

IAC – THE CENTRE FOR ADOPTION
SAFEGUARDING and PROTECTING CHILDREN
POLICY and PROCEDURES 2021

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This policy has been reviewed and approved by the [Barnet Safeguarding Children Partnership](#).

1. Legislation

All organisations that work with children and families share a commitment to safeguarding and promoting their welfare and for many that is underpinned by a statutory duty. IAC – the Centre for Adoption (registered as Intercountry Adoption Centre) works within the requirements of legislation and guidance outlined in:

- Children Act, 1989
- The Human Rights Act, 1998
- Adoption & Children Act, 2002
- Female Genital Mutilation Act 2003
- Children Act, 2004
- Children and Adoption Act 2006
- Equality Act, 2010
- Children and Social Work Act, 2017
- The United Nations Convention on the Rights of the Child
- The Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption, 1993
- The Hague Convention 1996 on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibilities and Measure for the Protection of Children
- Cross-border child protection cases: the 1996 Hague Convention, DfE
- The Adoptions with a Foreign Element Regulations, 2005 (in so far as making arrangements for the adoption of children in relation to inter-country adoption)
- Working with Foreign Authorities; Child Protection Cases and Care Orders, DfE, July 2014
- Adoption; National Minimum Standards, July 2014
- Working Together to Safeguard Children, Statutory Guidance, March 2015
- Working Together to Safeguard Children, Statutory Guidance, July 2018
- Working Together: transitional guidance, July 2018
- London Safeguarding Children Board, Child Protection Procedures

2. Safeguarding and promoting the welfare of children

Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (Working Together) as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

The Guidance is underpinned by two key principles:

- safeguarding is everyone's responsibility – for services to be effective each professional and organisation should play their full part and understand their role and the role of other practitioners and

- a child centred approach – for services to be effective they should be based on a clear understanding on the needs and views of children.

Child Protection is a crucial part of safeguarding and refers to the activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

IAC provides written procedures to the whole workforce (staff, volunteers and contract / sessional workers) on how to deal with suspicions, allegations or concerns about prospective adopters' or established adopters' capacity to keep a child in their care safe from harm. These procedures also extend to concerns about members of the workforce themselves.

IAC acknowledges the advice from the Department for Education (DfE) to assist Local Authorities when dealing with cross-border child protection cases under the 1996 Hague Convention. The Convention applies to situations where contracting States need to co-operate over child protection and welfare cases where there is an international dimension.

IAC's child protection procedures are offered to Barnet's Safeguarding Children Partnership for their consideration and comment.

3. Working Together to Safeguard Children, 2018

Working Together (para. 2.58) requires organisations and agencies working with children to have appropriate arrangements in place to safeguard and protect children from harm.

3.1 A clear line of accountability for the commissioning and /or provision of services designed to safeguard and promote the welfare of children

All organisations have a responsibility to those professionals to whom they report concerns or make referrals and must provide any information to them where it is suspected that there may be a risk to children's health and safety.

The Chief Executive is ultimately responsible for IAC's safeguarding and protecting children arrangements and the (registered with Ofsted) Manager is the designated professional lead responsible for managing allegations and liaising with Local Authority Designated Officers (LADO).

IAC's safeguarding policy and procedures set out the responsibility with clear lines of accountability for staff to safeguard and promote children's welfare and to monitor and report any safeguarding concerns. All staff have a copy of the policy and procedures which are also available on-line.

Social workers are aware of their statutory duties as per legislation to safeguard and promote the welfare of children in their work such as on visits to adopters and children. IAC ensures that all staff and volunteers have access to appropriate safeguarding training, no less than every three years. Sessional staff are expected to source their own and evidence attendance as required. This is monitored by managers in supervision, reviews and appraisals.

In addition, IAC staff can and do access Barnet's Safeguarding Children Partnership's Inter Agency Training Course Programme, which covers a wide a range and levels of safeguarding training.

The contract and job description of each staff member stresses the responsibility they have for safeguarding children's welfare.

Social workers commissioned to provide specific services to IAC have a contract which reflects the importance of safeguarding and promoting the welfare of children and their professional responsibility to familiarise themselves with IAC's Safeguarding and Protecting Children Policy and Procedures.

3.2 Senior board level take leadership responsibility for the organisation's safeguarding arrangements

The Chief Executive and the (registered) Manager have the operational responsibility for the Safeguarding and Protecting Children Policy which is endorsed by the Board of Trustees, who share a collective responsibility for overseeing IAC's safeguarding arrangements.

The Safeguarding and Protecting Children Policy and Procedures are regularly reviewed (at least annually) and communicated to the whole workforce.

The Adoption National Minimum Standards (Standard 25) requires Agencies to have effective Policy and Procedures for dealing with complaints. IAC maintains details of all complaints made which are inspected by Ofsted. The Chief Executive includes details of all complaints and outcomes in a quarterly report to the Board. In the context of this policy, low level concerns may be treated as complaints when a formal safeguarding threshold has not been met.

3.3 A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services

IAC will continue to develop its culture of engaging in dialogue with children when undertaking direct work or when having a responsibility to oversee children in a placement, seeking views appropriate to their age and understanding.

IAC has developed close working relationships with authorities in the children's States of origin and has been accredited by the Adoption Central Authorities of India, China, Kazakhstan and The Philippines, and has working agreements in place in Bulgaria and South Africa in order to have closer collaboration in the children's matching and placements. These partnership arrangements, overseen by the DfE, are internationally accepted as the best, most child protective basis for intercountry adoption placements. IAC complies with Adoption National Minimum Standards (Standard 1) which requires that children's views, wishes and feelings are acted upon unless this is contrary to their interests.

When new services are being planned IAC will and does consult and involve service users in the design and implementation of new services.

Where appropriate, interpreters, translators and Makaton users are commissioned to assist communication with children and their families.

IAC have published a child friendly Children and Adopter's Charter which is visibly displayed in the office and Children's Guides to Adoption Support Services as required by Ofsted.

3.4 Clear whistle blowing procedures, which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed

IAC has a whistle blowing policy and procedures as previously required by the Adoption National Minimum Standards (2011). The policy and procedures are designed to assist staff to feel safe and raise concerns at an early stage whilst at the same time recognising that the decision to report concerns can be difficult.

3.5 Arrangements for sharing information with other professionals and with Safeguarding Partners

Arrangements are in place for the sharing of information with Local Authorities as detailed in the Adoption and Children Act 2002.

Specific arrangements for the sharing of information in respect of children placed with domestic prospective adopters are detailed and agreed in the Adoption Placement Plan.

Since June 2012 IAC has converted a number of approvals from intercountry to domestic adoption. If IAC has any concerns about the welfare of the children placed with IAC adopters, these would be reported without fail and delay to the relevant local authority where the child lives via the LADO and their protocols followed with regards to informing the placing local authority if different.

In cases where the child is in a pre-adoptive arrangement the placing local authority would be informed at the same time as a referral being made to a LADO to ensure complete transparency.

Sharing information on highly serious incidents, such as the death of a child, would also happen without fail and delay to the relevant local authority where the child lives and the placing authority if different.

In cases where the child was placed from overseas IAC would follow the undertakings given to the State of origin, including under the special programme arrangements and inform the DfE Casework Team in the first instance, or the relevant Central Authority if the family reside in Northern Ireland, Scotland, Wales or Isle of Man.

All arrangements for sharing information are superseded in respect of a safeguarding concern when safeguarding procedures will be followed immediately. IAC has clear policies on reporting, recording and information sharing and can evidence where this has taken place and its impact.

3.6 A designated professional lead for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively

The Chief Executive is ultimately responsible for safeguarding arrangements. There are clear lines of accountability which are described in the Safeguarding and Protecting Children Policy Procedures, which lay out roles and responsibilities. The (registered) Manager is the designated professional lead responsible for managing allegations and liaising with the LADOs.

IAC's leadership team has a clear commitment to the importance of safeguarding and promoting children's welfare as detailed in IAC's Statement of Purpose.

The Chief Executive and the (registered) Manager will ensure that the agency's policy and procedures are updated in line with changes and amendments to statutory requirements, regulations and practice.

The contract and job description of each staff member stresses the responsibility they have towards the children's welfare which is underpinned by training and supervision.

3.7 Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a DBS disclosure

Anyone applying to work for IAC in any capacity is expected to complete an application form and provide a clear chronology of employment, with any gaps explained. Application forms are designed to elicit the information IAC believes it needs to ensure safe recruitment.

All new prospective members of the workforce are subject to enhanced DBS disclosures and three independent references which are verified by telephone. In the event of a positive DBS disclosure the Chief Executive will consult with the HR adviser and other senior staff before deciding next steps regarding employment / retaining of services. Any Schedule 1 offence conviction will automatically lead to a termination of any offer.

IAC occasionally has need to commission other agencies to provide services. Where it does, for example, where a family for which it is committed to provide post placement / post adoption reports to the State of origin, moves home within the UK, it will only commission registered VAAs or local authorities with safer recruitment procedures and practices in place. The same expectations apply to VAAs joining the Regional Adoption Agency (RAA) arrangements for which IAC is the lead.

IAC regularly reviews the workforce's need for safeguarding training, which includes training on safe recruitment. Managers involved in the recruitment of others are expected to have undertaken this training and refresher courses at regular intervals. IAC works with an experienced HR consultant who advises on all HR recruitment practice and regularly monitors and reviews policies and procedures.

3.8 Appropriate supervision and support for staff, including undertaking safeguarding training

- *employers are responsible for ensuring all their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;*
- *staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and*
- *all professionals should have regular reviews of their own practice to ensure they improve over time.*

IAC has a culture that enables issues about safeguarding and promoting the welfare of children to be addressed in supervision and in staff and social work meetings. Administrative staff are made aware of child protection issues through their administration meetings.

IAC records all safeguarding training undertaken by staff which is monitored by the Chief Executive and the (registered) Manager and by line managers through appraisals, reviews, supervision and consultation.

All members of the workforce are made aware of IAC's Safeguarding and Protecting Children Policy and Procedures during their induction to the agency.

An annual staff appraisal scheme is in operation and all staff receive regular supervision / consultation with their supervisor.

3.9 Clear policies in line with the requirements of Working Together for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, concern about the quality of care or practice or a complaint. An allegation may relate to a person who has worked with children who has:

- *behaved in a way that has harmed a child, or may have harmed a child;*
- *possibly committed a criminal offence against or related to a child; or*
- *behaved towards a child or children in a way that indicates they may pose a risk of harm to children.*

IAC's Safeguarding and Protecting Children Policy and Procedures include clear procedures for managing allegations and support to those who might be the subject of such allegations. These procedures are in line with statutory guidance. All allegations are recorded as per the procedures.

Allegations and the outcomes of investigations and strategy meetings must be reported to the (registered) Manager who will advise the Chief Executive and notify Ofsted within 24 hours (NMS 29.1).

Notifiable events include:

- a) Death of a child placed for adoption by the agency
- b) Referral to the Secretary of State of an individual working for the agency under the Protection of Children Act 1999
- c) Serious illness of, or serious accident sustained by, a child placed for adoption by the agency
- d) Any serious complaint about a prospective adopter approved by the agency where no child is placed for adoption with that prospective adopter
- e) Any serious complaint about a prospective adopter approved by the agency where a child is placed for adoption with that prospective adopter by the agency
- f) Any serious complaint about a prospective adopter approved by the agency where a child is placed for adoption with that prospective adopter by another agency
- g) Instigation and outcome of any child protection enquiry involving a child placed for adoption by the agency

4. IAC's Safeguarding and Protecting Children Policy

- Safe Recruitment and Organisational Practice
- Responding to Allegations of Harm
- Recording Allegations of Harm
- Monitoring and Review of Child Protection Allegations and Procedures
- Non-recent (historical) Abuse
- Female Genital Mutilation (FGM)
- Anti-trafficking of children

4.1 Safe Recruitment and Organisational Practice

All employees are thoroughly and proportionately vetted in terms of their suitability to safeguard and promote the welfare of children through the application and interview process and by undertaking enhanced DBS checks. Similar checks are undertaken in respect of Trustees, the Agency Decision Maker, the Responsible Individual and the Registered Manager.

No member of the workforce may engage in any direct work with children and families until written confirmation has been received and the outcomes of all references and enhanced DBS disclosures are satisfactory.

IAC will ensure that all people working for the organisation have access to information that enables them to contact the appropriate Local Authority regarding any concern about child welfare or safety.

In the event of any concerns about the welfare and safety of children who are living outside the UK the Chief Executive will either contact the International Child Abduction and Contact Unit (ICACU) who have the responsibility for administering the Central Authorities role in England or the DfE Casework Team in Darlington, which has the responsibility for liaising with other central authorities in an adoption context.

IAC will ensure that its staff disciplinary procedures include the following provision ... 'that failure on the part of an employee to report to an appropriate person (as defined in the Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003) an incident of abuse, or of suspected abuse of a child about whose circumstances they become aware, is a ground on which disciplinary proceedings may be instituted'.

The Chief Executive in conjunction with the (registered) Manager and HR Adviser will regularly (at least annually) review and update safer recruitment policies.

The Chief Executive will ensure:

- that the culture of the organisation is such that concerns can be aired, shared and explored safely and that access to support and information is freely available;
- the culture of keeping children safe is a pre-requisite of everything that IAC does;
- and the principles of safe recruitment extend to prospective adopters who shall also be adequately screened, assessed and checked to minimise risk to vulnerable children.

4.2 Responding to Allegations of Harm

If an allegation relating to the harm of a child is made against prospective or established adopters, the agency must not inform them but will:

- i. expect the person notified about the allegation to report it to the (registered) Manager without any delay;
- ii. expect the (registered) Manager to report the matter to the Safeguarding Team of the local authority where the child is resident without delay;
- iii. liaise and co-operate with any child protection enquiries made by the LADO, including working with the placing local authority.

In **all** cases of allegations of harm towards children received by IAC the agency will:

- i. report the matter to the Safeguarding Team of the local authority where the child is resident without delay;
- ii. keep written records of any allegation of harm and the action taken and outcomes in response, which must be signed off by the Registered Manager when the matter is closed.

The same processes must be followed where an allegation is made against a member of the workforce. Where the allegation is against the (registered) Manager the Chief Executive must be informed first and foremost and where the allegation is against the Chief Executive the Chair of Trustees must be informed first and foremost. In such cases it may be necessary for the member of the workforce to be suspended from duties whilst investigations are undertaken as per IAC's Disciplinary Policy and Procedure.

4.3 Recording Allegations of Harm

The agency will record clearly all allegations of harm against children on the relevant files, including the actions taken. Recordings must be sufficiently detailed and factual and include minutes of meetings convened by LADOs or other agencies. In all cases it is helpful to keep a chronology of key dates and events.

At the conclusion of the process a summary letter, including outcomes should be sent to the person the allegation was made against for their records.

Copies of notifications made to Ofsted, including reference numbers, should also be retained on the relevant file.

The agency will also keep a separate record which brings together key data on all allegations of harm of children, details of the investigation, conclusion reached, and action taken.

4.4 Review of Child Protection Allegations and Procedures

IAC will annually review its Safeguarding and Protecting Children Policy and Procedures to ensure compliance with the requirements of prevailing legislation, regulations, guidance and standards, and that they are consistent with IAC's Statement of Purpose. It will also ensure that all members of the workforce are provided with the policy and procedures and that a copy is readily available on request.

Any updated versions will be ratified by the Board of Trustees and sent to Barnet's Safeguarding Children Partnership.

4.5 Non-recent Child Abuse (referred to as historical abuse in Adoption National Minimum Standards 22.12)

Non-recent child abuse generally refers to adults who were abused as children, usually whilst living away from home in settings provided by Local Authorities, the Voluntary Sector or Independent Providers.

Some children who have been adopted from other countries will have been abused in their country of origin. In such cases, advice will be sought from the DfE (or the relevant Central Authority if the family reside in Northern Ireland, Scotland, Wales or Isle of Man) about what steps they or IAC should take.

When non-recent child abuse allegations are made, they will be responded to in the same way as contemporary concerns (see IAC's Non-recent Child Abuse Policy and Procedures, January 2019).

4.6 Female Genital Mutilation (FGM)

Professionals and volunteers from all agencies have a statutory responsibility to safeguard children from being abused through female genital mutilation (FGM). In England, Wales and Northern Ireland all forms of FGM are illegal under the Female Genital Mutilation Act 2003 and in Scotland it is illegal under the Prohibition of FGM (Scotland) Act 2003. Since October 2015, it has been a mandatory requirement to report FGM for under 18-year olds.

FGM is an issue that may affect children being placed with IAC adopters from across the world, so it is an issue that is explored and discussed in preparation and assessment stages of the adoption process. Training is also provided to members of the workforce.

4.7 Anti-trafficking of Children

IAC is acutely aware of the potential risk to children placed in intercountry adoption having been trafficked and/or exploited and its prevention was at the heart of the development of the Hague Convention on Intercountry Adoption 1993. IAC only applies for accreditation/enters into working agreements with Convention countries. Through working with trusted agencies, as well as adhering to restrictions set in place by the DfE, the agency seeks to do everything in its power to minimise such risks.

Where concerning information comes to light, this will be reported to the DfE without delay.

5. Procedures

The following procedures must be followed in all instances where there is an allegation of harm towards children, including children placed for adoption.

5.1 Procedure

IAC is committed to taking all reasonable steps to ensure that no child or vulnerable adult comes to harm or suffers harm as a result of their involvement with the organisation.

In the course of delivering services, any member of staff could receive an allegation or become suspicious that a child is at risk of or has been subjected to harm whilst carrying out their work.

An allegation or suspicion that a child is at risk of or has been subjected to harm could involve a child living outside the jurisdiction as well as a child living in the UK.

Protecting children is a shared responsibility and the purpose of this policy is to:

- i. ensure that all of IAC's workforce understand what they must do if they receive an allegation or have suspicions that a person may have:
 - behaved in a way that has, or may have, harmed a child;
 - possibly committed a criminal offence against or related to a child;

- behaved towards a child in a way that indicates they are unsuitable to work with children.
- ii. ensure that all people working for the purposes of the organisation have information that enables them to contact the appropriate agencies, regarding any child protection concerns;
- iii. refer suspicions or allegations of abuse or neglect to the appropriate authorities;
- iv. disclose information in connection with child protection procedures.

The organisation's first aim is to safeguard children who are placed, or who will be placed for adoption, from harm.

To this end, all members of the workforce, including prospective adopters, will be appropriately vetted to ensure that there is no known history of child harm or suspected child harm.

The organisation ensures that all people working for the purposes of the organisation are given information to enable them to raise concerns about harm to a child or children.

5.2 Responding to allegations of harm by prospective / adopters

The Government has identified four kinds of abuse - physical, emotional, neglect and sexual abuse.

- i. Any suspicion or allegation of harm relating to prospective adopters or established adopters or members of their households, including other minors, must be taken seriously, no matter how unlikely it may seem at first sight.
 - Any concerns must be recorded immediately to ensure they remain accurate and factual;
 - If the allegation is made by a third party, the referrer must be made aware that it could result in a full child protection investigation, with which they would be expected to co-operate;
 - Anonymous allegations, whilst unhelpful, still need to be treated seriously.
- ii. It is not the responsibility of IAC to investigate any suspicions or allegations. This is always a matter for the Local Authority Children's Social Care Department, and the Police. In the case of a child living outside the UK, it is the responsibility of the proper authorities in the child's country of residence.
- iii. Any action, including speculation, that goes further than clarifying the allegation may put in jeopardy any subsequent investigation and must therefore not be undertaken.
- iv. Any member of the workforce who suspects or is made aware of any allegation of harm must discuss the matter immediately with the (registered) Manager and in their absence their own line manager.
- v. The Chief Executive must be informed at the earliest opportunity.
- vi. The (registered) Manager is responsible for liaising with the Local Authority and for keeping the subject of the allegation informed of progress during and after the investigation.
- vii. It may not always be clear whether a critical threshold of child protection concern has been reached, so all matters must be reported without delay to the Local Authority Safeguarding Team where the child lives;
- viii. During an investigation IAC will arrange for the person subject to the allegation to receive independent support if they so wish.

5.3 Referring the matter to appropriate authorities

- i. As soon as it has become clear that child harm is suspected or alleged, a referral must be made immediately to the Local Authority Children's Social Care Department, where the child lives (or in an emergency the Police). The (registered) Manager or their delegated representative (Chief Executive or Team Manager) is responsible for liaising with the Local Authority Designated Officer (LADO) in the first instance.
- ii. It is the duty of the Local Authority where the child lives to make enquiries where harm is suspected within one working day.
- iii. In the first instance, a referral should be made by telephone. A written referral giving details of the suspicion or allegation must be posted or emailed to the Local Authority within 24 hours.
- iv. The name of the person in each authority who will be taking responsibility for further action should be recorded.
- v. If the suspicion or allegation concerns a child living outside the jurisdiction the advice of the Policy Lead on Intercountry Adoption at the DfE should be sought or the International Child Abduction and Contact Unit (ICACU).

5.4 Recording and disclosing information

These procedures take precedence over other procedures relating to adoption records and to the confidentiality and security of adoption information.

- i. A clear and comprehensive summary of any allegations made against a prospective adopter or member of the prospective adopters' household, or member of the workforce, including details of how the allegation was followed up and resolved, a record of any action taken, and the decisions reached, is kept on the appropriate person's confidential file. In the case of a member of the household it should be clear that this is third party information and cannot be disclosed. A summary should be provided, in letter form, from the (registered) Manager, to the person concerned as soon as the investigation is concluded.
- ii. The information should be retained on the confidential file, even after someone leaves the organisation, until the person reaches normal retirement age or for 10 years if this is longer. In respect of prospective adopters or adult members of their household, the information is retained on their case record for 100 years from the date of the Adoption Order or, if the prospective adopter does not adopt a child, for a period of 25 years.
- iii. The IAC representative must without prejudice provide the LADO, child protection workers, strategy meetings and conferences with any information from existing records, which is pertinent to the child protection investigation.
- iv. The IAC representative must not initiate any further discussion (to investigate or disclose information) about the substance of the suspicion or allegation with the prospective or established adoptive parent/s, nor engage in any such discussion initiated by the adoptive parent/s or other members of their household, if they are the subject/s of the investigations.
- v. Any new information volunteered by the person subject to the allegation and relevant to the investigation must be passed to the investigating LADO and the person should be informed accordingly.
- vi. The IAC representative associated with the case should normally attend any associated meetings and/or conferences, ideally with the (registered) Manager as possible, but not discuss anything other than actions and outcomes, with the person subject to the allegation.

5.5 Responding to suspicions or allegations of harm by a member of staff

- i. Suspicions or allegations of harm relating to a member of the workforce will be dealt with by the Chief Executive (or by the Chair of the Board of Trustees, or one of the other Trustees in their absence, if the suspicion or allegation relates to the Chief Executive).
- ii. The same duties of reporting – as described in Section 4 – apply; including referring the matter to the Children’s Social Care Department of the area local authority in which IAC’s office is located – i.e. London Borough of Barnet.

5.6 Staff disciplinary implications of the regulations

Regulation 16 of the Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) 2003 and Regulation 24J of the Voluntary Adoption Agencies (Amendment) 2005 require adoption agencies to operate a disciplinary procedure that, in particular:

- i. “provides for the suspension of an employee where necessary in the interests of the safety or welfare of children placed for adoption or receiving adoption support services from the agency”;
- ii “provides that the failure on the part of an employee to report, to an appropriate person, an incident of abuse, or suspected abuse of a child placed for adoption or receiving adoption support services from the agency is a ground on which disciplinary proceedings may be instituted”.

An “appropriate person” referred to in 5.6(ii) above is:

- The registered provider or manager or Chief Executive
- an officer of the Registration Authority
- a Police Officer
- an officer of the NSPCC
- an officer of the Local Authority in whose area the organisation is situated (Barnet)
- An officer of the Local Authority in whose area the child is placed for adoption.

In the case of a child living outside the UK, the appropriate person may be located in the central authority, an accredited body or another recognised agency. The DfE must be approached for advice in the first instance, or the relevant Central Authority if the family reside in Northern Ireland, Scotland, Wales or Isle of Man.

5.7 Providers of voluntary adoption agencies must notify Ofsted of specific events and incidents {see Regulation 19 (1) of The Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003. The events to be notified are listed in Schedule 4. Please see Appendix 2 below for guidance.

Appendix 1

Key contact list for professionals working with children and families in Barnet

If you have any concerns about a child:

Barnet Safeguarding Children Partnership

<https://thebarnetscp.org.uk/bscp>

Barnet Multi-agency Safeguarding Hub (MASH)

Tel: 020 8359 4066

Secure Fax: 0871 594 8766

Email: mash@barnet.gov.uk

Operating Hours:

9am – 5.15pm Monday to Thursday

9am – 5pm Friday

Out of Office Hours Emergency Social Work Service

Tel: 020 8359 2000

(Including out of hours Child Protection Referrals)

The Barnet Council Emergency Service Controller will take initial details and contact the appropriate out of hours officer.

CAF Team

CAF Coordinator

Web: www.barnet.gov.uk/caf

Tel: 020 8359 4405/ 4406

Email: e-caf@Barnet.gov.uk

Consultation Line (9.30am - 11.30am Tuesday and Wednesday)

This number is available for consultation, advice or when you just want to talk over a situation and case names are not required.

This number is not for referrals.

Tel: 020 8359 4336

Disabled Children's Team Duty (9.00am – 4.30pm Monday to Friday)

Divisional Managers, Safeguarding Division

(The Safeguarding Division monitors and promotes best practice in relation to children who are receiving a social care service, promotes Safeguarding work within the wider community and handles all allegations by children against people in a position of trust)

Tel: 020 8359 4246

Tel: 020 8359 4532

Hospital Social Work Team Duty

For unborn and children admitted to hospital

Tel: 020 8359 5333

Allegations against professionals working in a position of trust with children in Barnet should be made to:

Local Authority designated officers

Tel: 020 8359 6056

Police Child Abuse Investigation Team (8am-6pm)

At all other times-contact this number where the controller will take initial details and contact the appropriate out of hour's officer.

Tel: 020 8733 5070

Tel: 020 8200 1212

Private Fostering

For general enquiries about Private Fostering Contact
Barnet Kinship and Permanence Team

Tel: 020 8359 5315

Email: Dutykinship&permanency@Barnet.gov.uk

To make a Private Fostering Referral contact the Referral and Assessment Team (contact details above)

For further guidance for professionals who are working with children and families in Barnet who may have a concern about a child, young person or unborn child can be found in: [Barnet Children's Service CAF and Social Care Thresholds: A Guide for Practitioners in the Children's Workforce](#).

Designated Nurse NHS Barnet Clinical Commissioning Group

Tel: 020 8216 2332

For safeguarding advice and consultation for health colleagues

Tel: 07887 633691

Appendix 2

OFSTED

Ofsted
Piccadilly Gate
Store street
Manchester
M1 2WD enquiries@ofsted.gov.uk

Notification form for providers of Voluntary Adoption Agencies should be accessed here. This should be submitted within 24h. (National Minimum Standards 29).

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/376005/Notification form for providers of voluntary adoption agencies.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/376005/Notification_form_for_providers_of_voluntary_adoption_agencies.pdf)

Reason for notification include death of a child placed for adoption by the agency, serious illness or accident sustained by a child placed for adoption by the agency, any serious complaint about a prospective adopter with whom a child is placed for adoption by the agency. Notification obligation lies with all Voluntary Adoption Agencies.

In urgent situations, particularly if there is significant media interest, Ofsted should be alerted on 0300 123 1231 before the form is sent.

Department for Education Casework Team

Intercountry Adoption Casework Team
Level 0, Riverside
Bishopsgate House
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Tel: 0370 0002288

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UK Central Authority

<https://www.hcch.net/en/states/authorities/details3/?aid=229>

Department for Education Guidance on Sharing Information (GDPR)

[file:///C:/Users/SSandhu/Documents/Guidance/GDPR%20Information sharing advice practitioners safeguarding services.pdf](file:///C:/Users/SSandhu/Documents/Guidance/GDPR%20Information%20sharing%20advice%20practitioners%20safeguarding%20services.pdf)

Appendix 3

Useful Links

www.barnet.gov.uk/wwcib/mash

The Multi-Agency Safeguarding Hub (MASH) was developed by the Police, Local Authorities and other agencies to co-locate safeguarding agencies and their data into a secure, research and decision making unit. If you have concerns about a child's safety, you can telephone the MASH team on 0208 859 4066 to discuss your concerns.

<http://www.charity-commission.gov.uk/supportingcharities/protection.asp#4>

This web site contains information on child protection 'staff and volunteers link' or "safeguarding" with good links to other web sites

www.safenetwork.org.uk

Guidance to the VCS from Children England and the NSPCC on keeping children safe from harm.

www.barnardos.org.uk

Useful resources for practitioners, students and teachers as well as information on internet safety and training opportunities.

www.childrenengland.org.uk

Provides useful books and leaflets including 'Positively safe: a guide to developing safeguarding practices'.

www.ncvys.org.uk

Provides the Keeping it Safe toolkit and Sound Systems (the accreditation scheme from the National Council Voluntary Youth Services)

<https://www.londonscb.gov.uk/>

London Safeguarding Children Board – Safeguarding Children at risk

<https://www.gov.uk/government/publications/fgm-mandatory-reporting-in-healthcare>

Department of Health – Female Genital Mutilation Risk and Safeguarding Guides

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/what-to-do-child-speaks-out-about-abuse/>

NSPCC – What to do when a child speaks out about abuse

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/>

NSPCC – Child trafficking information

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