



**LONDON CHILD PROTECTION PROCEDURES AT A GLANCE!**  
[www.londonscb.gov.uk/procedures](http://www.londonscb.gov.uk/procedures)

The procedures are intended to be used as a directory, with professionals accessing the section they need as appropriate. This requires that all staff are sufficiently familiar with the document to know where to look

**Aids to this are:**

- A section called: 'Quick Guide to using the Procedures'
- Detailed contents pages at the front of each section
- Cross-referencing
- Easy electronic access and the facility to download each section separately

**1. Preface and introduction**

*This section is new.*

- It sets out the Government strategy and initiatives, and the principles which underpin the procedures
- It signposts professionals to the assessment tools in appendix 1; and
- It provides a glossary of terms used in the procedures. Key examples include:

**Child** - Children 0 to 17 years and adolescents up to their 18th birthday

**Parent** – parent or carer

**Nominated safeguarding children adviser** - the person in each agency who has responsibility for child protection issues in that agency and provides child protection advice to frontline professionals / clinicians, e.g. child protection lead in schools, designated and named doctors and nurses etc

**Professional / staff member** - Any individual working in a voluntary, employed, professional or unqualified capacity, including foster carers and approved adopters

**Should and must** - these terms are used interchangeably in the procedures

<p><b>2. Roles and responsibilities</b></p> <p><i>This section is significantly expanded</i></p>	<p>It provides a comprehensive description of the roles and responsibilities of the different professionals / services / agencies</p> <p>The London procedures include this for two reasons:</p> <ul style="list-style-type: none"> <li>• The Chief Inspector's report commented that children are safeguarded best when there is clarity and understanding between different agencies about roles and responsibilities; and</li> <li>• A finding from the review of London serious case reviews was that challenges to sub-standard practice often faltered through a lack of confidence on the part of the challenger about the other professional / agency's role and responsibilities</li> </ul> <p><b>The following statement is at the beginning of each service/agency's section:</b></p> <p>" In order to fulfil their obligations to safeguard children and promote their welfare, [ <i>the service / agency</i> ] must:</p> <ul style="list-style-type: none"> <li>• Undertake commitments (<i>reference to statutory duties</i>)</li> <li>• Have systems and arrangements in place</li> <li>• Ensure that their staff are competent</li> <li>• Nominate safeguarding children advisers</li> <li>• Provide an out-of-hours service (<i>as appropriate</i>)</li> <li>• Work with the public / local communities</li> </ul> <p>This should be undertaken in accordance with sections 2.2 Statutory duties, 2.3 Responsibilities shared by all agencies and 2.4 Working with the public / local agencies "</p> <p>Section 2 begins by setting out the responsibilities common to all services / agencies:</p> <p>2.2 Statutory duties</p> <p>2.3 Responsibilities shared by all agencies:</p> <ul style="list-style-type: none"> <li>• Systems and arrangements</li> <li>• Professional competence</li> <li>• Nominated safeguarding children adviser</li> <li>• Out-of-hours service (as appropriate)</li> </ul> <p>2.4 Working with the public / local agencies</p> <p><b>2.3.4 Professionals alert to children missing or not enrolled at a school</b></p> <p>" Professionals in all agencies providing services to children and families should be alert to:</p> <ul style="list-style-type: none"> <li>• A parent being accompanied by their child/ren during school hours</li> </ul>
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	<ul style="list-style-type: none"> <li>• A child who has not attended school for a while or is not on a school roll (this information may be disclosed) In these cases, professionals should ask for the child's address and date of birth, and refer the information to the local authority education service for the area indicated by the child's address, <i>see London supplementary procedure Safeguarding Children Missing from School (London Board (2006))</i> "</li> </ul>
<p><b>3. Information sharing</b></p>	<ul style="list-style-type: none"> <li>• Section 3 provides professionals with assistance in deciding whether to share information about a child and their family, and who to share it with</li> <li>• The section sets out the responsibilities in relation to sharing information for services/agencies and individuals/professionals</li> <li>• It is based on the government guidance issued under the Every Child Matters programme, and the Children Act 2004 (<i>particularly sections 10 and 11</i>)</li> </ul>
<p><b>4. Recognition and response</b></p> <p><i>This section has not changed significantly.</i></p>	<ul style="list-style-type: none"> <li>• It provides assistance in recognizing the signs/symptoms that a child may be experiencing harm through abuse or neglect</li> <li>• The section: <ul style="list-style-type: none"> <li>- defines 'significant harm' and the types of neglect and abuse</li> <li>- provides guidance on how to recognise abuse and neglect in relation to an individual child</li> <li>- sets out how an individual professional/agency should respond when a child is recognised to be experiencing harm</li> </ul> </li> </ul>
<p><b>5. Children in specific circumstances (cisc)</b></p> <p><i>This section is significantly expanded and has several new sections</i></p>	<p><b>Section 5:</b> should in some cases be read together with section 4 to better understand the circumstances in which a child could be at risk of harm, to:</p> <ul style="list-style-type: none"> <li>• Assist a professional in recognising the situation the child is in; and</li> <li>• Provide guidance on how best to respond, e.g. where usual procedures need to be adapted to avoid increasing the risk to the child</li> <li>• This section helps professionals raise their awareness of the circumstances in which a child may be being abused or neglected, and/or</li> </ul>

- Provides professionals with assistance in recognising the signs in a child that they may be experiencing harm through abuse or neglect
- When responding to children in specific circumstances, the relevant sub-section of section 5 should be read in conjunction with section 4

## **5.1 Introduction**

### **5.1.1 Socially excluded/isolated children and families**

#### **5.1.7 Good practice checklist**

- Information from serious case reviews continues to highlight that, when faced with the complex circumstances of a child's life, professionals find it difficult to keep their focus on the child and the key elements which should contribute to ensuring his/her safety
- Professionals should consider regularly checking their actions against this checklist as a good practice prompt:

#### **Good practice checklist**

- Have you been able to speak to the child alone?
- Can you still do so?
- Where will the child be for the next 24 hours?
- Is the child at immediate risk of harm (physical, sexual, emotional)?
- What information do you have about the child and their family?
- Have you completed a CAF or equivalent?
- Are there other children (siblings, peers) who could be at risk of harm?
- Is the mother at risk of harm? Do she and the child/ren have a safety plan?
- Is it safe to discuss your concerns with the child's parents – or will doing so put the child at greater risk of harm?
- Is there a reason that makes it likely that the child will resist efforts to safeguard him/her (e.g. fear of a pimp, need for drugs)?
- Have you recorded everything that has been said to you by the child, the parents / family, and other professionals?
- Have you recorded everything you have said to others?

- Is there disagreement between health staff about the diagnosis of non-accidental injury? If there is, it must be resolved before the child is allowed home.
- Have you discussed your concerns with your agency's nominated safeguarding children adviser? If not, have you been able to reflect on your concerns with a colleague (in your or another agency) who has appropriate expertise?
- Have you complied with your agency's child protection procedures?
- Is there a need to inform the police because a crime has been committed?

### **5. Children in specific circumstances (cisc)**

- 5.1 Introduction – **new**
- 5.2 Animal abuse and links to abuse of children and vulnerable adults - **new**
- 5.3 Begging
- 5.4 Blood-borne viruses - **new**
- 5.5 Boarding school - **new**
- 5.6 Bullying - **new**
- 5.7 Custodial settings for children – **new**
- 5.8 Custodial settings (children visiting)
- 5.9 Diplomats families
- 5.10 Disabled children
- 5.11 Domestic violence
- 5.12 Fabricated or induced illness
- 5.13 Female genital mutilation
- 5.14 Firesetting - **new**
- 5.15 Forced marriage of a child
- 5.16 Foreign exchange visits
- 5.17 Foster care - **new**
- 5.18 Harming others
- 5.19 Historical abuse
- 5.20 Honour based violence
- 5.21 Hospitals - **new**
- 5.22 Hospitals (specialist) - **new**
- 5.23 Information and communication technology (ICT) based forms of abuse - **new**
- 5.24 Left alone – **new**
- 5.25 Male circumcision - **new**
- 5.26 Missing families for whom there are concerns for children or unborn children
- 5.27 Missing from care and home

	<p>5.28 Not attending school – <b>new</b></p> <p>5.29 Parental mental illness</p> <p>5.30 Parents with learning disabilities</p> <p>5.31 Parents who misuse substances</p> <p>5.32 Pregnancy and motherhood for a child</p> <p>5.33 Pre-trial therapy – <b>new</b></p> <p>5.34 Private fostering - <b>new</b></p> <p>5.35 Psychiatric care for children - <b>new</b></p> <p>5.36 Psychiatric wards and facilities (children visiting)</p> <p>5.37 Residential care - <b>new</b></p> <p>5.38 Self-harming and suicidal behaviour</p> <p>5.39 Sexually active children</p> <p>5.40 Sexually exploited children</p> <p>5.41 Spirit possession or witchcraft - <b>new</b></p> <p>5.42 Surrogacy - <b>new</b></p> <p>5.43 Trafficked and exploited children</p> <p>5.44 Young carers</p> <p>Additional procedures:</p> <p>5.45 Accessing information from abroad</p> <p>5.46 Criminal injuries compensation</p> <p>5.47 Working with interpreters / communication facilitators</p> <p><b>Supplementary procedures</b></p> <p>These form part of the London Child Protection Procedures, and are all summarised and cross-referenced in section 5 (cisc). <b>They are all new:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Children Abused through Domestic Violence</li> <li>• Safeguarding Children Missing from Care and Home</li> <li>• Safeguarding Trafficked and Exploited Children</li> <li>• Safeguarding Children Abused through Sexual Exploitation</li> <li>• Safeguarding Sexually Active Children</li> <li>• Safeguarding Children at Risk of Abuse through FGM</li> <li>• Safeguarding Children Missing from School</li> </ul> <ul style="list-style-type: none"> <li>• The supplementary procedures are available electronically, together with the main London Child Protection Procedures, from the London Board's website: <b><a href="http://www.londonscb.gov.uk/proceduresw">www.londonscb.gov.uk/proceduresw</a></b></li> </ul> <ul style="list-style-type: none"> <li>• They, and the main London procedures, can also be</li> </ul>
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	<p>posted onto an agency's intranet.</p>
<p><b>6. Referral and assessment</b></p> <p><i>This section has not changed significantly</i></p>	<p><b>Section 6:</b> should be read together with section 4 to assist a professional in responding appropriately when a child may be experiencing harm</p> <ul style="list-style-type: none"> <li>• The section helps professionals to know how to respond if they are concerned that a child may be being abused or neglected</li> <li>• Section 6 should be read together with section 4 and a relevant sub-section of section 5</li> <li>• Sections 6 and 7 describe what will happen when a child is referred to LA children's social care</li> </ul> <p><b>6.4 Indicator table - new</b></p> <ul style="list-style-type: none"> <li>• This is a table providing a guide to the difference within LA children's social care between a s47 core assessment and an initial assessment. The table is intended as a guide and is not exhaustive</li> </ul> <p><b>6.9 Quick referral flowchart - new</b></p> <ul style="list-style-type: none"> <li>• This flowchart shows the pathway for a referral, from a professional having initial concerns through to the eventual referral to LA children's social care</li> </ul>
<p><b>7 Child protection enquiries</b></p> <p><b>8 Child protection conferences</b></p> <p><b>9 Implementation of child protection plans</b></p> <p><i>Sections 7, 8 and 9 have not changed significantly</i></p>	<ul style="list-style-type: none"> <li>• These sections describe what will happen if LA children's social care are concerned that a child may be being abused or neglected</li> <li>• The "Child Protection Register (CPR)" has been replaced by the "List of children with a Child protection Plan", accordingly all references to the CPR have changed e.g. 8.10 Protection Plan</li> </ul>
<p><b>10. Working with Unco-operative Families</b></p>	<p>Its incorporation into the procedures reflects the finding from the review of London serious case reviews that working with unco-operative families is a skill which professionals need support with</p>

<p><i>This section is new</i></p>	
<p><b>11. Mobile children and families</b></p> <p><i>This section has not changed significantly</i></p>	<ul style="list-style-type: none"> <li>The section is unique to London, and represents agreement on partnership working between the Directors of Children's Services. It remains substantially unchanged.</li> </ul>
<p><b>12. Unexpected death of a child</b></p> <p><i>This section is new</i></p>	<ul style="list-style-type: none"> <li>It is taken from <i>Working Together to Safeguard Children 2006</i>, and from April 2008 it will be replaced by a supplementary procedure outlining the London response to all child deaths</li> </ul>
<p><b>13. Risk management of known offenders</b></p> <p><i>This section is new</i></p>	<ul style="list-style-type: none"> <li>It has been written with significant input from the Youth Justice Board, London Youth Offending Teams, the London Probation Service, the Met Police and LA children's social care</li> </ul>
<p><b>14. Organised and complex abuse</b></p> <p><i>This section has been significantly expanded</i></p>	<ul style="list-style-type: none"> <li>using information from '<i>Complex Child Abuse investigations: Inter-Agency Issues, HO and DH 2002</i>'</li> </ul>
<p><b>15 Allegations against staff</b></p> <p><b>16 Supervision and training</b></p> <p><b>17 Safer staff recruitment</b></p> <p><i>Sections 15 and 17 are new. Section 16 is significantly changed and</i></p>	<ul style="list-style-type: none"> <li><b>Sections 15 and 17</b> They reflect the findings of the <i>Bichard Inquiry Report, 2004</i> and the new government guidance, <i>Safeguarding Children and Safer Recruitment in Education, 2006</i>.</li> <li>Sections 15 and 17 have been written by the London Allegations Managers</li> <li><b>Section 16</b> combines information from the 2nd edition of the <i>London Child Protection Procedures</i> and from '<i>Working Together to Safeguard Children 2006</i>'</li> </ul>

<p><i>expanded.</i></p>	
<p><b>18. LSCBs, quality assurance and conflict resolution</b></p>	<p><b>Section 18 is made up of three sub-sections:</b></p> <ul style="list-style-type: none"> <li>• The sub-section outlining the responsibilities of a Local Safeguarding Children Board <b>is new</b></li> <li>• The Quality assurance sub-section <b>contains new information</b> in the form of a summary extract from <i>Safeguarding Children: the second Joint Chief Inspector's Report on Arrangements to Safeguard Children, 2005.</i></li> </ul> <p><b>The conflict resolution sub-section has not changed significantly.</b> It includes:</p> <ul style="list-style-type: none"> <li>• What to do if you disagree with how another professional or agency is responding to / caring for a child and their family</li> <li>• How to respond to complaints</li> <li>• The whistleblowing arrangements which should be available to help you raise protection concerns about colleagues or managers</li> </ul>
<p><b>19. Serious case reviews</b></p> <p><i>This section has not changed significantly.</i></p>	<ul style="list-style-type: none"> <li>• It describes when and how a serious case review should be conducted</li> <li>• That is, when a child is seriously harmed or dies, and neglect or abuse are known to have been factors in the case, and/or where there are concerns about how local professionals have worked together to safeguard a child</li> <li>• The objective of the review being to learn lessons from the case and improve inter-agency working to safeguard and promote the welfare of children</li> </ul>
<p><b>Appendices</b></p>	<ol style="list-style-type: none"> <li>1: Statutory Framework - <b>new</b></li> <li>2: Children's Safeguarding Recommendations - <b>new</b></li> <li>3: Voluntary Agencies Keeping Children Safe - <b>new</b></li> <li>4: Information Sharing Legal Framework - <b>new</b></li> <li>5: Framework for the Assessment of Need for Children and their Families - <b>new</b></li> <li>6: Use of Questionnaires and Scales - <b>new</b></li> <li>7: Missing Persons' Notification Proforma - <b>new</b></li> </ol>

	<p>8: Acronyms - <b>new</b></p> <ul style="list-style-type: none"><li>• <b>Appendix 2: Children's Safeguarding Recommendations</b> has been taken from the '<i>Safeguarding children report: the second joint chief inspector's review of children's safeguards (2005)</i>'</li><li>• <b>Appendix 7: Missing Persons' Notification Proforma</b> is taken from the found in the supplementary procedure '<i>Safeguarding Children Missing from Care &amp; Home, LSCB, 2006</i>' and is currently used by the London Child Protection Co-ordinators</li><li>• The rest of the appendices have been taken from '<i>Working Together to Safeguard Children 2006</i>'</li></ul>
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