

Catholic Children's Society Safeguarding Procedures Pathways Post Adoption & Aftercare Service

1. Introduction

This document is for any Catholic Children's Society (CCS) employees, or consultants/contractors working in the Post Adoption & Aftercare Service (Pathways). It sets out detailed guidance on how to respond to, report, record and monitor actions relating to managing non-recent (historical) abuse disclosures. These procedures must also be followed for any current safeguarding concerns. They should be read in conjunction with the following documents:

- [CCS Adult Safeguarding Policy](#)
- [CCS Safeguarding and Child Protection Policy](#)
- [The Care Act 2014](#)
- [London Multi-Agency Adult Safeguarding Policy and Procedures](#)
- [RBKC adult safeguarding guidance](#)
- [London Safeguarding Children Procedures and Practice Guidance](#)

If a disclosure/allegation of abuse, either current or non-recent, is made about a person who is employed or volunteering with CCS then the CCS Adult Safeguarding Policy must be followed.

Managers with Safeguarding responsibility for the Pathways Post Adoption & Aftercare Service	
Irena Lyczkowska	Designated Safeguarding Lead (DSL) for Post Adoption & Aftercare (Pathways)
Michelle Hegarty	Senior Designated Safeguarding Lead (SDSL)
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Contact details can be found here: Word Safeguarding Contact Sheet.docx	

2. Definitions

Non-Recent (Historical) Abuse: Is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years old or over, relating to an incident which took place when the alleged victim was under the age of 18.

Adult: Anyone over the age of 18 years.

Employees: Anyone employed by CCS, including employees and those on secondment or placements.

3. Required response when a disclosure is made/concern is apparent

- Treat the concern seriously and take all reasonable steps to protect the adult, as well as any children who may be at risk.
- Reassure the person that they have done the right thing by telling you, and that their safety and wellbeing is important to us as an organisation.
- Call an ambulance if urgent medical attention is needed or the police if a crime is in progress, and immediately inform the service DSL.
- Remind the person about the boundaries of confidentiality which you have agreed at the outset of your communication/work together.
- Talk to the person according to their mental capacity and take account of any special needs they may have. Where appropriate, assess the mental capacity of the adult at risk and follow guidelines depending on the outcome of the assessment.
- Explain to the person what it is you have noticed, or what they have told you, that makes you concerned for them or any children who may be at risk of harm.
- Do not ask leading questions and keep an open mind.
- Do not make assumptions, offer suggestions or alternative explanations.
- Repeat back to the person what you heard them say, in their words, to ensure that you have understood what they have told you.
- Listen to the wishes of the person raising the concern.
- Clarify whether any child or adult who needs care and support may currently be at risk from any alleged abuser.
- Ascertain whether the person is aware of the alleged abuser's recent or current whereabouts and any contact they may have with children or adults who need care and support.
- If there is no current risk to any child or any adult who needs care and support, then the person should be advised that they make a formal complaint to the police, and they should be offered support in doing so.
- Where a person making a disclosure chooses not to make a formal complaint to the police, they should be advised of the benefits of doing so.
- Where you are required to make a report or pass on the concern to another agency against the wishes of an adult (for example where we are required to inform the LADO, police or social services), ensure that they are aware of your reasons for this, and that these reasons are documented.
- Tell the person what will happen next and include them in the process as much as is possible and appropriate.
- Do not give false reassurance or predict what will happen; where you are not sure what will happen you have a duty of candour and you must be honest.
- The person may wish to make a correction of the records – they should be supported to provide their own written account of events, to be stored alongside the records held by CCS.

4. Immediate actions required when a disclosure is made/concern is apparent – for the worker receiving the disclosure/concern

- Inform the Pathways DSL about your concerns immediately after the discussion with the person. This might be by telephone or in person.
- Together, contact the SDSL (or in their absence the Deputy) to discuss the case; in partnership agree what action to take.
- Complete a [Safeguarding Concern Form](#) as follows:
 - **Section 1:** When providing details of the concern record only the facts, in the service user's own words where possible.
 - **Section 2:** Under 'Summary of initial discussion with DSL and SDSL and actions taken' record both actions agreed and the reasons for taking them.
 - **Section 3 (Case closed):** If you select 'Case closed' complete sections 5-6 and ensure the reasons for the case closure are documented.
 - **Section 3 (Further action and monitoring required):** If you select this option leave Sections 4-6 blank.
- Email the completed Safeguarding Concern Form to the DSL and cc the SDSL.

If the service user does not wish to pursue matters, ensure that all options have been explored and that the person is fully aware of the consequence of their decision (see below for further details on consent).

5. Actions required to safeguard children

- If the allegation is about an adult who may have any opportunity to harm children then the Local Authority Designated Officer (LADO) must be contacted by the DSL to agree the correct course of action. The discussion/advice must then be recorded on the Safeguarding Concern Form.
- Where safeguarding concerns about children are raised, these must be passed on by the DSL to the local authority safeguarding team in the area where the child lives.

All the above actions must be completed by the end of the working day of the concern being raised. If for any reason these actions have not been completed they MUST be handed over to your line manager with safeguarding responsibility.

6. Monitoring safeguarding concerns – actions for DSL (or SDSL/DSDSL)

- The DSL (or SDSL/DSDSL in their absence) will create a safeguarding case on the Salesforce CRM and add all details contained on the Safeguarding Concern Form.
- If it has been agreed that further action and monitoring is required, the DSL will follow up with any external services to whom a referral has been made.
- External services are required to provide feedback on a referral. Feedback should be sought until we are satisfied appropriate actions have been completed.

- The DSL will record all monitoring actions in Section 4 of the Safeguarding Concern Form as well as on the Salesforce CRM.
- The worker who raised the concern will be involved throughout this process and will contribute to and review all further actions taken.
- Once the DSL and worker are satisfied that all appropriate actions have been taken the DSL will complete Sections 5 - 6 of the Safeguarding Concern Form. This information will also be copied and pasted into a safeguarding case closure 'Approval Request' on Salesforce which must be submitted to the SDSL.
- Once closure has been approved by the SDSL, the DSL will email the completed Safeguarding Concern Form to the worker who raised the concern. This should then be saved on the service user's file.

7. Ongoing support

- Think about the possible support needed for the service user going forward, including access to specialist counselling or signposting (including for legal advice from the National Association of Child Abuse Lawyers).
- Consider the impact of the actions taken on your work with the service user.
- Consider the impact of the concern on yourself and work with your line manager to ensure you have adequate support.

8. Confidentiality and information sharing

- The boundaries of, and limits to, confidentiality should be clearly set out in the initial contact with the adult, together with the legal duties of the CCS worker. The worker will need to be clear that they will need to inform someone if they have concerns about the safety and wellbeing of any children or vulnerable adults.
- Where sharing information is necessary to prevent harm, lack of consent can be overridden. Assessing this must be done in partnership with the DSL and SDSL.

9. Consent

Where the allegation is made by, or about, a child under 18:

Local child protection agencies should be contacted. They may advise that the police should also be informed. Consent is not required for this.

Where an adult discloses abuse that occurred when they were a child:

The LADO should be notified if there is any chance that the alleged abuser may still pose a risk to children, or to adults who are in need of care and support. The consent of the adult is not required for this. However, the identity of adult who made the disclosure may not be disclosed to the LADO without their consent.

Where the alleged perpetrator is known to have died: The adult should be advised to contact the police and should be offered support to do so. The LADO does not need to be informed, but advice can be taken from the LADO at any time. The identity of adult who made the disclosure may not be disclosed to the LADO without their consent.

Consideration should always be given to the vulnerability of the individual making the disclosure so that the matter can be dealt with sensitively and appropriate support offered.

10. Adult safeguarding concerns

We have a duty of care to those who access our services and staff must be mindful that we are required to take steps to ensure they are safe. Where there are current adult safeguarding concerns the process outlined above must be followed. Adult service users should be referred to the Local Authority when there are concerns that they are at risk of abuse, harm or neglect – either from themselves, an individual or an organisation. You should also consider if they have care and support needs, or if these needs mean they are unable to protect themselves from abuse and neglect.

When self-harm or suicide ideation/intention is disclosed, it must be reported through the above processes. During discussions with the DSL and SDSL an assessment should be undertaken to ascertain the level of risk. This will help determine what actions need to be taken to help keep that person safe. The agreed actions must then be captured on the Safeguarding Concern Form and the Salesforce CRM.

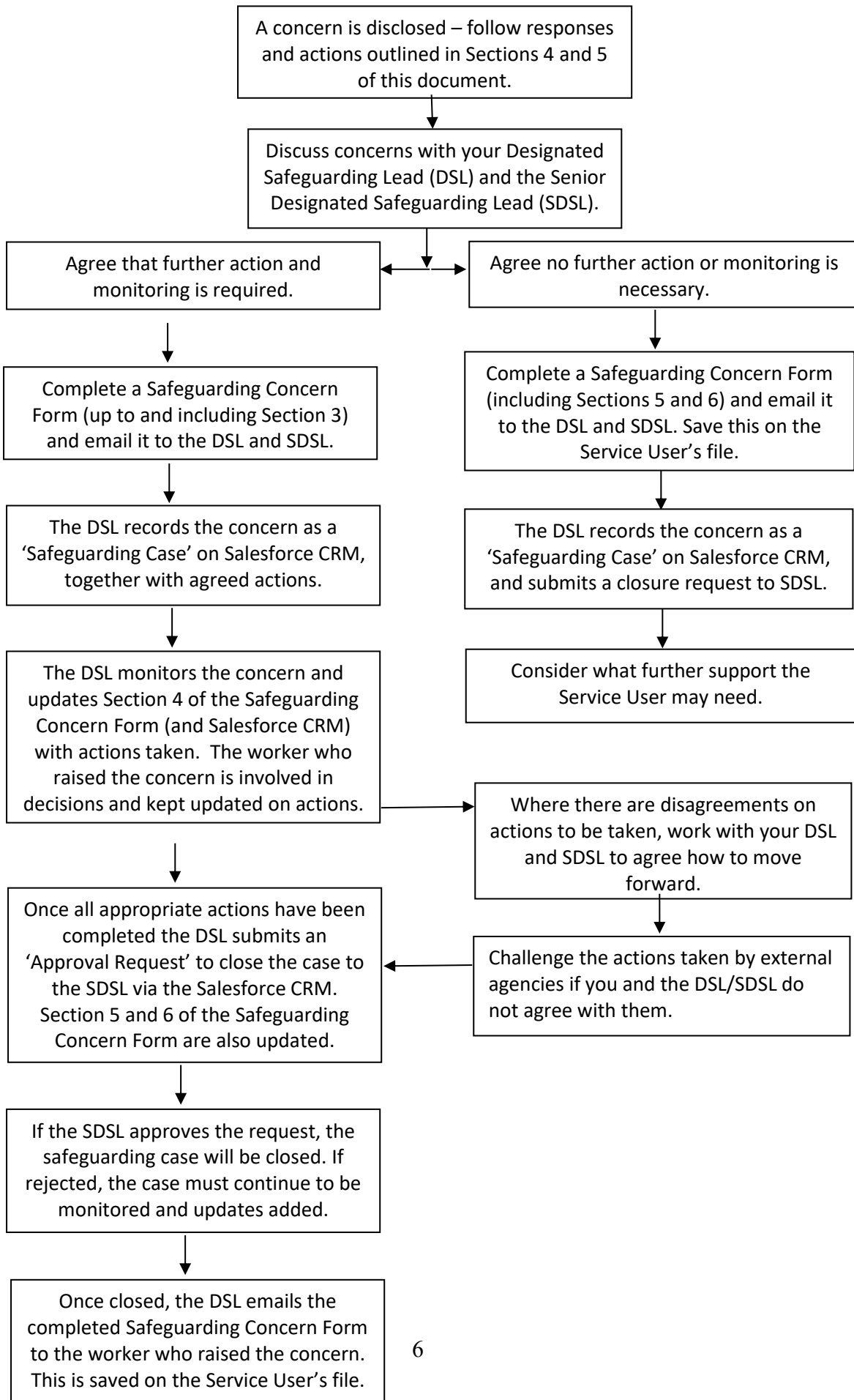
11. Disputes and challenges

There may be times where external services and CCS disagree on how to manage a concern about safeguarding. In these cases the DSL and SDSL will work with staff to challenge and escalate any concerns.

12. Checklist of actions following an allegation/disclosure of abuse or safeguarding concern being raised

In all cases	
	Safety assessment of adult and others made; action taken to remove/reduce risk where possible and recorded.
	Initial conversation held with the adult.
	Best interest decisions made and public and vital interest considered and recorded.
	Consent sought (if necessary)
	Mental Capacity considered.
	Clear rationales for decision making recorded.
Where appropriate	
	Referral to children services if there are children and young people safeguarding concerns.
	Emergency services contacted and recorded.
	Medical treatment sought.
	Referrals to specialist agencies made.
	Police report made.
	Evidence preserved.
	Referral to Local Authority made.

13. Flow chart: Safeguarding Procedures



Referral points for RBKC:

Adult Concerns:

Safeguarding helpline 020 7361 3013 (office hours) / 020 7361 3013 (out-of-hours)

Email: socialservices@rbkc.gov.uk

Child Concerns:

Kensington and Chelsea

Please contact duty child protection officer for consultations and referrals

Telephone: 020 7361 3013

Email: KCLADO.Enquiries@rbkc.gov.uk

LADO:

Aqualma Daniel

Safer Organisations Manager & Local Authority Designated Officer

Tel: 07870 481 712

Email Aqualma.Daniel@rbkc.gov.uk

Possible signposting for further support:

National Association for People Abused in Childhood (NAPAC):

Offers support to adult survivors of all types of childhood abuse, including physical, sexual, emotional abuse or neglect:

<https://napac.org.uk>

Survivors UK:

Provide a national online helpline, individual and group counselling for boys, men and non-binary people who have experienced sexual violence at any time in their lives.

www.survivorsuk.org