



# Wycombe District Council

## Safeguarding Children Policy

This policy was last updated on: 12<sup>th</sup> October 2016

This policy is to be reviewed by: 11<sup>th</sup> October 2017

For further information, please contact [gemma.brooks@wycombe.gov.uk](mailto:gemma.brooks@wycombe.gov.uk)

## Contents

|  |         |
|--|---------|
| Safeguarding Children Policy Statement             | Page 2  |
| Definition of terms                                | Page 2  |
| Introduction                                       | Page 3  |
| Roles and responsibilities                         | Page 3  |
| Recognising the signs of abuse                     | Page 4  |
| Safeguarding lead(s)                               | Page 5  |
| What to do if you are worried about a child        | Page 6  |
| Wycombe District Council's policies and procedures | Page 9  |
| • Safer Recruitment                                | Page 9  |
| • Induction and Training                           | Page 10 |
| • Protection through Service Provision             | Page 10 |
| • Work Experience                                  | Page 10 |
| • Contractors                                      | Page 11 |
| Confidentiality and record retention               | Page 11 |
| Whistleblowing                                     | Page 13 |
| e-Safety   | Page 13 |
| Photography and images of children                 | Page 13 |

## Appendices

|   |         |
|---|---------|
| A. Useful contacts                                | Page 14 |
| B. Relevant legislation and guidelines            | Page 15 |
| C. BSCB Referral Flowchart and Threshold Document | Page 16 |
| D. Multi-Agency Referral Form (MARF)              | Page 18 |

## **Safeguarding Children Policy Statement**

Wycombe District Council is fully committed to safeguarding the welfare of all children and young people. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and exploitation. Wycombe District Council acknowledges its duty to act appropriately with regards to any allegations about an elected Member, member of staff or volunteer, or towards any disclosures or suspicion of abuse.

Wycombe District Council recognises its duty of care to safeguard children as detailed under the Children Act 1989 and 2004 and Working Together to Safeguard Children 2015 (Appendices B.1, B.2 and B.3).

Wycombe District Council believes that:

- The welfare of all children and young people is paramount.
- All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity; have the right to protection from abuse.
- All allegations, reports, or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner.

Wycombe District Council will ensure that:

- All children and young people will be treated equally, with respect and dignity.
- The welfare of each child will always be of highest priority.
- Bullying (in any form) is neither accepted nor condoned.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- There is a clear line of accountability with regards to safeguarding concerns.
- The organisation will keep updated with regards to changes in legislation and policies for the protection of young people and children.
- All elected Members, staff and volunteers will undertake relevant and appropriate development and training in relation to safeguarding children.
- All elected Members, staff and volunteers within the organisation are fully aware of their responsibilities to safeguarding and their duty to children and young people in their care, and that they fully understand the correct process for reporting concerns.

## **Definition of terms used within this document**

- For the purposes of this policy a 'child' or 'young person' is defined as anyone under the age of 18 years.

- Please note that people over the age of 18 with learning difficulties are covered by the Buckinghamshire Safeguarding Adults Board 'Safeguarding Adults Multi-Agency Policy and Procedures 2016' (Appendix B.4)
- The term 'parent' is used as a generic term to represent anyone with legal parental responsibility such as carers and guardians.
- The term 'elected Members, staff and volunteers' (or similar) is used to refer to employees, District Councillors, volunteers and anyone working on behalf of and/or representing the Council: this includes temporary or agency staff and contractors.

## **Introduction**

Wycombe District Council recognises that every child and young person has the right to live a life to the fullest of their potential, to have fun and be safe in the services which we provide for them and the activities in which they choose participate in.

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004 and in line with the following:

- Working Together to Safeguard Children 2015
- What to do if you are worried a child is being abused 2015 (Appendix B.5)
- Buckinghamshire Safeguarding Children Board Policies and Guidelines (Appendix B.6)

Wycombe District Council recognises that safeguarding is everyone's responsibility. This policy affects and applies to every Wycombe District Council elected Member, staff member, volunteer and anyone working on behalf and/or representing the Council in the provision of services and in its decision-making.

## **Roles and Responsibilities**

All elected Members, staff and volunteers working within Wycombe District Council must:

- Understand the different categories of abuse and neglect, and how to recognise the signs.
- Recognise that some parents/carers may require additional support in raising their children. These may include parental mental health issues, substance misuse and/or domestic abuse.
- Understand their responsibilities in reporting concerns about a child who is being, or believed to be at risk of being abused. This includes reporting any concern they may have regarding another member of staff or volunteer's behaviour towards a child or children.

- Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the organisation's Safeguarding Lead and their role within the organisation.
- If appropriate, liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings/core groups/conferences.

### **Recognising the signs of abuse**

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, in an institution, or community setting - by those known to them, or more rarely by others (e.g. via the internet). They may be abused by an adult or adults, or by another child or children.

**Physical Abuse:** A form of abuse which 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 or deliberately induces illness in a child.

**Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually

inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Safeguarding Lead**

All organisations working with children and young people should have a Safeguarding Lead in place. The Safeguarding Lead will provide a direct point of contact for any elected Member, staff member or volunteer who has a child protection concern. They will record any concerns in a clear and secure manner, and ensure that the appropriate action is taken. The Safeguarding Lead should also ensure that the child protection policy is being fully adhered to.

The Safeguarding Lead for Wycombe District Council is:

**Elaine Jewell, Head of Community Services**

Email: [safeguarding@wycombe.gov.uk](mailto:safeguarding@wycombe.gov.uk) or [Elaine.Jewell@wycombe.gov.uk](mailto:Elaine.Jewell@wycombe.gov.uk)

Telephone: **01494 421800**

If the Safeguarding Lead is not available, elected Members, staff and volunteers should contact the Deputy Safeguarding Leads:

**Sarah McBrearty, Community Safety Team Leader**

Email: [safeguarding@wycombe.gov.uk](mailto:safeguarding@wycombe.gov.uk) or [Sarah.McBrearty@wycombe.gov.uk](mailto:Sarah.McBrearty@wycombe.gov.uk)

Telephone: **01494 421876**

**Gemma Brooks, Community Safety and Engagement Officer**

Email: [safeguarding@wycombe.gov.uk](mailto:safeguarding@wycombe.gov.uk) or [Gemma.Brooks@wycombe.gov.uk](mailto:Gemma.Brooks@wycombe.gov.uk)

Telephone: **01494 421117**

If neither the Safeguarding Lead nor Deputy Safeguarding Leads are available, advice should be immediately sought from **The First Response Team** on **0845 4600001** or email **secure-cypfirstresponse@buckscc.gov.uk**. The First Response Team also has a 24 hour emergency number for calls outside office hours: 0800 999 7677

It should be noted that the First Response email address will only remain secure if the information being sent through is coming from an email address which is also secure.

### **What to do if you are worried about a child**

It is essential that all elected Members, staff and volunteers within the organisation are fully aware of their safeguarding responsibilities and that they are clear about what to do, should they have concerns regarding the welfare and safety of children.

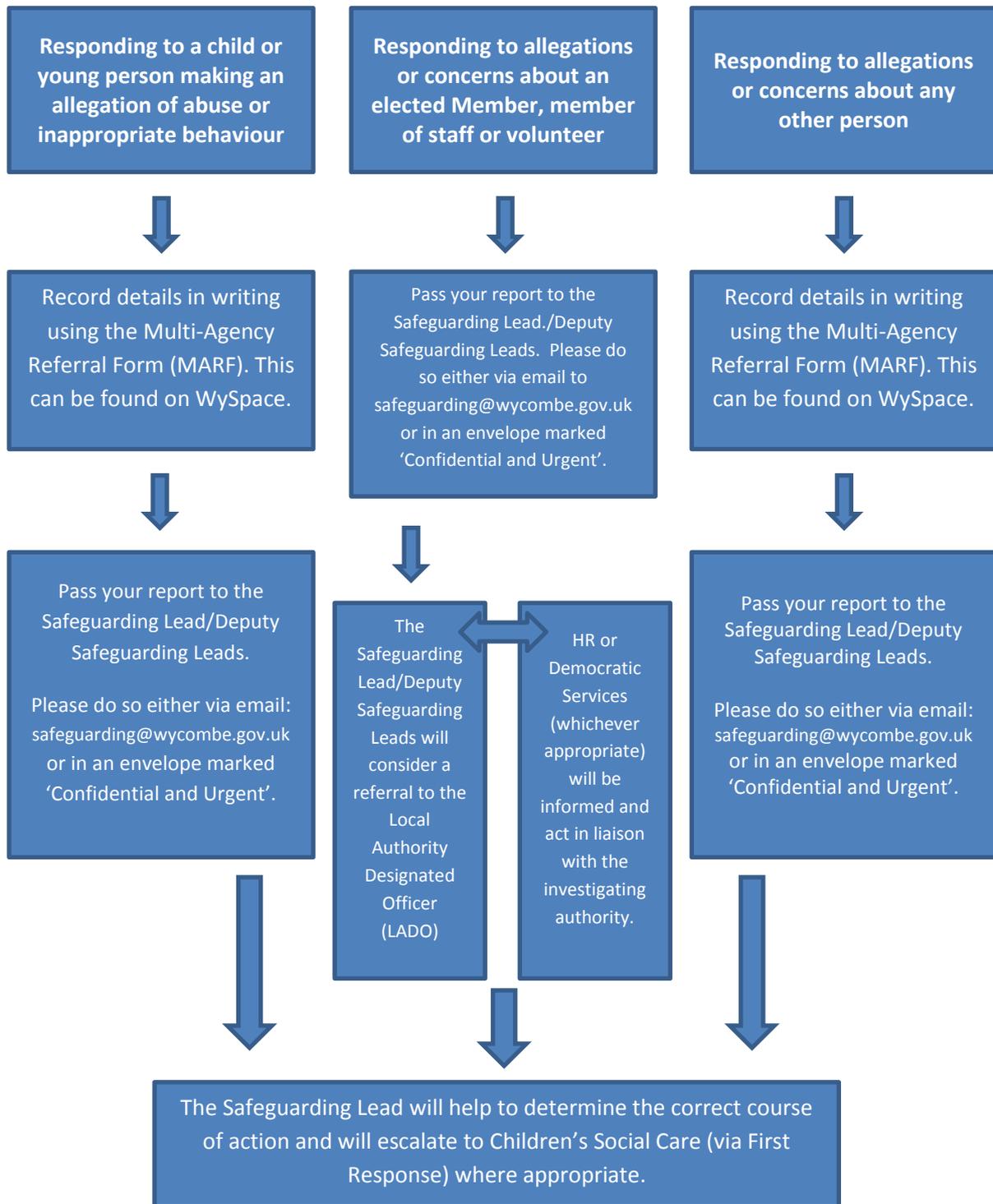
In general, there are three situations that elected Members, staff and volunteers may need to respond to a concern or case, of alleged or suspected abuse.

1. Responding to a child or young person disclosing abuse, i.e. they make an allegation of abuse or inappropriate behaviour.
2. Responding to allegations or concerns about an elected Member, member of staff or volunteer, from your own observation or due to a complaint.
3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user.

***The diagram overleaf illustrates the basic response procedures and actions that should be followed in each of the above situations.***

It is important to emphasise the need for all elected Members, staff and volunteers to contact their Safeguarding Lead /Deputy Safeguarding Leads in the first instance. They will help to determine the correct course of action (referring to the thresholds document if needed) and will escalate to Children's Social Care, via First Response where appropriate (Appendix C).

However, in the case of an emergency where the child or young person is in immediate danger, please telephone Thames Valley Police on 999 before filing a report.



**If there is an immediate risk of harm to a child - DO NOT DELAY.  
Telephone Thames Valley Police on 999.**

### **Further advice in responding to a child or young person making an allegation of abuse or inappropriate behaviour.**

If a child or young person discloses to you that abuse or inappropriate behaviour has/is taking place, you should:

- Listen to the child. Allow them to tell you what has happened in their own way and at their own pace. Do not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions; only ask questions if you are seeking clarification about something they have said.
- As soon as you are able to, make an accurate record of what you have been told using the Multi-Agency Referral Form (MARF) (Appendix D), taking care to note any items, dates or locations mentioned. Use the child's own words where possible.
- Please note the date and time of when the disclosure was made, along with when it was recorded and sign the document.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong in doing so.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to you Safeguarding Lead/Deputy Safeguarding Leads regarding the disclosure. If the Safeguarding Leads are unavailable, ring First Response for advice.

### **Further advice on responding to allegations or concerns about an elected Member, member of staff or volunteer.**

This includes if an elected Member, member of staff, or volunteer has:

- Behaved in a manner that has harmed a child or young person, or may have harmed a child or young person.
- Possibly committed a criminal offence against or related to a child or young person.
- Behaved towards a child or young person in a way that indicates that she or he is unsuitable to work with young people.

These behaviours should be considered within the context of the four categories of abuse i.e. physical, sexual, emotional and neglect, as defined in *Working Together to Safeguard Children 2015*.

The elected Member, member of staff, or volunteer raising the allegation/sharing the disclosure should make a written record of the incident (in the event of a disclosure, the child's own words should be used where possible). The record should include any known dates, times, location of incident(s), any person present, what was said etc. The person raising the allegation/sharing the concern should sign and date the record and immediately inform the Safeguarding Lead/Deputy Safeguarding Leads.

This record should then be countersigned and dated by the Safeguarding Lead/Deputy Safeguarding Leads. Any further discussion should be included in the record, along with any decision made, the reasons for those decisions, and the next course of action – which may include a referral to the Local Authority Designated Officer (LADO), or for the incident to be managed internally.

However, if the concerns relate directly to the Safeguarding Lead/Deputy Safeguarding Leads, the LADO should be approached directly for advice on 01296 382070.

For further information and advice on the full process, please see Buckinghamshire Safeguarding Children Board's "What to do if you are concerned about the behaviour of a staff member of volunteer towards a child or young person" (Appendix B.7).

## **Wycombe District Council Policies and Procedures**

### ***Safer Recruitment***

- Wycombe District Council has a robust recruitment and selection process in place, which meets the BSCB standards.
- It is made clear to applicants that any role involving contact with children and young people will be exempt from the provision of the Rehabilitation of Offenders Act 1974.
- All staff with access to children and young people, whether voluntary or paid must provide at least two references, which must be received and accepted as satisfactory to the Council before employment commences. One referee must be current, or if the applicant is not employed, their most recent employer.
- References must cover the last three years of employment and if in education, be provided by the course tutor. Referees must be previous employers not friends, and must not be related to the applicant.
- All new staff with access to children and young people are to be advised that the Council is entitled to request a Disclosure and Barring Service check.
- Confirmation of employment will be subject to the receipt of necessary clearance.

- Existing staff that have changed jobs and in the opinion of the Line Manager/Human Resources, new duties bring them into contact with young people - must undergo a Disclosure and Barring Service check.
- Disclosure and Barring Service checks should be renewed every three years and young people, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Line Manager is confident that the applicant can be safely entrusted with children and young people.

### ***Induction and Training***

Appropriate training will be given to enable elected Members, staff and volunteers to recognise their responsibilities with regard to their own good practice, along with the reporting of suspected poor practice and concerns or allegations of abuse. This will include:

- Mandatory e-learning module on safeguarding for all new staff – which includes an introduction to this policy.
- All staff whose role brings them into contact with children and young people will receive follow up training on best practices.
- Staff working in contact with children will undertake Safe Practice training.
- Staff who regularly come in contact with children and young people will attend appropriate Child Protection training every three years.
- The Safeguarding Lead/Deputy Safeguarding Leads and all those with advisory or policy writing responsibilities for children protection and safeguarding will receive BSCB multi-agency training every two years.

### ***Protection through Service Provision***

Managers must make an assessment and update of the following on an annual basis:

- The extent to which people under their responsibility have contact with children and young people.
- The risk to the safety of children and young people in specific activities or situations.
- The likelihood of lone workers encountering lone or vulnerable children or young people.

### ***Work Experience***

Wycombe District Council offers young people work experience placements across the Council each year. Although primarily designed to help young people become familiar with the workplace, it is also beneficial to Wycombe District Council; as it provides a direct link to an important part of the district we serve. Any person who has been banned from working with children has the duty to inform their Line Manager of this fact, before they can work in direct contact with a work experience

person. Staff should not travel alone with a work experience student, unless this has been pre-approved by the school and parents.

Wycombe District Council works through Human Resources to provide forwardly planned and structured work experience placements. When the Council offers a work experience placement to students, service managers have a responsibility for their health, safety and welfare. Under health and safety law, these students will be regarded as employees. Further guidance for managers and staff can be found on WySpace.

### **Contractors**

Wycombe District Council and its elected Members, staff and volunteers should take reasonable care that contractors doing work on or behalf of the Council are monitored appropriately. Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children and young people, should have similarly robust child protection and recruitment policies, or failing this, must comply with the terms of this policy. Contractors will be monitored by the Officer responsible for the contract and record the degree of compliance with this policy.

### **Confidentiality and Record Retention**

When an elected Member, staff member, or volunteer is disclosed to and shares that information with the Safeguarding Lead/Deputy Safeguarding Leads, it is the Safeguarding Lead's responsibility to ensure that every effort is made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only, i.e. the Safeguarding Lead and Deputies, Social Care and/or Police. It is extremely important that allegations or concerns are not discussed across the workforce as a whole, as any breach of confidentiality could be damaging to the child or young person, their family, those who are the subject of allegations and any child protection investigations that may follow.

Recorded information should be stored in a secure place with limited access to just the Safeguarding Leads. Wycombe District Council will keep records of the concern and subsequent actions taken for a minimum of six years.

Personal information which is shared by the child or young person on a 1:1 level, such as sexual orientation or gender identification, should also not be disclosed to the workforce as a whole.

If the elected Members, staff, or volunteers wish to discuss situations in order to gain a wider perspective from colleagues, names and identifying information relating to the child and their family should remain strictly confidential.

If an allegation is made against a member of staff - a comprehensive, confidential summary of the allegation should be kept on their personal file. This record should be kept by Wycombe District Council until normal retirement age, or 10 years after the allegation if longer. This record should include a clear outcome, including when cases have been investigated and found to be without substance.

If enquiries arise from the public or any branch of the media, it is vital that all elected Members, staff and volunteers are briefed so that they do not make comments regarding the situation. All enquiries should instead be directed to the Communications Team.

***Sharing referrals or concerns with parents:*** As noted in the referral flowchart (Appendix C), a model of good practice states that consent should be sought from a child's parents/carers before a referral is made to the First Response Team. However, if the referrer believes that seeking consent would place the child at increased risk, a referral can be made without consent. Similarly, if a child's parents/carers refuse consent and the concern remains, the Safeguarding Lead should contact the First Response Team for advice.

If an elected Member, member of staff, volunteer or Safeguarding Lead has a concern about the behaviour of another elected Member, member of staff, or volunteer - parental consent is not required in order to contact the LADO.

***Intra-familial concerns:*** "Intra-familial abuse is abuse which happens within a family unit". It could be physical, sexual, emotional abuse or neglect by a parent(s) towards a child(ren), domestic abuse between parents, or even abuse of a parent of sibling(s) by another child(ren) or young person(s) within the family home.

In some cases, an investigation into intra-familial abuse by a parent or carer may result in a concern regarding the transfer of risk to the children and young people that person may work with, or has other relevant responsibilities to; e.g. through voluntary work or other personal activities or hobbies. In cases such as these, the decision will often be made (by the LADO) to allow the parent or carer time to inform their employer of the forthcoming investigation, in advance of the LADO or organisations such as the Police making contact.

However, if it is felt that allowing a parent or carer this opportunity could undermine any further investigation, or place children or young people at further risk, the decision may be made not to inform the parent /carer that their employer will be contacted. In these instances, the employer will be contacted directly by LADO and will be fully supported by them as to the management of information, along with any

additional support for other members of staff and volunteers, or children and young people, who may be impacted by the case

**Whistleblowing:** If a member of staff or volunteer has a concern regarding a child or young person, or is aware of inappropriate behaviour by another member or staff or volunteer and their Safeguarding Lead /organisation refuses to follow the correct notification procedures, they would be able to alert the First Response Team / LADO directly.

Any employee (both in a paid or voluntary capacity) who whistle blows against their own organisation is protected by the Public Interest Disclosure Act 1998 (Appendix B.8).

### **e-Safety:**

Technology is playing an ever increasing role in the lives of children and young people. As such, it is important that elected Members, staff and volunteers understand the responsibility they have to use this technology appropriately when dealing with children and young people.

If media such as emails or mobile phones are to be used to contact children and young people, this use should be agreed and monitored by your Line Manager. However, use of personal email addresses, mobile telephone numbers or social media pages, such as Facebook, is strongly discouraged.

For further guidance, please see Wycombe District Council's "Information Security and Acceptable Usage Guidelines" on WySpace (Appendix B.9) and the BSCB pages on e-safety (Appendix B.10).

### **Photography and use of images of children:**

As outlined in the Data Protection Act, Wycombe District Council will seek written consent from the parent or carer of any child under the age of 18 using our services or taking part in an organised event, before any photographs are taken. If consent is given, Wycombe District Council will make a clear agreement with the parent or carer as to how the image will be used and how widely (i.e. on the website or issued as part of a press release etc.).

Due consideration will be given to the appropriate clothing and posture, and details such as a child's name or age will not be shared unless integral to the use of the image, in particular when additional identifiers (i.e. school uniform or logo) are being shared.

## **Appendices**

### ***A - Useful Contacts and Information***

#### **Wycombe District Council Safeguarding Lead:**

Elaine Jewell, Head of Community Services

Email: [safeguarding@wycombe.gov.uk](mailto:safeguarding@wycombe.gov.uk) or [Elaine.Jewell@wycombe.gov.uk](mailto:Elaine.Jewell@wycombe.gov.uk)

Telephone: 01494 421800

#### **Wycombe District Council Deputy Safeguarding Leads:**

Sarah McBrearty, Community Safety Team Leader

Email: [safeguarding@wycombe.gov.uk](mailto:safeguarding@wycombe.gov.uk) or [Sarah.McBrearty@wycombe.gov.uk](mailto:Sarah.McBrearty@wycombe.gov.uk)

Telephone: 01494 421876

Gemma Brooks, Community Safety and Engagement Officer

Email: [safeguarding@wycombe.gov.uk](mailto:safeguarding@wycombe.gov.uk) or [Gemma.Brooks@wycombe.gov.uk](mailto:Gemma.Brooks@wycombe.gov.uk)

Telephone: 01494 421117

**The First Response Team:** 0845 4600001

**Buckinghamshire Social Care** Email: [secure-cypfirstresponse@buckscc.gov.uk](mailto:secure-cypfirstresponse@buckscc.gov.uk)

**Thames Valley Police:** 999 (Emergency)

101 (Non-Emergency)

**Local Authority Designated Lead (LADO):** 01296 382070

[secure-lado@buckscc.gcsx.gov.uk](mailto:secure-lado@buckscc.gcsx.gov.uk)

**NSPCC – Information for Children and Adults:** 0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**Employee Assistance Programme:** 0800 882 4102

**PAM Assist**

**Buckinghamshire Safeguarding Children Board:** [www.bucks-lscb.org.uk](http://www.bucks-lscb.org.uk)

Leaflet: Support for Children and Young People

[http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Support\\_for\\_children\\_and\\_young\\_people\\_April\\_2015.pdf](http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Support_for_children_and_young_people_April_2015.pdf)

Leaflet: Information for Parents and Carers

[http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Information\\_for\\_parents\\_and\\_carers\\_April\\_2015.pdf](http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Information_for_parents_and_carers_April_2015.pdf)

Leaflet: Supporting staff and volunteers following an allegation of abuse

[http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Downloads/Supporting\\_Staff\\_and\\_Vols\\_-leaflet\\_April\\_2015.pdf](http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Downloads/Supporting_Staff_and_Vols_-leaflet_April_2015.pdf)

## **B - Relevant Legislation and Guidelines**

1. "Children Act 1989". <http://www.legislation.gov.uk/ukpga/1989/41/contents>
2. "Children Act 2004". <http://www.legislation.gov.uk/ukpga/2004/31/contents>
3. "Working Together to Safeguard Children 2015".  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
4. Buckinghamshire Safeguarding Adults Board "Safeguarding Adults Multi-Agency Policy & Procedures 2016".  
<http://www.buckinghamshirepartnership.gov.uk/safeguarding-adults-board/professional-resources/policies-and-guidance/>
5. "What to do if you are worried a child is being abused 2015".  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
6. Buckinghamshire Safeguarding Children Board Policies and Guidelines  
<http://www.bucks-lscb.org.uk/bscb-procedures/>
7. Buckinghamshire Safeguarding Children Board "What to do if you are concerned about the behaviour of a staff member of volunteer towards a child or young person". <http://www.bucks-lscb.org.uk/concerned-about-child/professionals-report-a-concern/>
8. "Public Disclosure Act 1998".  
<http://www.legislation.gov.uk/ukpga/1998/23/contents>
9. "Information Security and Acceptable Usage Guidelines"  
<https://councillors.wycombe.gov.uk/documents/s24696/Acceptable%20Usage%20Guidelines%20v4%20final%20draft%20PD%20-%20Feb%202016.pdf>
10. BSCB pages on e-safety <http://www.bucks-lscb.org.uk/professionals/e-learning/>

## **C - Buckinghamshire Safeguarding Children Board Referral Flowchart and Thresholds Document**

## **D - Multi-Agency Referral Form (MARF)**