

## Safeguarding Children and Young People

### Response and Reporting Requirements for External Delivery Partners

#### Safeguarding is Everyone's Responsibility

1. Bolton Together are committed to the very highest standards in terms of safeguarding and believe that safeguarding is everyone's responsibility.
2. Delivery Partners are required to have their own robust safeguarding policies and procedures aligned to the Bolton Model which ensure that everyone working for or on behalf of that organisation knows what to do if they are worried about a child, young person or their family.
3. The steps below clarify what action should be taken by Delivery Partners working on a Bolton Together contract if safeguarding concerns about a child or children arise.
4. Safeguarding concerns in this context refer to:
  - (a) information or situations which suggest a child is, or may be, at risk of significant harm and statutory intervention is needed or thought to be needed to keep the child safe.
  - (b) information which comes to light from any source which suggests an adult working for or on behalf of the agency has:
    - behaved in a way which has caused or may have caused harm to a child.
    - committed a criminal offence against a child; or
    - behaved in a way, which suggest he/she is unsuitable to work with children.

#### Where Safeguarding Concerns are Identified by Delivery Partners

5. When safeguarding concerns about a child or children arise, Delivery Partners must follow their own procedures and notify their Designated Safeguarding Lead (DSL) who will decide what action should be taken.
6. Where the Designated Safeguarding Lead (DSL) determines that a referral or report to Police or Children's Social Care is necessary, the safeguarding procedures of the Delivery Partner should be followed, and actions taken accordingly.

7. At the end of the intervention, Delivery Partners should inform Bolton Together if a referral has been made to statutory agencies and the outcome of that referral in their quarterly report. Delivery Partners should not include any personal identifiable details.

**Where a Delivery Partner has made a referral, but the local authority considers that the safeguarding concerns do not meet the threshold for statutory intervention**

8. Where safeguarding concerns reported by a Delivery Partner do not lead to intervention by the local authority, the Delivery Partner's DSL should follow any advice given and in line with own procedures, offer support to the child/family and/or signpost the family to other services.
9. Delivery Partners, and indeed any agency, including Bolton Together, that believes a child is in immediate danger must contact the Police and Children's services without delay.

**Where a Delivery Partner receives an allegation about an adult working for or on behalf of that organisation:**

10. Where an allegation or a concern about an adult working for or on behalf of a Delivery Partner is made to anyone in that organisation, their procedures for managing allegations should be followed. This must involve making contact with the Local Authority Designated Officer (LADO).
11. On the same day the Bolton Together's Chief Executive Officer must be contacted, and the Delivery Partner will be asked to provide the following information:
  - the initials of the person against whom the allegation has been made.
  - the location of their workplace, their role and contact with children.
  - the relationship of the person [making the allegation] to the child concerned
  - confirmation that the allegation had been reported to and discussed with the LADO.
12. An acknowledgment of the information shared will be made by the Chief Executive Officer via email and copied to the LADO and the Safeguarding Lead of the Bolton Together Board of Trustees.

13. Bolton Together's Chief Executive Officer should also be advised if or when a report is made to the Charity Commission and be kept informed of developments at key stages through regular updates.

## **Quarterly Contract Review Meetings**

14. Every quarter, the Delivery Partner will be expected to attend the Quarterly Review Meeting. Delivery Partners are required to contribute to these meetings, including agenda items focused on Safeguarding.
15. The Quarterly report, using the template provided on the Lamplight Database should include brief details of any safeguarding contacts with statutory authorities but must not include personal data. Brief information on Early Help support offered should also be provided.
16. At the conclusion of the contract Delivery Partners will be asked to confirm the status of all reported safeguarding concerns.

## **Safeguarding role of Bolton Together/Chief Executive Officer**

17. The responsibility for safeguarding the safety and well-being of children and their families lies with the Delivery Partners that are working with them. All Delivery Partners must confirm they have in place robust safeguarding policies and procedures, and these should be followed when any safeguarding concerns arise.
18. The safeguarding role of The Chief Executive Officer is to:
  - ensure that Delivery Partners who raise safeguarding concerns within the programme follow their own safeguarding procedures.
  - offer support and guidance to Delivery Partners about how to escalate ongoing safeguarding concerns which the local authority has advised do not meet the required threshold for statutory intervention.
  - respond to safeguarding concerns from other sources in line with Bolton Together's Safeguarding Policy and Procedures.
  - discuss with the Board Safeguarding Lead, safeguarding concerns which, on case-by-case basis, may require intervention or further escalation.
  - record all actions, decisions and outcomes related to safeguarding matters, which are brought to their attention

## **Early Help**

19. Early Help means providing coordinated support as soon as a problem emerges, at any point in a child's life. In Bolton staff must refer to Bolton's Framework for

Action, which provides guidance on how Early Help should be delivered to facilitate a high quality, collaborative approach to holistic assessment, support and planning to enable positive outcomes. For this to be effective, all agencies are required to work together to:

- Identify children and families who would benefit from support
- Undertake an assessment of need with the family
- Provide services to address those needs
- Review progress with the family to ensure that positive change has happened

This might mean when a child:

- Has specific additional needs or is disabled
- Has specific educational needs
- Is a young carer
- Is showing signs of engaging in anti-social or criminal behaviour
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health issues, domestic abuse, and violence
- Is showing early signs of abuse and neglect

To check if an Early Help assessment and plan has been completed for a child, providers can contact the Early Help Access Point via 01204 331500 (option 1) or by emailing [earlyhelp@bolton.gov.uk](mailto:earlyhelp@bolton.gov.uk).

If the child does not have an Early Help plan and the family agree to an assessment being completed, the Lead Professional should complete the Early Help assessment and plan with the family and agree on interventions and outcomes, which is to be reviewed with the family on a regular basis. When completing an Early Help assessment, it is essential to include the child's voice. Completed assessments and reviews should be sent to [BoltonISA@bolton.gov.uk](mailto:BoltonISA@bolton.gov.uk).

The assessment form and further information on Early Help can be found here: <https://www.boltonsafeguardingchildren.org.uk/early-help-working-together>

General enquiries to the Early Help Access Point (including queries, guidance documents and training on Early Help processes) can be made via 01204 331500 (option 1) or by emailing [earlyhelp@bolton.gov.uk](mailto:earlyhelp@bolton.gov.uk).

If you are working with a child and family with complex needs and require coordinated help from a range of services, including Local Authority involvement, they can be referred in to Targeted Help. Before accessing Targeted Help services, the child should have an existing Early Help assessment and an identified Lead Professional. Targeted

Help referrals are to be made using the online form [Worried about a child? – Bolton Council](#).

**Please note that Early Help and Targeted Help are consent based interventions.** The family must agree to an Early Help assessment being completed and must consent to which services or agencies are involved in the process.

## **Contact with Bolton Together/Chief Executive Officer**

20. The Chief Executive Officer can be contacted during office hours. Outside of office hours, safeguarding concerns about risks to a child should be reported to the Police or the local authority via their Emergency Duty Service.

Chief Executive Officer – Louise McDade

**Email:** [louise.mcdade@boltontgether.org.uk](mailto:louise.mcdade@boltontgether.org.uk) **Telephone:** 07547409726

21. If you have any questions about the information included in this document, please discuss with The Chief Executive Officer