominated trustees member with safeguarding responsibility and the Chair of Trustees.

If the complaint concerns alleged sexual abuse, this will be reported by the Designated Safeguard Lead and the senior worker/chair for joint investigation by the Police and Lambeth

Safeguarding Children Board under Safeguarding procedures. (See below for contact information and further procedures).

If the complaint concerns alleged abuse by the senior worker, this should be brought to the attention of the nominated trustees.

The Nominated Trustees are:

Nick Priestnall	**07850 484 488**
	nick@alfordhouse.org.uk
Jane Sanchez	**07515 574 936**
	Js@millhill.org.uk

One male and one female Management Committee member should be nominated. A list of emergency numbers of Lambeth and adjacent Boroughs will be in the Club's office

Staff who are formally investigated for the abuse of members (or who resign before investigative action can be instigated) will be notified to Lambeth's Children and Young People's Service.

RECORDS

Brief and written notes will be kept of all incidents or Safeguarding concerns and actions relating to individual members. Safeguarding records are not available to members or parents/carers. Safeguarding records are securely kept by the designated workers separately from other records, and can only be accessed by the designated workers, their Deputy and the Senior Managers of the Club. Referrals made to Lambeth's Safeguarding Children's Board under the safeguarding procedures will be recorded in detail and confirmed.

CONFIDENTIALITY

Information received by Alford House from service users (young people) or their carers will be treated as confidential by those directly involved in delivering or managing the service in question and will be shared only on a strictly 'need to know basis'.

In the course of your duties on behalf of Alford House you may have access to personal and confidential information regarding young people, for example, their medical condition. It is important that all staff and volunteers accept their obligation not to divulge confidential information gained in the course of their work.

The demands for client confidentiality apply to any knowledge that you may have regarding individual young people during the course of your work and outside. This requirement is not diminished either after death of the young person or by termination of your service with Alford House.

Information about service users will be confidential to the service as a whole, not to an individual staff member or volunteer. Information will only be disclosed to a third party if the young person has given consent. Service users have the right to withhold consent, either with regard to a specific piece of information or to a specific agency or individual. If consent is withheld, information will be kept confidential with the following exceptions:

(a) where there are reasonable grounds to believe that the young person is at risk,

(b) where there are reasonable grounds to believe that the young person has or will put someone else at risk,

(c) where Alford House is legally required to provide information to the Police, Courts or other parties such as parents or carers.

All information about young people will be recorded according to the agreed procedures of the service. Records will be stored securely and only staff with a direct management or service delivery responsibility will have access to them on a need-to-know basis.

Service users have the right to see any information held about them although the records remain the property of Alford House. The only exception is information disclosed to Alford House about the user by a third party with the express condition that it is given in confidence. Young people are made aware of their rights regarding confidentiality, which is displayed on the notice board in the front entrance.

Breaches of confidentiality whether accidental or deliberate will be treated with the utmost severity and will be promptly investigated by the Senior Youth Worker or person designated by the Trustee's. Any members of staff or volunteers who breach confidentiality will be liable to disciplinary action under the Alford House disciplinary procedure. Young people whose confidentiality has been breached must be made aware of this as soon as practicable and reminded of their rights under the Alford House complaints and grievance procedures.

CONSENT

Visit-specific consent

While one-off consent can be used for many visits, there are situations where consent for a specific visit is necessary. These might include:

- Visits to countries which require proof of parental consent
- Visits for which an agreement is required for payment or other terms and conditions
- When it is decided to use a provider consent form (see below).

Provider Consent Forms

Some third-party providers provide consent forms to pass on to parents to complete and sign. These are often designed to inform parents about the provision and to ensure that the provider receives all the information that it needs about participants to ensure their welfare. However, careful consideration should be given before using such forms. Provider forms should not be used if they include any agreement between parents and the provider: for example, if they include any financial commitment, terms and conditions or waivers. All such contractual arrangements should be between the establishment and the parents, or between the establishment and the provider, not directly between the parents and the provider. It is not necessary for providers to receive parental consent directly. It is sufficient for them to know that the establishment has obtained consent for children and young people to participate in the provider's activities. In cases where the establishment already has full up-to-date participant information, it may be felt that it is an unnecessary burden to ask parents to provide the same information on a provider's form. Establishments may therefore decide to use their own systems to obtain parental consent and participant information, and to pass on what is appropriate to

the provider. Whether or not a providers' form is used, it is essential that providers are given access to all the information about participants that they need.

Data Protection and Photography Consent

Data Protection and Photography Consent may be recorded on paper (e.g., one-off, or visit-specific consent forms, tear-off slips on letters) or electronically. Whichever way consent is recorded, it is likely to contain personal data which is subject to data protection law. Proper consideration must be given to correct storage of this information and to its retention. Photographs in which individuals can be recognised are regarded as personal data in law. If an Alford House intends to use photographs of children or young people, or to allow another organisation such as an activity provider to use such photographs, parental consent must be obtained. The only exception is when photographs are to be used only for safety and security (e.g., CCTV).

Consent for Other Matters

In addition to gaining consent for participation for certain visits and residentials, it may be necessary to ask parents for other consent, such as;

- Consent for a child to receive emergency medical treatment, including administration of an anaesthetic or blood transfusion, in the event of an emergency when parents cannot be contacted
- Consent for the establishment to share personal data such as contact details, medical and behavioural information with third-party providers
- Consent for the use of photographs of a child by the establishment or by any provider;
- Agreement to any financial or other terms and conditions.

All consent should be obtained via the dedicated/specific consent forms.

Safety in the Club

The Presence of intruders and suspicious strangers approaching members will be reported to the Police. Should the need arise to inform young people of such a risk, a notice containing the information will be displayed in the front entrance hall where it will be visible to club members and members of staff, for as long as it is deemed necessary.

Curriculum

The Club's social education programme will contain, as appropriate, information on child abuse. Information will be available to workers and members, and informed discussions will take place.

Regular Non Users of Premises Working with Young People

Regular non club users of the premises will be required to have their own Safeguarding Policy or agree, in writing, to adopt the club's policy on Safeguarding children and young people.

Publicity

Copies of this policy will be given to all workers and Management Committee members. New appointees to the club, paid, voluntary or Management Committee members, will sign an agreement upon induction showing that they have read and agree to comply with the policy. The existence of the policy is brought to the attention of parents/carers on the membership

form young people receive upon joining the club. The policy is available on request by either parents/carers or members.

Review and Support

The nominated members of management will discuss development and review the confidential register of incidents. A brief (but anonymous) report will be presented to management annually on the implementation of the Safeguarding policy in the club.

Ratios of Staff to Young People

Please see page 12 of the Health and Safety Handbook.

Code of Behaviour and Good Practice

WHEN WORKING WITH YOUNG PEOPLE

DO:

Avoid working alone on a one-to-one basis. If you need to work alone with a young person, please follow the Lone Working Policy guidelines.

Treat everyone with respect.

Provide an example you wish others to follow.

Ensure that the ratio of qualified/experienced adult workers to members is appropriate to the activity.

Respect a young person's right to privacy.

Have appropriate sleeping accommodation for separate genders and for adults and young people.

Provide opportunities for young people to talk with others about any concerns they may have.

Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they find unacceptable.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Recognise that caution is required even in sensitive moments of personal support, such as when dealing with bullying, bereavement or abuse.

DO NOT:

Work alone in circumstances where you or the young person may be at risk.

Permit abusive peer activities (e.g. initiation ceremonies, ridiculing, bullying and homophobia).

Engage in any inappropriate physical or verbal contact.

Make derogatory remarks or gestures.

Jump to conclusions about others without checking the facts.

Exaggerate or trivialise child-abuse issues.

Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.

Show favouritism to any individual.

Rely on your good name to protect you.

Believe that “it could never happen to me”.

Take a chance.

Types of abuse

Neglect

Neglect is the persistent failure to meet a child or young person’s basic physical and /or psychological needs, likely to result in the serious impairment of the child or young person’s health or development.

- Neglect may involve a parent or carer failing to:
- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child or young person from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or young person’s basic emotional needs

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

Sexual abuse includes abuse of children or young people through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child or young person is under the age of 13 it is classified as rape.

Sexual abuse includes non-contact activities, such as involving children or young people in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children or young people to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent effects on their emotional development, and may involve:

- Conveying to children or young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Imposing age or developmentally inappropriate expectations on children or young people. These may include interactions that are beyond the child or young person’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction.
- Seeing or hearing the ill-treatment of another.
- Serious bullying, causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people.
- Exploiting and corrupting children or young people.

Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person

Child Sexual Exploitation

Child Sexual Exploitation(CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

Child Sexual Exploitation

Child sexual exploitation can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

When a child is sexually exploited online, they might be persuaded or forced to:

- send or post sexually explicit images of themselves
- film or stream sexual activities
- have sexual conversations.

Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:

- to exert power and control
- for initiation
- to use sexual violence as a weapon.

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

Criminal Child Exploitation

Child criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. It occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual.

The word ‘gang’ means different things in different contexts, the government in their paper ‘Safeguarding children and young people who may be affected by gang activity’ distinguishes between peer groups, street gangs and organised criminal gangs.

- **Peer group**
  A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.
- **Street gang**
  Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.
- **Organised criminal gangs**
  A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.

It's not illegal for a young person to be in a gang – there are different types of ‘gangs’ and not every ‘gang’ is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse. It's important to remember that domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

Types of Domestic Abuse

- Domestic abuse can be emotional, physical, sexual, economic, coercive or psychological, such as:
- kicking, hitting, punching, cutting or throwing objects
- rape (including in a relationship)
- controlling someone's finances by withholding money or stopping someone earning
- controlling behaviour, like telling someone where they can go and what they can wear
- not letting someone leave the house

- reading emails, text messages or letters
- threatening to kill someone or harm them
- threatening to another family member or pet.

Contextual Safeguarding

Contextual Safeguarding is an approach to child protection and safeguarding that recognises the importance of considering the wider social and environmental factors that can impact a young person's safety and well-being. It goes beyond the traditional focus on protecting children within their immediate family or home setting and takes into account the various contexts in which young people live, learn, and socialise.

This approach acknowledges that risks to children and young people can emerge from multiple sources, including peers, schools, neighbourhoods, and online spaces. Contextual Safeguarding aims to address these risks by working with various agencies, professionals, and communities to create a safer environment for young people. It involves understanding and addressing the contextual factors that may contribute to harm, exploitation, or abuse, and then developing strategies and interventions to mitigate these risks.

In essence, Contextual Safeguarding recognises that protecting children and young people requires a more holistic approach that takes into account the various settings and relationships in which they are involved, with the goal of ensuring their safety and well-being in all aspects of their lives.

Child Trafficking

Trafficking is where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Female Genital Mutilation

Female genital mutilation (FGM) is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- there are no medical reasons to carry out FGM
- it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades
- children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained
- it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including:

- when a baby is new-born
- during childhood or as a teenager
- just before marriage
- during pregnancy.

Grooming

Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach.

When a child is groomed online, groomers may hide who they are by sending photos or videos of other people. Sometimes this'll be of someone younger than them to gain the trust of a "peer". They might target one child online or contact lots of children very quickly and wait for them to respond.

The relationship a groomer builds can take different forms. This could be:

- a romantic relationship
- as a mentor
- an authority figure
- a dominant and persistent figure.

A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Children can be groomed online through:

- social media networks
- text messages and messaging apps, like Whatsapp
- email
- text, voice and video chats in forums, games and apps.

Whether online or in person, groomers can use tactics like:

- pretending to be younger
- giving advice or showing understanding
- buying gifts
- giving attention
- taking them on trips, outings or holidays.

Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate.

It's important to remember that children and young people may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

Online Abuse

The 4 Cs of Online Safety
An important step in improving online safety is identifying what the potential risks might be.

KCIE groups online safety into four areas: content, contact, conduct and commerce (sometimes referred to as contract). These are known as the 4 Cs of online safety.

Content
Content is anything posted online – it might be words or it could be images and video. Children or young people may see illegal, inappropriate or harmful content when online. This includes things like pornography, fake news, AI, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism.

Contact
Contact is about the risk of harm young people may face when interacting with other users online. This includes things like peer-to-peer pressure or seeing inappropriate commercial advertising. Sometimes adults pose as children or young adults with the intention of grooming or exploiting a child or young person for sexual, criminal, financial or other purposes.

Conduct
Conduct means the way people behave online. Some online behaviour can increase the likelihood, or even cause, harm – for example, online bullying. Conduct also includes things like sharing or receiving nudes and semi-nude images and viewing or sending pornography.

Commerce
Commerce is about the risk from things like online gambling, inappropriate advertising, phishing or financial scams. Children and young people may be exposed to these risks directly.

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

How to respond to suspicions of abuse

Behaviour, comment or report gives rise to concern

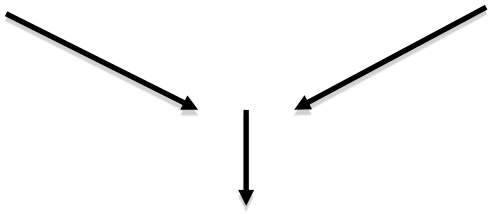


Remain calm, stop and listen, observe, record and report to the nominated person/persons in charge



Never promise to keep a secret

Do not ask leading questions



The person in charge or designated safeguarding officer considers information and seeks consultation as appropriate



Concerns allayed

Concerns confirmed
Refer to Social Services



Seek support for yourself.

If for any reason your concerns are not taken seriously or the issue is urgent and the nominated person/s are not available, do not do nothing. Key Contacts:

If you think a child is at risk of being abused or neglected or if someone is neglecting or abusing you, please contact Lambeth Children's Social Care on 020 7926 5555 (24 hours)
Email: dutymanager@lambeth.gov.uk

If you are worried about a child, contact the First Response Team:

Professionals' Line: 020 7926 3100

In an emergency call the Police on 999.

Reporting elsewhere

If you would prefer to contact someone other than Lambeth Council, there are charities that can offer advice and support:

For adults concerned about a child, contact the NSPCC on 0808 800 5000.
For children and young people, contact Childline on 0800 1111. Childline is a free and confidential service.

All allegations made against staff (including volunteers) that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally recorded on a LADO Referral form and sent to the Designated Officer, formerly known as Local Authority Designated Officer (LADO).
The referral form, in resources below, must be completed for every case where it is alleged that a person working with children has:

- Behaved in a way that has harmed or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.

- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children.

Whilst it will not be necessary to convene a Strategy Meeting with Social Care and the Police on every case, every incident should be recorded on this form and reported to the Designated Officer as well as the Duty Manager. All referrals should be discussed with the Designated Officer on 020 7926 5555 and followed on a referral form. The current LADO in Lambeth is:

Andrew Zachariades, Tel: 020 7926 4679, mob: 07720 828 700
email: LADO@lambeth.gov.uk (not secure) / LADO@lambeth.gcsx.gov.uk (secure) and the Duty Manager email is dutymanager@lambeth.gov.uk (not secure) / duty.manager@lambeth.cjsm.net (secure).

Lambeth Safeguarding also has an Integrated Referral Hub who can be contacted on 020 7926 3100 or email: helpandprotection@lambeth.gov.uk

For further information go to: https://www.lambethsaferchildren.org.uk/home

Please Note - the form MUST be completed and sent to the Designated Officer within 24 hours of the incident occurring. If you are not sure whether a particular matter warrants a referral, make contact with the Designated Officer within 24 hours and they will be able to advise you on the correct action to take.

I confirm that I have read the policy and procedures on this subject.

I understand the contents and I agree to follow these procedures when I am working or volunteering for Alford House.

Signed _____

Name _____

Date _____

Current Address _____

_____

_____

_____

Please return to: Tim Saunders/Patrick Davis/Kathryn Butcher
(Designated Safeguarding Workers)

Create Date 22nd Oct 2007
Revised Date: 05th Nov 2025
Review Date: 05th Nov 2026