



SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Version	Date Approved	Presented by	Date to be reviewed	Agreed by	Date
1	January 2025	Rebekah Vickers-Patel (Safeguarding Lead)	January 2026	Moya Woolven (CEO)	January 2025

KEY ROLES:

Safeguarding Trustee: Megan Jones

Accountable Safeguarding Senior Staff: Moya Woolven – CEO

Safeguarding Lead: Rebekah Vickers-Patel

Policy statement

Basis Yorkshire believes that everyone has the right to live a life free from abuse and neglect and to be treated in a manner that respects and promotes their human rights.

The safety and wellbeing of children and young people is paramount. A child is defined as anyone who has not yet reached their 18th birthday; however, some service users engaged with Basis Young People services may be aged up to 25. 'Children' therefore means 'children and young people' throughout this Policy. When supporting young people 18+ the Safeguarding Adults Policy must be utilised.

Basis Yorkshire is committed to safeguarding the rights and safety of children. This policy aims to protect children who are at risk of all forms of harm or abuse, through the process of identifying, investigating, managing and preventing such abuse. Harm may relate to physical, emotional, sexual abuse and neglect, as well as harm caused by a person's drug or alcohol use, domestic violence or substance use within the family.

Any action taken to protect a child's interests will be taken regardless of age, culture, disability, gender reassignment, sex, language, racial origin, religious beliefs and/or sexual orientation or identity.

Basis Yorkshire expects all partner organisations to adopt a robust approach to safeguarding children and young persons. This will be reflected in all sub-contracting arrangements.

'Safeguarding' (as it relates to children) is defined in the document produced by the Department for Education's ("DofE") 'Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children' (2015) as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

Basis Yorkshire's approach to Safeguarding Children adheres to Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children, July 2018 and 2023 guidance which outlines two key principles to ensure effective safeguarding arrangements:

1. Safeguarding is everyone's responsibility – for services to be effective each professional and organisation should play their full part; and
2. A child-centred approach – for services to be effective they should be based on a clear understanding of the needs and views of children.

Basis Yorkshire is committed to empowering people, challenging discrimination, respecting people's beliefs, values, culture, goals, needs, preferences, relationships and affiliations. We will challenge discriminatory, ineffective and unjust policies, procedures and practice.

Safeguarding roles

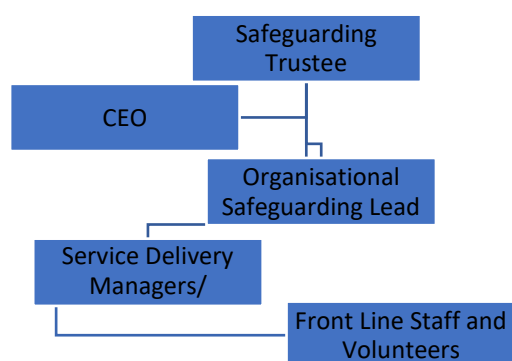
1.1 Safeguarding roles within Basis Yorkshire allow for effective coordination and communication in relation to the protection and safeguarding of adults, children and young people.

1.2 All team members are responsible for safeguarding and Basis Yorkshire's cultural approach to safeguarding will prioritise the welfare of adults, children and young people; encouraging team members to be questioning and curious and supported to be confident in challenging where necessary.

1.3 The Safeguarding Lead and Managers will work closely with bodies including the Local Safeguarding Partnership, Local Authority Children's Social Care Teams, Multi-agency safeguarding Hubs (MASH) and the Local Authority Designated Officer (LADO), within agreed local statutory protocols and procedures.

1.4 The Safeguarding lead and managers can contact the LADO for advice and guidance on any concerns relating to staff or volunteers.

1.5 Safeguarding leadership roles are made up of Strategic and Governance roles, Operational roles and front-line expertise. Basis Yorkshire's structure and lines of escalation and accountability in relation to our approach to Safeguarding is as follows:



1.6 Responsibilities:

It is the responsibility of the Safeguarding Trustee and CEO to:

- Oversee Basis Yorkshire's approach to safeguarding.
- Ensure that Basis Yorkshire's designated Safeguarding Lead is adequately skilled and equipped to fulfil their role.
- Refer prescribed information to the Disclosure and Barring Service (DBS).
- Escalate any organisational risks regarding the safeguarding of children or adults to the Board as necessary.

It is the responsibility of the Safeguarding Lead to:

- Develop organisational procedures, practice and guidance for safeguarding that are aligned to local safeguarding protocols.
- Ensure that monitoring and review systems are in place to incorporate new guidance and legislation.

- Issue operational guidance, promote good practice, monitor safeguarding performance and make policy recommendations.
- Ensure that a mechanism is in place to report safeguarding incidents to the Basis Yorkshire CEO and Board where appropriate.
- Report all safeguarding incidents in line with company protocol and keep the CEO, board and where appropriate commissioners informed of all serious reports.
- Promote the development of initiatives to protect adults, children and young persons at risk.
- Provide guidance across the organisation on specific matters
- Share learning from SCR across the organisation
- Ensure that staffing structures are in place to fulfil our Safeguarding responsibilities.
- Act as a Safeguarding expert to Management and frontline staff.
- Implement operational guidance, promote good practice, monitor safeguarding performance and make policy recommendations.
- Promote the development of initiatives to protect adults, children and young persons at risk.
- Ensure adequate Quality Assurance processes are in place locally in-line with strategic objectives.

It is the responsibility of Service Managers to:

- Provide support and advice to colleagues with regards to all safeguarding matters, including support during investigations into allegations of suspected abuse.
- Act as an expert within local services when determining whether to make a referral by liaising with relevant external agencies.
- Provide first line of negotiation if differences arise between agencies/service providers.
- Contact the Organisational Lead for Safeguarding when advice and support is required.
- Promote a safeguarding culture within the service.
- Ensure that service users are, wherever possible, involved in the planning and implementation of their individual safeguarding care plans.
- Create and maintain links with local statutory agencies, including the Police, Social Services, Local Safeguarding Teams and Local Authority Designated Officers.
- Ensure that safeguarding is a regular agenda item in team meetings and team member supervision.
- Ensure a regular safeguarding meeting takes place or that safeguarding is discussed as an agenda item in another meeting (for example service leadership and management meetings) to monitor safeguarding concerns and incidents.
- Maintain an active safeguarding register or ensure that all service user safeguarding concerns and referrals are documented on the case management system safeguarding module.
- Ensure annual safeguarding audits are completed and improvement action plans implemented.

- Ensure that training needs are escalated and addressed

It is the responsibility of Front-line Workers to:

- Report any concerns relating to the safeguarding of adults, children and young people immediately to their line manager, or other more senior person.
- Report all safeguarding incidents in line with company protocol and keep the Safeguarding Lead informed of all serious reports.
- Take all reports of suspected abuse seriously
- Ascertain if an individual is living with or has access to children and/or an adult at risk.
- Ensure alleged victims are safe as soon as abuse is reported.
- Immediately report potentially serious crimes to the Police.
- Record information accurately and factually on safeguarding registers
- Participate in multi-agency investigations, where required.

1.7 All team members, irrespective of role, are required to be familiar with the policies, procedures and guidance on safeguarding and ensure that their practices are in line with these.

1.8 All team members are responsible for feeding back any improvements that could be made to this policy (and its associated procedure) or problems they've found when trying to implement it.

2 Policy Principles

Types of abuse and neglect

The main forms of child maltreatment are:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

2.1 Basis Yorkshire follows the guidance 'When to Suspect Child Maltreatment', produced by the National Institute for Health and Care Excellence (NICE) in 2017, which outlines the following process as good practice where child maltreatment is suspected:

1. Listen and Observe

Identifying or excluding child maltreatment involves piecing together information from many sources so that the whole picture of the child or young person is taken into account.

This information may come from different sources and agencies and includes:

- any history that is given
- report of maltreatment, or disclosure from a child or young person or third party
- child's appearance
- child's behaviour or demeanour
- symptom
- physical sign
- result of an investigation
- interaction between the parent or carer and child or young person.

2. Seek an Explanation

Seek an explanation for any injury or presentation from both the parent or carer and the child or young person in an open and non-judgemental manner.

Disability - Alerting features of maltreatment in children with disabilities may also be features of the disability, making identification of maltreatment more difficult.

Appropriate expertise may need to be sought if there are concerns about a child or young person with a disability.

3. Record

Make a record of what is observed and heard from whom and when and state why this is of concern.

At this point a decision may be taken to consider, suspect or exclude child maltreatment from the differential diagnosis.

4. Consider, suspect or exclude maltreatment

Consider

At any stage during the process of considering maltreatment the level of concern may change and lead to exclude or suspect maltreatment.

When hearing about or observing an alerting feature look for other alerting features of maltreatment in the child or young person's history, presentation or parent (or carer) interaction with the child or young person now or in the past.

Then do one or more of the following:

- Discuss your concerns with the Safeguarding Lead
- Gather collateral information from other agencies and health disciplines, having used professional judgement about whether to explain the need to gather this information for an overall assessment of the child
- Ensure review of the child or young person at a date appropriate to the concern, looking out for repeated presentations of this or any other alerting features

Suspect

If child maltreatment is suspected due to an alerting feature, a referral should be made to Children and Young People's Services, following local Safeguarding Partnership procedures which can be found by accessing the relevant websites listed at the end of this policy. This may trigger a child protection investigation; supportive services may be offered to the family following an assessment or alternative explanations may be identified.

Exclude

Exclude maltreatment when a suitable explanation is found for alerting features. This may be the decision following discussion of the case with the Safeguarding Lead and Children's Services and after gathering collateral information as part of considering child maltreatment.

5. Record

Record all actions taken in section 4 and the outcome using the Safeguarding Module on Lamplight.

3 General principles: safeguarding children

3.1 Basis Yorkshire has a statutory duty to safeguard children from harm. This involves the ongoing monitoring of risks to children in contact with service users and liaison within a multi-agency framework to develop collaborative care plans.

3.2 Living with or witnessing domestic abuse is now recognised as a source of significant harm to children and should be responded to by Basis Yorkshire team members, in line with the 'Domestic Abuse Policy'.

Team members have a duty to make clear to parents experiencing domestic abuse that Basis Yorkshire has professional responsibilities to safeguard children and that the team member may have to override parental wishes regarding a referral to Children and Young People's Services.

3.3 Team members will ensure that the needs and wishes of each child are put first, so that every child's needs are identified and support is received at the earliest possible stage, and they continue to receive support in conjunction with any Child in Need or Child Protection Plan.

3.4 Team members will participate fully with statutory agencies in any child protection enquiries and decision-making processes. Services are required to have in place local safeguarding Standard Operating Procedures which are in line with the requirements of local multi-agency protection procedures.

3.5 It is not the role of team members to decide if a child is at risk of significant harm or has been subject to harm but to gather information and ensure all concerns are shared appropriately, sharing information relating to section 17 and 47 investigations;

Statutory assessments under the Children Act (2004)

- A child in need is defined under the Children Act (2004) as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Children in need may be assessed under section 17 of the Children Act 1989, in relation to their special educational needs, disabilities, as a carer, or because they have committed a crime. Where an assessment takes place, it will be carried out by a social worker. The process for assessment should also be used for children whose parents are in prison and for asylum seeking children. When assessing children in need and providing services, specialist assessments may be required and, where possible, should be coordinated so that the child and family experience a coherent process and a single plan of action.

- Concerns about maltreatment may be the reason for a referral to local authority children's social care or concerns may arise during the course of providing services to the child and family. In these circumstances, local authority children's social care must initiate enquiries to find out what is happening to the child and whether protective action is required. Local authorities, with the help of other organisations as appropriate, also have a duty to make enquiries under **section 47** of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, to enable them to decide whether they should take any action to safeguard and promote the child's welfare. There may be a need for immediate protection whilst the assessment is carried out.

3.6 Team members will maintain full and accurate written records of any concerns identified directly by them, or reported to them by others, regarding the safety or well-being of any child, along with recorded decisions, actions taken and outcomes, working within the frame work of the Human Rights Act (1998), as well as the UK General Data Protection Regulation (GDPR) regulations and Data Protection Act (2018).

3.7 Team members will share appropriate information in a timely way and discuss any concerns about an individual child with their Line manager/Safeguarding Lead and local authority Children and Young People's Services. All service users (or if the child is too young, their parent or carer) will be provided with written information about Basis Yorkshire's policy on confidentiality,

including how we will handle issues of child protection, what to do if they suspect a child is at risk of abuse and the support we can give them.

3.8 Basis Yorkshire's procedures are consistent with the information sharing and multi-agency protocols of local Safeguarding Children Partnerships and current legislation.

3.9 Commissioning Contract Managers will be notified of issues relating to safeguarding children as and when appropriate in accordance with local contractual arrangements.

3.10 Supervision of team members (including volunteers) will be used as one of a number of means of identifying and monitoring the well-being and safety of children of substance using parents or those directly using Basis Yorkshire's services.

3.11 In recruiting team members (including volunteers) Basis Yorkshire has systems in place to ensure that the selection process is designed to assess the applicant's suitability for the post and to work with children. Checks will be made to ensure that all the information provided by any potential team members or volunteer of Basis Yorkshire is accurate within the limits of legislation available.

3.12 All referees for applicants for children's service posts in Basis Yorkshire should be asked for comment on relevant and recent aspects of the applicant's work with children.

3.13 All team members that provide a regulated activity for children during the course of their duties will not be appointed to the organisation without a satisfactory Enhanced Disclosure and Barring Service (DBS) check or Enhanced Disclosure and Barring Service (DBS) including 'Children's Barred List Check' being undertaken.

3.14 Basis Yorkshire will ensure that its team members understand the law and statutory requirements and use them appropriately so that persons thought to be at risk of abuse receive the protection of the law.

3.15 In applying these principles, team members will balance the requirements of confidentiality with the consideration that, to protect persons thought to be at risk of abuse, it may be necessary to share information.

3.16 The Basis Yorkshire Safeguarding (Children and Young People) Procedures should be used when there is a concern, allegation or disclosure of abuse against any child or young person, by any person or persons in any setting.

4 General provisions - Safeguarding

4.1 All team members will be vigilant for signs of child neglect or abuse.

4.2 Basis Yorkshire will ensure that issues of safeguarding receive continuous attention, and we will regularly review the way the organisation operates to support this principle.

4.3 Basis Yorkshire has a safeguarding system where all cases of concern are recorded, updated and monitored.

4.4 Service Delivery Managers and Safeguarding Leads will have an independent safeguarding forum. This is a client centred meeting driven by the safeguarding module to;

- monitor attendance to required meetings, including Child In Need and Child Protection conferences, along with other required external activity

- review level of risk and appropriate action to increase protective factors for individuals
- monitor compliance with statutory reporting and practice
- identify areas of learning and development to take to service governance and team meetings

4.5 Any child or adult using Basis Yorkshire services and anyone acting on behalf of such a child or adult, may use Basis Yorkshire's complaint process to comment on any aspect of the service they receive.

5 Unborn Children

5.1 All team members have a duty to assess whether an unborn baby is likely to be at risk of harm and make appropriate referrals. The following considerations should be made:

- Have other children been removed from the family because they have either suffered, or been at risk of suffering harm?
- Is there an individual within the family or household who has been convicted of an offence against a child, or is believed by statutory agencies to have caused harm to a child?
- Are there serious concerns around parental capacity, particularly where the parent(s) have substance misuse problems or severe mental health problems?
- Is the pregnant mother using illicit drugs, including prescription drugs not prescribed for her, or drinking alcohol problematically?
- Is the baby believed to be at risk of harm due to domestic violence?

5.2 Team members should discuss any concerns with the Safeguarding Lead, and, where appropriate, discuss their concerns with the prospective parents prior to making a referral to statutory services.

6 Children of Substance Using Parents

6.1 It is the responsibility of all team members who work with adult service users to ensure that they consider the impact of parental behaviours on their children. Where parents within services present with problematic substance use, information must be gathered around the health, safety and well-being of any children within their care or at home.

7 Children Living with Domestic Violence

7.1 All service users are screened for domestic abuse. If there is a concern that a service user is experiencing or perpetrating domestic violence and it is known that there are children living at the home there should be a referral made to the local Children and Young People's Services team as per local protocols (see Basis Yorkshire's Domestic Abuse Policy).

8 Young People's Services and Sexual Activity

8.1 Whilst sexual activity under the age of 16 is illegal, significant numbers of young people are sexually active before this time, without significant risk of harm. Where a young person is known to be or suspected to be sexually active this should be considered as part of risk assessment procedures and consider age and competency.

8.2 Where a team member is aware that a young person under the age of 13 is sexually active, they should raise this immediately with the Safeguarding Lead in order to make a referral to the relevant

statutory authority. Under the Sexual Offences Act 2003 children under the age of 13 are considered of insufficient age to give consent to sexual activity. For this reason there is a presumption that all cases of children under the age of 13 who are believed to be or have been engaged in penetrative sexual activity will be referred to Children and Young People's Services and or the Police as a potential case of rape.

8.3 Where a team member suspects that a child or young person may be a victim of Child Sexual Exploitation (CSE), they must act in line with Basis Yorkshire's Guidelines for Recognising Signs of Child Sexual Exploitation and local Safeguarding Partnership processes.

8.4 When a team members suspect that a young person or child may be engaging in harmful sexual behaviour (NICE 2016) such as using sexually explicit words and phrases, inappropriate touching, using sexual violence or threats or attempting penetrative sex with other children and adults that is inappropriate for their age or stage of development this should be discussed with the Safeguarding Lead and referrals made as appropriate to statutory agencies.

9 Female Genital Mutilation (FGM)

9.1 Female Genital Mutilation is a form of child abuse and violence against women. FGM is illegal in England and Wales under the FGM Act 2003. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. For further information on identifying instances of FGM or identifying those at risk of FGM.

9.2 The Act **Section 74: Duty to notify police of FGM**, introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report to the Police 'known' cases of FGM in under 18's which they identify in the course of their professional work. 'Known' cases are those where either a girl informs the person that an act of FGM has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation within section 1(2) (a) or (b) of the FGM Act 2003 (Amended 2015).

9.3 All team members who are concerned that an individual has (or may have) been subject to Female Genital Mutilation should discuss their concerns with the Safeguarding Lead and make appropriate reports to police.

9.4 Complying with the duty does not breach any confidentiality requirement or other restriction on disclosure which might otherwise apply. The duty is a personal duty, which requires the individual professional who becomes aware of the case to make a report. If you become aware of a case of FGM, you must speak to your Safeguarding Lead and follow your local Safeguarding Partnership procedures. Team members who are concerned that an individual has (or may have) suffered any form of Female Genital Mutilation should discuss their concerns with the Safeguarding Lead.

10 Technology and abuse

10.1 All team members are made aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting.

10.2 All team members are trained in understanding technology assisted abuse and respond to this in accordance with this safeguarding policy. Recognising that technology assisted harm is no less serious than harm that occurs in person.

11 PREVENT

11.1 PREVENT is part of the Government counter-terrorism strategy. It's designed to tackle the problem of terrorism at its roots, preventing people from supporting terrorism or becoming terrorists themselves. Consequently, PREVENT operates in the 'pre-criminal space'. It is about supporting individuals, who are at risk of radicalisation, away from becoming terrorists, or supporting terrorism. It is not about any particular ideology - it covers all forms of extremism.

11.2 Prevent is about:

Noticing- vulnerability to radicalisation, changes in behaviour, ideology, and other signs of extremist exploitation

Checking – individuals at risk of being drawn into terrorism, working alongside safeguarding partnerships

11.3 Team members must refer to the LSCP PREvent Strategy in relation to any safeguarding issues that relate to an adult, child or young person being involved in terrorism or who is at risk of being involved in terrorism.

11.4 Team members who are concerned that an individual is at risk of radicalisation should discuss their concerns with the Safeguarding Lead.

12 Fabricated or induced illness (FII)

12.1 Fabricated or induced illness (FII) (also known as Munchausen's syndrome by proxy) is a rare form of child abuse which occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.

12.2 FII covers a wide range of symptoms and behaviours involving parents seeking healthcare for a child. This ranges from extreme neglect (failing to seek medical attention) to induced illness.

Behaviours include a parent or carer who:

- persuades healthcare professionals that their child is ill when they are perfectly healthy
- exaggerates or lies about their child's symptoms
- manipulates test results to suggest the presence of illness
- deliberately induces symptoms of illness

12.3 FII can involve children of any age, but the most severe cases are usually associated with children under the age of five. Taken from NHS Online: www.nhs.uk/conditions/fabricated-or-induced-illness/

12.4 The reasons why FII occurs are not fully understood. A large number of parents or carers involved in FII have borderline personality disorders. Some have unresolved psychological and behavioural problems, such as a history of self-harming, or drug and alcohol misuse.

12.5 Team members who are concerned that a child is subject to FII should discuss their concerns with the Safeguarding Lead.

13 Co-sleeping

13.1 Co-sleeping is known to be associated with Sudden Infant Death Syndrome (SIDS). Service users who are expectant or new parents should be given the following advice in relation to co-sleeping:

- babies should sleep in the same room as their primary carer(s) for at least the first 6 months of their lives
- sleeping on a sofa or a chair with a baby is very dangerous and should always be avoided
- families should not share a bed with their baby when:
 - o they have taken any substances (illicit or prescribed) that make them feel sleepy or impacts on their awareness. This includes prescribed OST
 - o they have recently consumed any alcohol
 - o either they or their partner smoke
 - o their baby was born prematurely or weighed under 2.5kg (or 5.5lbs) when they were born

13.2 If a service user has children (particularly young children) and is intending on using substances they should arrange for an adult who will not be using to be in charge of the child(ren) until they are no longer substance affected. They should also ensure that this adult knows not to place the child(ren) in bed with the service user when under the influence.

13.3 Service users who require more information on alternatives to co-sleeping should be advised to speak to their midwife or Health Visitor.

14 Involving parents and carers

14.1 Concerns about a child or young person should be raised with parents/carers prior to any action being taken, unless doing so would place the child at risk of harm.

14.2 Parents/Carers should be involved in any decisions regarding their child and should be encouraged to make contact with relevant statutory authorities.

14.3 In circumstances where abuse is suspected to have involved the parents/carers and may cause further risk to the child/young person, concerns will not be raised initially with the parents/carers.

15 Escalating risk concerns

15.1 If a team member feels that their concerns regarding risks associated with a child at risk of abuse or neglect are not being dealt with appropriately, they should escalate their concerns at the earliest possible opportunity via Basis Yorkshire's Risk Escalation Procedure (see Safeguarding Standard Operating Procedure)

16 Safe recruitment

16.1 Basis Yorkshire aims to provide a safe environment for our team members and service users. We achieve this by ensuring that:

- Everyone working, volunteering or otherwise engaged in 'regulated activity' on behalf of Basis Yorkshire has undergone a satisfactory enhanced DBS check against relevant barred lists on recruitment
- No team member (including volunteers) will be appointed to any position in Basis Yorkshire without two suitable references being provided.
- All team members are adequately inducted, trained and supervised.

- Induction programmes for all new team members (including volunteers) will include basic information on recognising and responding to child protection issues and working with adults (including adults with care and support needs).

16.2 All team members working directly with service users (children, young people and adults) will attend local multi-agency safeguarding courses, where available.

16.3 A database will be used by line managers (Breathe) to ensure all team members complete the relevant safeguarding courses within the appropriate timescales, including those provided by the local Safeguarding Partnership.

16.4 All team member appointments in Basis Yorkshire will be subject to a probationary period, during which their practice will be personally supervised by an experienced colleague.

16.5 All team members understand and adhere to the Basis Yorkshire Safeguarding (Children and Young People) Policy and the associated procedures.

16.6 Basis Yorkshire ensures that quality assurance processes are in place as follows:

- All Service Managers are aware of responsibilities and work closely with designated Safeguarding Lead.
- Safeguarding processes are regularly audited and outcomes are reported to the Safeguarding Working Group.

The designated Safeguarding Lead considers and communicates changes in legislation, policy and research to ensure the organisation maintains a best practice approach to safeguarding.

- All team members are competent in recognising abuse and following reporting processes. All team members should attend Local Authority Safeguarding Adults and Safeguarding Children training, where available, and Basis Yorkshire's internal safeguarding training. Safeguarding leads should attend training in line with their role and responsibilities and attend level 3 or equivalent training; all front-line staff should have attended level 2 training or equivalent training and refreshers every two years.

17 Information Sharing

17.1 Basis Yorkshire will ensure that confidential information is shared only in accordance with agreed protocols, which comply with current legislation and guidance. Basis Yorkshire follows advice provided by the DoF 'Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers (2015)', along with complying with the UK General Data Protection Regulation (UK GDPR) regulations and Data Protection Act 2018 (DPA 2018).

17.2 Whilst we aim to provide a confidential service, there are certain circumstances under which confidentiality will be breached, including:

- Where an individual is at risk of or suspected of being at risk of harm
- When a team member is required to give evidence in legal proceedings
- If the individual discloses information about criminal offences e.g. being in possession of an offensive weapon, or potentially pending criminal activity
- Where information may be related to an act of terrorism (see Basis Yorkshire's PREVENT Policy)

17.3 All team members must adhere to the Basis Yorkshire Information Governance and Confidentiality Policies.

17.4 The need to share information between agencies to ensure the safety of children, will always take precedence over confidentiality agreements between services and service users. Possible fears a member of staff may have about sharing information, cannot be allowed to hinder or delay the need to safeguard the welfare of a child at risk or abuse or neglect. Amendments to the Data Protection Act (2018), clarifies that it permits the “processing of sensitive personal data, which is necessary to safeguard children from physical, emotional, sexual and neglect-based abuse”.

18 Implementation

18.1 All team members will be made aware of this policy when they join as part of their induction process.

18.2 Any changes to this policy will be communicated to team members.

18.3 Team members with specific learning needs will be offered additional support to ensure a working knowledge of all applicable policies has been attained.

18.4 All team members this policy applies to will be required to read it, and confirm that they’ve done so.

19 Policy review and compliance monitoring

19.1 This policy will be reviewed annually or more frequently if legislation dictates.

19.2 It is the responsibility of the Safeguarding Lead and CEO to review and update the Policy.

19.3 Team member compliance monitoring and policy effectiveness audits will be conducted periodically under the management team

20 Breach of the policy

20.1 Disciplinary action, up to and including summary dismissal, may be taken if a team member is found to be in breach of this policy and/or its associated procedure.

20.2 If any team member believes that a matter has been dealt with in an inappropriate manner, the Grievance Policy or Whistleblowing Policy should be invoked.

21 Related Guidance

- Child Sexual Exploitation: Definition and Guide for Practitioners, 2017
- Children Act, 2004
- Children and Families Act, 2014
- Children and Social Work Act, 2017
- Data Protection Act, 2018
- EU General Data Protection Regulation (GDPR), 2018
- Every Child Matters, 2003
- Female Genital Mutilation (FGM) Act, 2003 (Amended 2015)

- Female Genital Mutilation (FGM) Risk and Safeguarding, Guidance for Professionals, 2016
- Harmful sexual behaviour among children and young people (NICE), 2016
- Hidden Harm, 2003
- Human Rights Act, 1998
- Information Sharing Advice for Practitioners providing Safeguarding Services to Children, Young People and Carers, 2015
- Managing Individuals who pose a Risk of Harm to Children (National MAPPA Guidance), 2017.
- Modern Slavery Act
- PREVENT Strategy, 2011
- Protection of Freedoms Act, 2012
- The Equality Act, 2010
- Working Together to Safeguard Children, 2015
- Working Together to Safeguard Children, July 2018 , 2023
- When to Suspect Child Maltreatment (NICE), 2017