

# SHIRLEY CHILDREN'S CENTRE CHILD PROTECTION AND SAFEGUARDING PROTOCOL FOR COMMISSIONED SERVICES

The Designated Person for Safeguarding (DPS) for Shirley Children's Centre is:  
**Katie Coomber – Universal Services Coordinator (USC)**

This policy links to the following:

- Safeguarding Policy
- Child Protection Whistleblowing guidance

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Reviewed	October 2018
5	Oct 2018	Nicky Cook & Katie Coomber	Reviewed	October 2019
6	October 2019	Katie Coomber	Reviewed and updated	October 2020

# SAFEGUARDING AND CHILD PROTECTION POLICY

(For all organisations working in or commissioned to provide services for Shirley Children's Centre)

## Background

As detailed in *Working Together to safeguard children 2018* Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm – depends upon effective and co-ordinated joint working between organisations and professionals who have different roles and expertise.

In order to achieve effective and co-ordinated joint working there must be constructive relationships between individual workers, supported and promoted by senior managers and the Designated Person for Safeguarding in each organisation.

## Purpose

**The purpose of this protocol is to:**

- a) Provide guidance about the statutory duty of each organisation to identify and appropriately refer safeguarding and child protection concerns to the relevant authority (see flowchart overleaf– What to do if you have a safeguarding or child protection concern)
- b) The process by which this duty is to be carried out, for all organisations working in or commissioned to provide services for Shirley Children's Centre

## The role of the Designated Person for Safeguarding

Within the Children's Centre premises the Designated person for Safeguarding is the Children's Centre Manager.

The Designated Person for Safeguarding has the following responsibilities:

## Training

- a) They must have completed a minimum of Working Together to Safeguard Children (formerly Level 2) LSCB inter-agency training, which is updated at a minimum every 2 years. They must have also completed the Designated Person for Safeguarding training.
- b) They are responsible for ensuring that their staff have an appropriate level of Child Protection training and that
- c) The organisations who are commissioned to provide services for the Children's Centre can evidence that their staff have appropriate CP training (assessed as appropriate using LSCB single agency Child Protection training benchmarking criteria) which is updated minimum 3 yearly

## Child Protection referral

- a) The Designated Person for Safeguarding must be informed of any Child Protection referral made by any member of staff in any organisation commissioned to provide services for the Children's Centre and
- b) Must ensure that a copy of the referral is placed on the Children's Centre file.

- c) Monitor the progress of any Child Protection referral via the member of staff who made the referral or via their line manager.

### **Multi-agency role**

Where there is an ongoing multi-agency support or child protection plan the Designated Person for Safeguarding must ensure that a representative of the Children's Centre attends relevant meetings and completes appropriate reports to share information held on the Children's Centre file and concerns raised by any member of staff working within the remit of the Children's Centre.

### **Nomination of a Deputy Designated Person for Safeguarding**

The Designated Person for Safeguarding must ensure that when they are not contactable e.g. through leave or sickness, there is a nominated deputy to take on the role temporarily. The Deputy should also be trained in Child Protection to level of Working Together to Safeguard Children (formerly Level 2) LSCB Inter-agency training, which is updated minimum 2 yearly.

### **What to do if you have a safeguarding or child protection concern**

Please see information in the children's centre

### **Safeguarding requirements at Shirley Children's Centre**

#### **Identification**

Each partner is required to wear identification for the service they are delivering. ID must be worn at all times the centre service is being delivered.

#### **Disclosure Bureau Services Checks – (DBS) Enhanced**

All partners must comply with the ISA requirement to undertake an Enhanced DBS check and disclose the number as part of the children's centre commissioned safeguarding process

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed, trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should you have any queries over this policy and its related procedures

#### **For further information please contact:**

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#### **Policy Endorsement**

This protocol is agreed and signed by the governing body of Forest Academy School