



Policy Name:	Safeguarding children & young people policy – 2 of 2
Author:	Stuart Chaplin
Current Date:	Jan 2022
Next Review Date:	November 2023
Other Related Policies	<ul style="list-style-type: none"> <li>• Safeguarding Adults at Risk</li> <li>• Self-Harm Protocol</li> <li>• Whistleblowing</li> <li>• Sexual Health &amp; Relationships (C&amp;A)</li> <li>• Domestic Abuse and Conflict Management</li> <li>• Recruitment &amp; Selection</li> <li>• ICT Policy (C&amp;A)</li> <li>• Lone Working</li> <li>• Code of Conduct</li> <li>• Health &amp; Safety</li> </ul>

## Approval

This procedure has been approved by the undersigned, and it will be reviewed on an annual basis

Signed off by CEO	Signature: 	Date: Jan 2022
Approved by Board	Signature: 	Date: Jan 2022

## SAFEGUARDING POLICY AND PROCEDURE – 2 of 2

This policy and procedure is now covered by two documents, due to the fact that the original single document would not load to CANW's Intranet, due to its size.

This document (2 of 2) contains the flowcharts and the forms

The other document (1 of 2) contains the words

It is strongly recommended that the two documents should be treated and read as one.

### Contents (2 of 2)

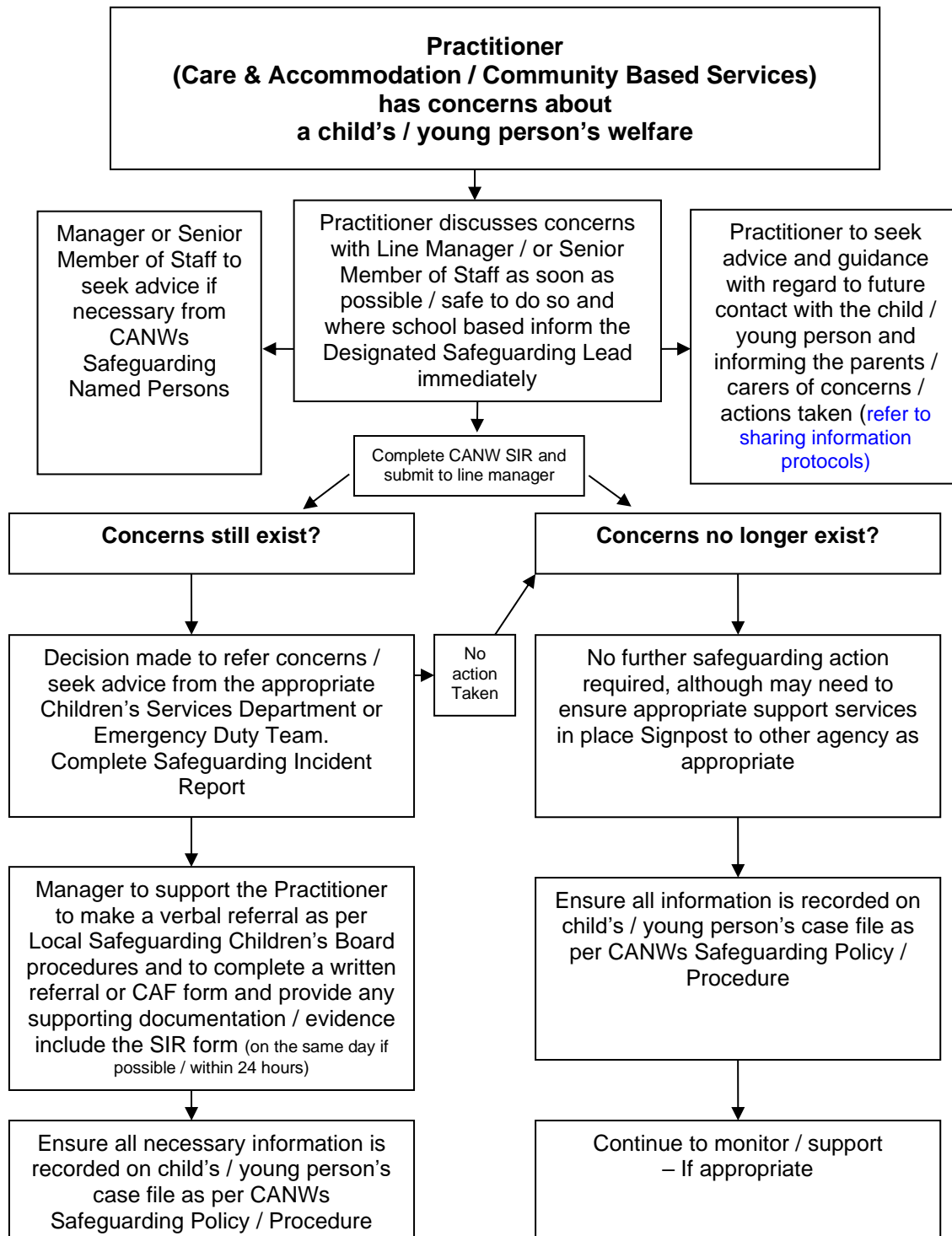
- Safeguarding Procedure / Flowcharts
- Flowchart of Management Notification
- Information Sharing Flowchat
- Appendix A : Local CSE Team Contacts and Guidance

### Contents (1 of 2)

- 1 Who this policy applies to
- 2 Safeguarding policy statement
- 3 The purpose of the policy
- 4 Legal framework
- 5 Concept of significant harm

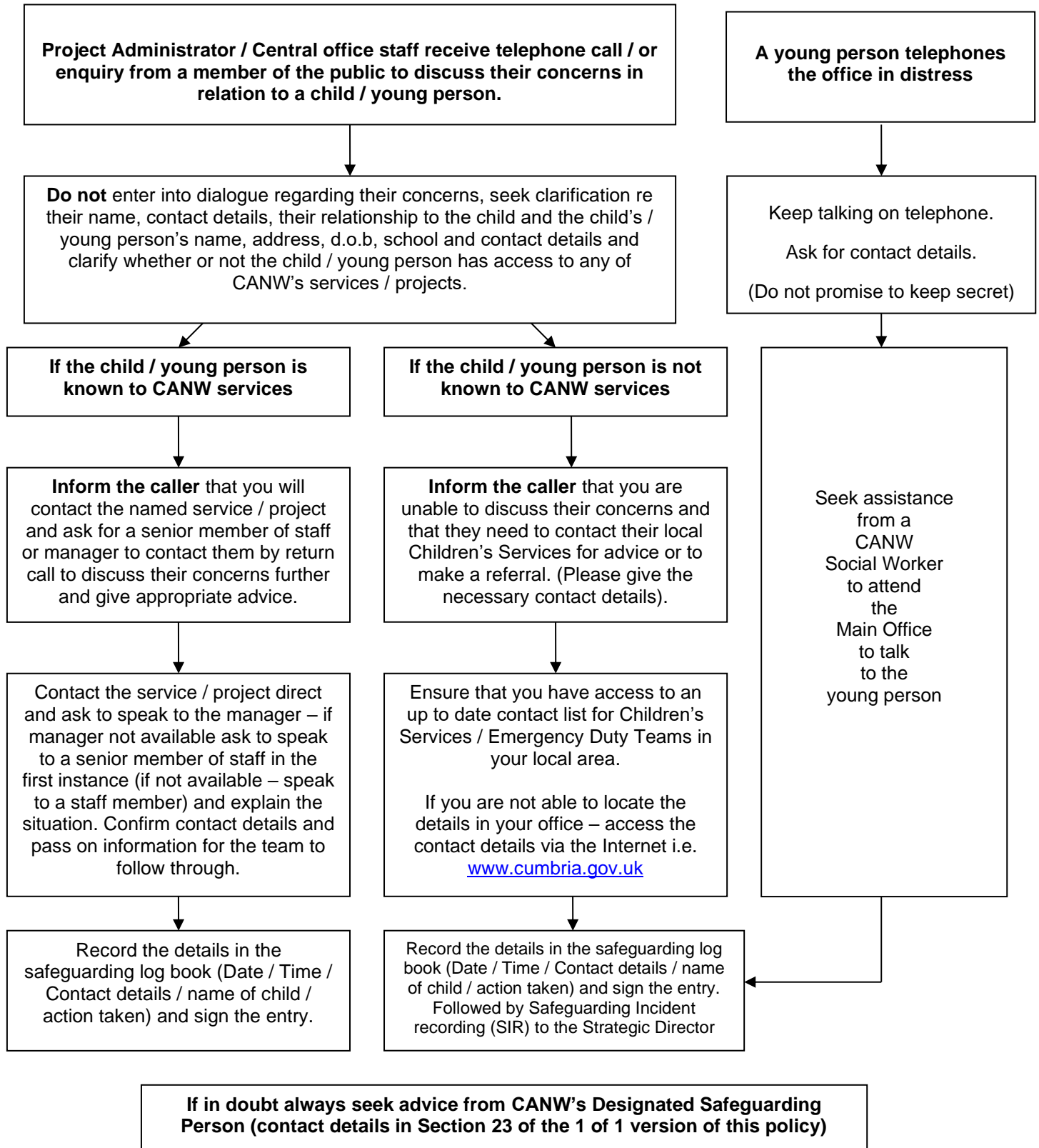
6	Definitions
7	What constitutes abuse and neglect
8	Types of abuse
9	Other safeguarding indicators
10	How to respond to safeguarding concerns
11	Taking steps to protect
12	Early help assessment
13	Referring to children's care
14	Recording of information
15	Information sharing and confidentiality
16	Professional abuse
17	Parent and child placements
18	Information Technology (Internet Abuse)
19	Use of cameras or recording equipment
20	British Association of Counselling and Psychotherapy (Ethical Framework), Guidance for Counsellors / Therapeutic Staff
21	Training / Induction
22	Section 11 safeguarding self-assessment tool
23	Designated persons
24	Cross-reference – related organisational policies and procedures
25	List of abbreviations
26	Useful contact numbers / safeguarding websites / resources

## Safeguarding Procedure / Flow Charts



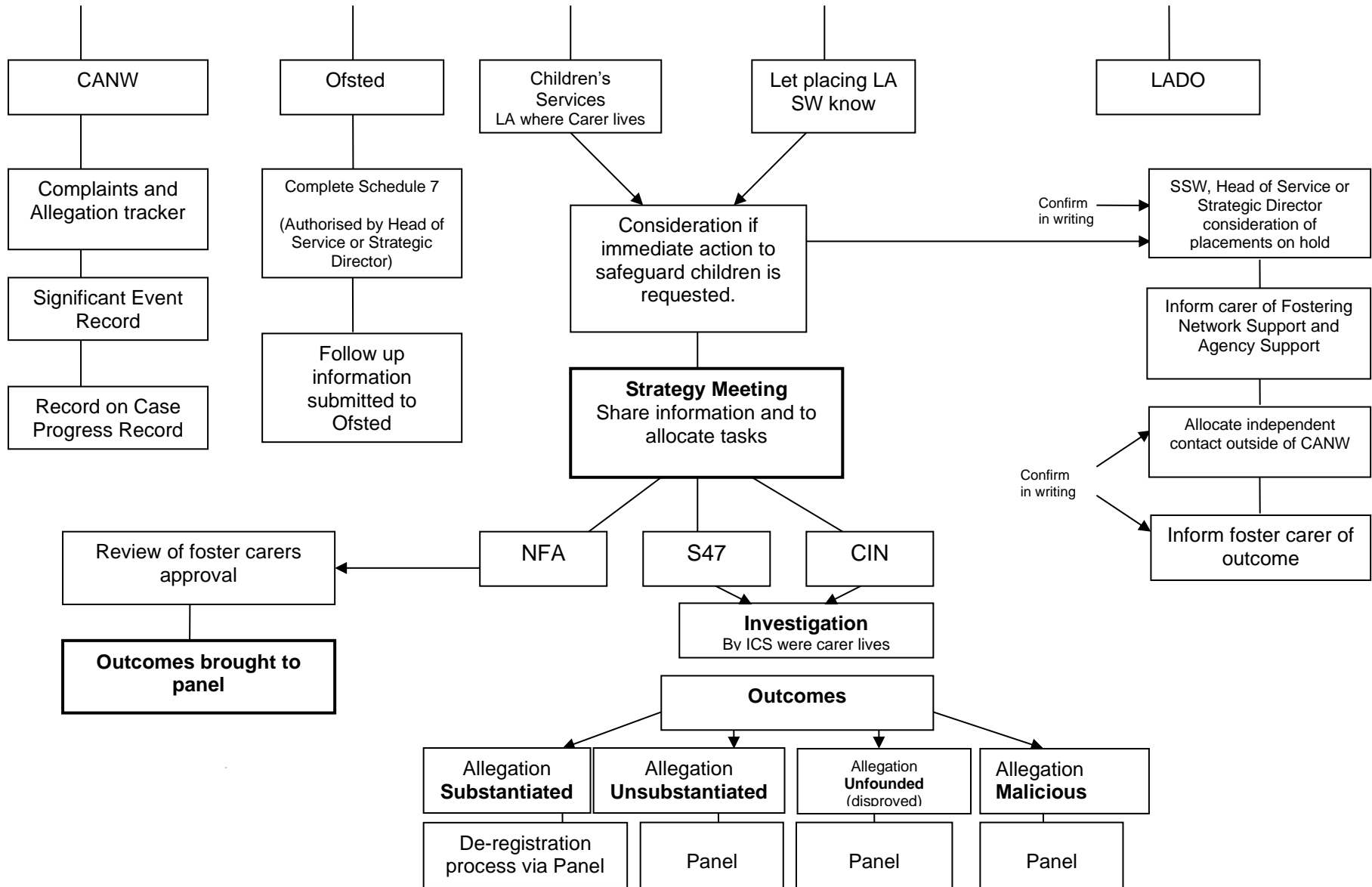
**Practitioner has concerns about a child's / young person's welfare**

## Project Administrator / Central office receives a public enquiry expressing concerns

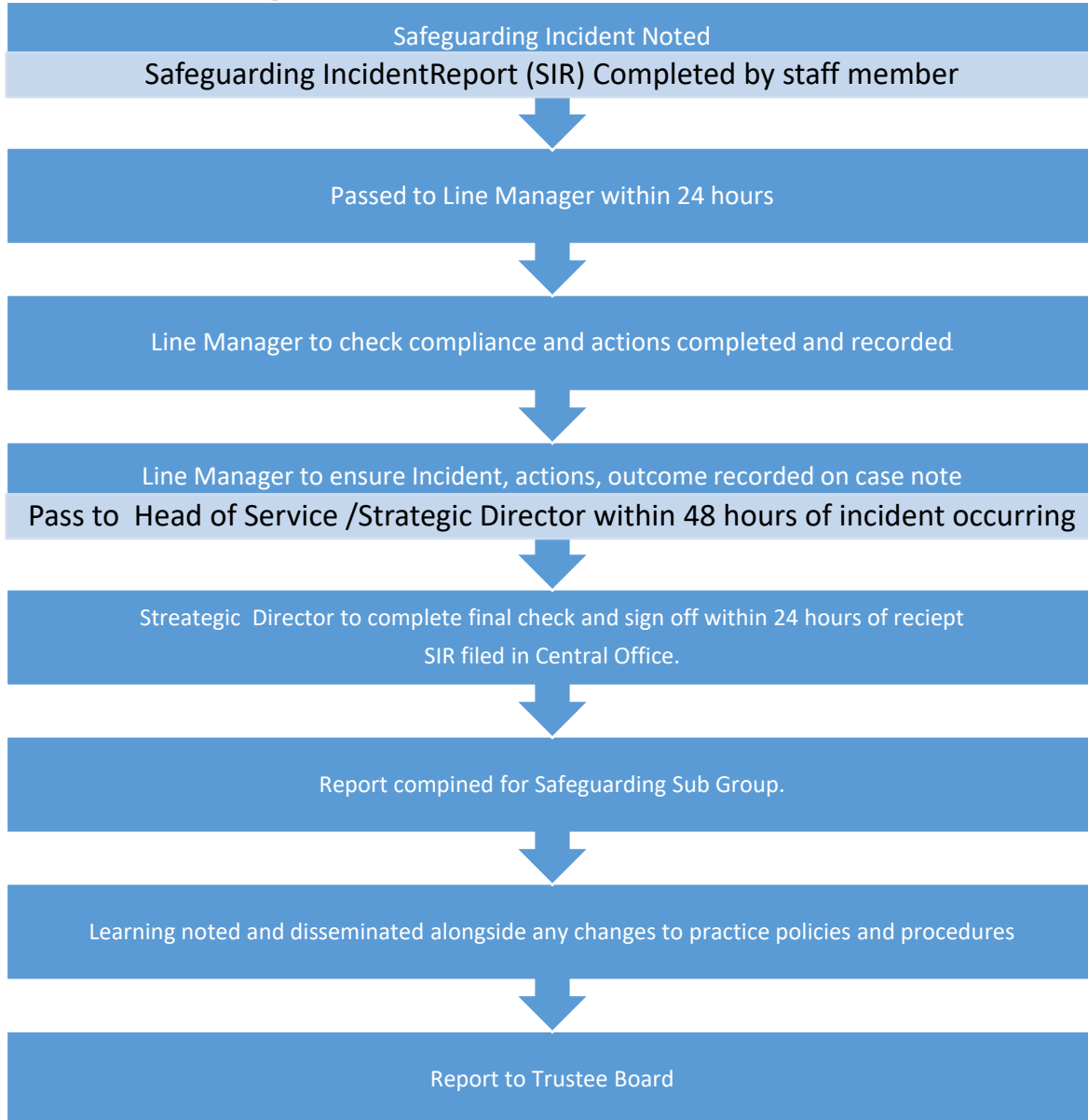


Care Services Procedure (Care & Accommodation Services)

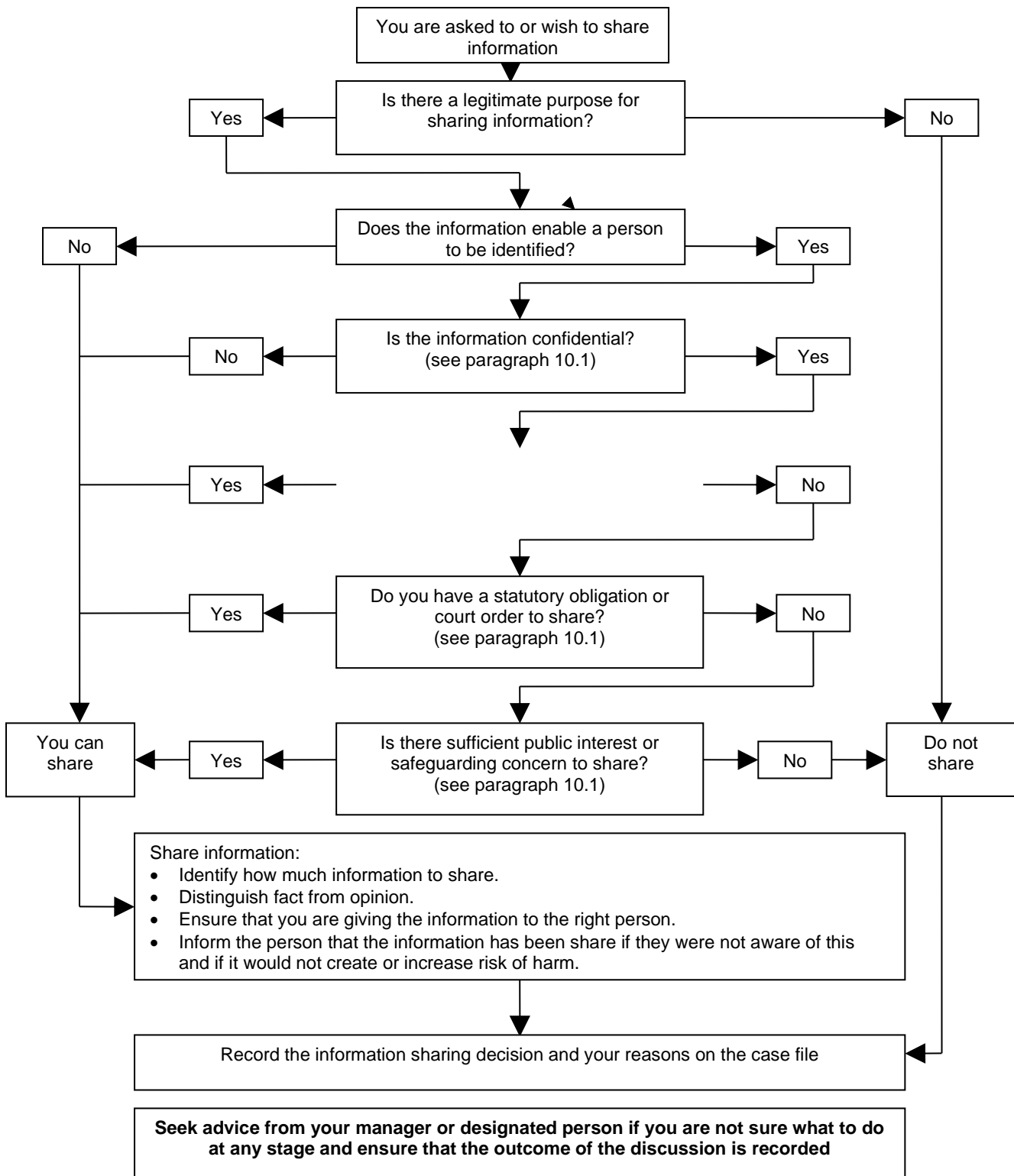
**(Care & Accommodation Services)**  
CANW becomes aware of allegation against carer, family member etc.



**Flow Chart for management notification**



## Information Sharing Flowchart



## APPENDIX A : Local CSE Team Contacts and Guidance

Intelligence and information sharing hold two different significances

**INTELLIGENCE** is where the original source **is known**. It can include knowledge, data, objects, events, or facts which are sought or observed. It is considered the "raw material" for Intelligence. It is relevant to Engage's line of business, it can form part of an ongoing enquiry, it can relate to criminality, it can provide background information, it can fill in blanks, and it can identify behaviour trends, hotspot areas and potential offenders.

**INFORMATION** is where the original source **is not known**. It includes hearsay or third party feedback (for example, "so and so said").

Should you gain any information/intelligence (for example: car registration plates, names, nicknames, addresses) from YP who are vulnerable or open to CSE (child sexual exploitation) please – as well as following the standard procedure - also identify the CSE team for the relevant area, fill out the relevant form (see below) and email it to the email address shown.

The forms can be downloaded from the 'Safeguarding' folder in the 'Documents' area of the Intranet

The 'Engage' form should be used for:

- Blackburn with Darwen
- Burnley
- Hyndburn
- Ribble Valley
- Pendle and Rossendale

The 'Awaken' form should be used for

- \* Blackpool
- \* Fylde
- \* Lancaster
- \* Morecambe and Wyre

The 'Deter' form should be used for:

- Preston
- Chorley
- South Ribble
- West Lancashire

The 5x5x5 Information Intelligence Report Form A form should be used for:

- Bolton Phoenix.ExitTeam@gmp.police.uk
- Bury buryphoenix.cse@gmp.pnn.police.uk
- Manchester protect.team@gmp.police.uk
- Oldham Operation.Messenger@gmp.police.uk
- Rochdale sunrise.rochdale@gmp.pnn.police.uk
- Salford protect.team@gmp.police.uk
- Stockport Phoenix.stockport@gmp.pnn.police.uk
- Tameside childsexualexploitation.tameside@gmp.pnn.police.uk
- Trafford phoenix.trafford@gmp.pnn.police.uk
- Wigan WiganPhoenixCSETeam@gmp.police.uk

The Cumbria Constabulary do not have a specialised unit (as at September 2017). Details should, therefore, be submitted via their 101 email address – [101emails@cumbria.police.uk](mailto:101emails@cumbria.police.uk)





## Intelligence/information submission Form

**INTELLIGENCE** is relevant to our line of business, it can form part of an ongoing enquiry, it can relate to criminality, it can provide background information, it can fill in blanks, and it can identify behaviour trends, hotspot areas and potential offenders. The original source IS KNOWN  
**INFORMATION** is hearsay OR third party....so and so said. The original source is NOT KNOWN

**What INTELLIGENCE do you want to share?** *Include full details, names, date of birth, address etc.*

Once completed please email to [Engage@lancashire.pnn.police.uk](mailto:Engage@lancashire.pnn.police.uk)

<b>How do you know?</b>	Informed by YP
<b>Submitted by:</b>	<b>Date:</b>

Police response -					
To be developed?	Discussed in brief?	Allocated to:	Added to Caseman	NFA	Source notified



## Intelligence/information submission Form

**INTELLIGENCE** is relevant to our line of business, it can form part of an on-going enquiry, it can relate to criminality, it can provide background information, it can fill in blanks, and it can identify behaviour trends, hotspot areas and potential offenders. The original source IS KNOWN  
**INFORMATION** is hearsay OR third party....so and so said. The original source is NOT KNOWN

**What INTELLIGENCE do you want to share?** *Include full details, names, date of birth, address etc.*

Once completed please email to [Awaken@lancashire.pnn.police.uk](mailto:Awaken@lancashire.pnn.police.uk)

**How do you know?**

**Submitted by:**

**Date:**

### Police response -

To be developed?	Discussed in brief?	Allocated to:	Added to Caseman	NFA	Source notified

# Intelligence/information submission Form – CSE Deter



**INTELLIGENCE** is relevant to our line of business, it can form part of an ongoing enquiry, it can relate to criminality, it can provide background information, it can fill in blanks, and it can identify behaviour trends, hotspot areas and potential offenders. The original source IS KNOWN  
**INFORMATION** is hearsay OR third party....so and so said. The original source is NOT KNOWN

**What INTELLIGENCE do you want to share?** Include full details, names, date of birth, address etc.

Once completed please email to [CSEdeter@lancashire.pnn.police.uk](mailto:CSEdeter@lancashire.pnn.police.uk)

How do you know?

Submitted by:

Date:

**Police response -**

To be developed?	Discussed in brief?	Allocated to:	Added to Caseman	NFA	Source notified

<b>GPMS:</b>	<b>RESTRICTED</b> <input type="checkbox"/>	<b>CONFIDENTIAL</b> <input type="checkbox"/>	<b>SECRET</b> <input type="checkbox"/>
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## 5x5x5 Information Intelligence Report Form A

ORGANISATION AND OFFICER		DATE/TIME OF REPORT	
INFORMATION/INTELLIGENCE SOURCE/INTELLIGENCE REPORT URN SOURCE REF NO. (ISR)		REPORT URN	

### SOURCE AND INFORMATION/INTELLIGENCE EVALUATION TO BE COMPLETED BY SUBMITTING OFFICER

SOURCE	<b>A</b> Always reliable	<b>B</b> Mostly reliable	<b>C</b> Sometimes reliable	<b>D</b> Unreliable	<b>E</b> Untested source
INFORMATION/INTELLIGENCE	<b>1</b> Known to be true without reservation.	<b>2</b> Known personally to source but not to the person reporting	<b>3</b> Not known personally to the source, but corroborated.	<b>4</b> Cannot be judged.	<b>5</b> Suspected to be false
<b>EVALUATION</b>					

### REPORT

<b>PERSON RECORD:</b>	<b>DOB:</b>	<b>NIB CRO:</b>			
OPERATION NAME/NUMBER:			<b>S</b>	<b>I</b>	<b>H</b>

### INTELLIGENCE UNIT ONLY

<b>HANDLING CODE</b> To be completed by the evaluator on receipt and prior to entry onto the intelligence system <b>To be reviewed on dissemination</b>	<b>1</b> Permits dissemination within the UK police service <b>AND</b> to other law enforcement agencies as specified (See guidance)	<b>2</b> Permits dissemination to UK non prosecuting parties (Conditions apply, see guidance)	<b>3</b> Permits dissemination to (non EU) foreign law enforcement agencies (Conditions apply, see guidance)	<b>4</b> Permits dissemination within originating force/agency only: specify reasons and internal recipient(s) Review period must be set (See guidance)	<b>5</b> Permits dissemination but receiving agency to observe conditions as specified (See guidance on risk assessment)
5x5x5 REVIEWED BY: REVALUATED: YES <input type="checkbox"/> NO <input type="checkbox"/>	CROSS-REF URN:		TIME/DATE OF REVIEW:		
DISSEMINATED TO:			PERSON DISSEMINATING TIME/DATE:		
DETAILED HANDLING INSTRUCTIONS:			PUBLIC INTEREST IMMUNITY:		

INPUT ONTO INTELLIGENCE SYSTEM: YES <input type="checkbox"/> NO <input type="checkbox"/>
SIGNATURE (PAPERCOPY):

<b>GPMS</b>	<b>RESTRICTED</b> <input type="checkbox"/>	<b>CONFIDENTIAL</b> <input type="checkbox"/>	<b>SECRET</b> <input type="checkbox"/>
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## 5x5x5 Continuation Form B

INFORMATION/INTELLIGENCE SOURCE/INTELLIGENCE REPORT URN SOURCE REF NO. (ISR)		REPORT URN	
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### REPORT

<b>NOMINAL:</b>	<b>DOB:</b>	<b>NIB CRO:</b>
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OPERATION NAME/NUMBER:	<i>S</i>	<i>I</i>	<i>H</i>

<b>GPMS</b>	<b>RESTRICTED</b> <input type="checkbox"/>	<b>CONFIDENTIAL</b> <input type="checkbox"/>	<b>SECRET</b> <input type="checkbox"/>
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<b>GPMS</b>	<b>RESTRICTED</b> <input type="checkbox"/>	<b>CONFIDENTIAL</b> <input type="checkbox"/>	<b>SECRET</b> <input type="checkbox"/>
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## Guidance to partner agencies

Due to how this information is going to be used it is important that it is recorded accurately with as much detail as possible. Please consider the following points in completing the form:

- Time and date information was obtained
- Time (period of time) and date incident occurred
- Who the information is from, include full name, DOB, addresses and contact details etc
- How did this information come to light, i.e. strategy meeting, CAF, home visit, third party, relative etc
- Who else is aware of this information and has it been recorded elsewhere (this is critical as disclosure of this information may pose a risk to that person)

Please note this is not an exhaustive list and please use your professional judgement.

If the information was supplied by someone other than yourself, on a scale of 1-5 how reliable do you think they are?

You are also being asked to make an assessment of the reliability of the person providing the information. This is to allow the police to assess the value of the intelligence and will be treated as confidential. It will be subjective but please try and be as accurate and reliable when making this assessment.

(1 = Always Reliable to 4 = Unreliable, 5 = cannot be judged/Untested)

How accurate is the information on a scale of 1-4?

(1 = Known to be true beyond doubt to 4 = suspected to be false, 5 = cannot be judged)

(If you are not able to say re above two questions please state rather than guess)

If the information is from a 3rd party would they be willing to engage with the Police?

**Send to: [protect.team@gmp.pnn.police.uk](mailto:protect.team@gmp.pnn.police.uk)**

## Guidance for CSE teams

- The intel report should be sent direct to a secure email address viewed only by Protect officers.
- Protect officer then inputs direct onto FIS where it will be important to name the source of information.
- Tick yes when the box "does this intelligence need to be referred to the dedicated handling unit".
- Location of the original notes needs to be the e-mail.
- All emails need to be stored in a folder in case of audit trail.
- Put in body of text that it needs to be for Protect DI only so that FIO doesn't give it to INPT and duplicate work.