

Adult and Children's Safeguarding Contact and Information Pack

Version 5 March 2021

Bury CCG Safeguarding Team

The simplest and easiest way to contact the Safeguarding Team is by emailing our Safeguarding

Generic Mailbox BUCCG.safeguarding@nhs.net

Emails are checked on a regular basis by a team member

Name	Designation	Organisation	Contact details
Clare Holder	Head of Safeguarding and Designated Nurse Adult Safeguarding	Bury CCG	07583 941873 clare.holder@nhs.net
Vanessa Woodall	Designated Nurse for Child Protection	Bury CCG	07929 865735 vanessa.woodall2@nhs.net
Sophie Babb	Designated Nurse Looked After Children (Interim)	Bury CCG	07976622843 Sophie.babb@nhs.net
Marie Buckley	Deputy Designated Nurse for Child Protection and Looked After Children	Bury CCG	07976622802 marie.buckley3@nhs.net
Lorraine Weatherall	Specialist Nurse Adult Safeguarding and Quality	Bury CCG	07976622984 Lorraine.weatherall@nhs.net
Sobia Amin	Administrator	Bury CCG	sobia.amin@nhs.net
Dr Rob Rifkin	Designated Doctor Bury – Children’s Safeguarding	Bury CCG	rob.rifkin@nhs.net
Dr Cathy Fines	Executive Safeguarding Lead/Named GP Bury CCG	Bury CCG	cathy.fines@nhs.net
Community Safeguarding Children Team – Northern Care Alliance			
Sarah Boulter	Named Nurse Safeguarding Children	Northern Care Alliance	0161 253 5957 sarah.boulter3@nhs.net
Liz Spencer	Specialist Nurse for Looked after Children	Northern Care Alliance	0161 253 5957 lizspencer@nhs.net

IF YOU ARE CONCERNED ABOUT A CHILD OR AN ADULT AT RISK OF ABUSE AND WISH TO MAKE A SAFEGUARDING REFERRAL CONTACT:

For Adults: Adults Care Services – **0161 253 5151** adultcareservices@bury.gov.uk

For Children: Children's Multi Agency Safeguarding Hub (MASH) – **0161 253 5678**
childwellbeing@bury.gcsx.gov.uk

NON-EMERGENCY

If there is no immediate danger, or you need advice or information, you can telephone the MASH on **0161 253 5678**. Follow up your referral in writing within 48 hours using MASH referral form.

<https://burysafeguardingpartnership.bury.gov.uk/CHttpHandler.ashx?id=3882&p=0>

OUT OF HOURS EMERGENCY FOR ADULTS AND CHILDREN

DUTY SOCIAL WORK TEAM 0161 253 6606

FOR ANY ADVICE IN RELATION TO SAFEGUARDING ADULTS/CHILDREN PLEASE CONTACT A MEMBER OF THE BURY CCG SAFEGUARDING TEAM VIA OUR GENERIC EMAIL ADDRESS:

BUCCG.SAFEGUARDING@NHS.NET

SAFEGUARDING RESOURCE PACK FOR GENERAL PRACTITIONERS

This resource pack provides a quick point of reference for anyone working within a Primary Care setting, including General Practitioners and their staff members.

It is designed to

- help you make decisions about what to do when you have concerns about a child or adult
- signpost you to sources of local information, help and support

This resource pack is not a substitute for training or team discussion which will help improve the knowledge and confidence of practice staff in safeguarding and promoting the welfare of children and young people.

Remember

Recognise: signs, symptoms, unusual presentations

Respond: seek advice or further information

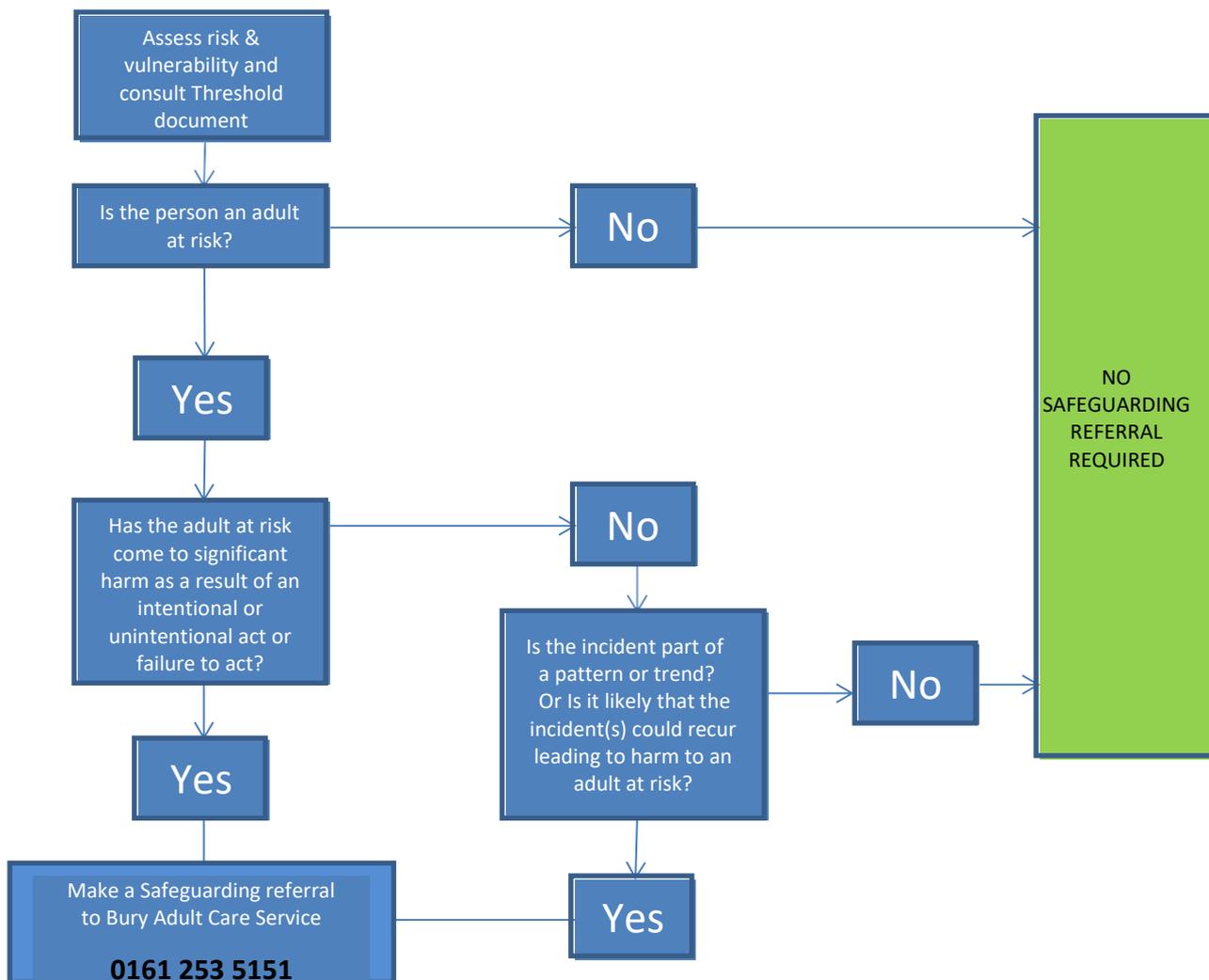
Refer: as appropriate, ensure that someone who can support is aware of your concerns

Key Information for all Primary Care Services Key Practice/Policy Documents and Guidance

There are several other key documents written specifically for Primary Care services which will be referred to in this guide

Document	Hyperlink
Bury CCG	Link to Safeguarding/Bury CCG Web page
Bury Integrated Safeguarding Partnership (BISP)	BISP
BISP Multiagency Safeguarding Arrangements	BISP Multiagency Safeguarding Arrangements
Working Together to Safeguard Children (2018)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
NICE guideline 89: When to suspect child maltreatment (updated 2013) – National Institute for Health and Care Excellence	https://www.nice.org.uk/guidance/cg89/evidence/full-guideline-pdf-243694625
No Secrets. Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse – Department of Health and Home Office (2000)	https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care
Safeguarding adults: the role of health service practitioners (2011) – Department of Health	https://www.gov.uk/government/publications/safeguarding-adults-the-role-of-health-services
The Mental Capacity Act, 2005	The Mental Capacity Act 2005
The Care Act, 2014	The Care Act 2014
Prevent Duty Guidance	Prevent Duty Guidance
Greater Manchester Safeguarding Children Procedures Manual	https://greatermanchesterscb.proceduresonline.com/
RCGP Child Safeguarding Toolkit (2021)	https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/child-safeguarding-toolkit.aspx
Protecting children and young people. The responsibilities of all doctors (2012) – GMC	https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/protecting-children-and-young-people
Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff Fourth edition: January 2019	https://www.rcn.org.uk/professional-development/publications/pub-007366

ADULT SAFEGUARDING REFERRAL FLOWCHART



CHILD SAFEGUARDING REFERRAL FLOWCHART

Step 1

Discuss any concerns with the safeguarding practice lead and/or contact the CCG safeguarding team for support and advice.

Inform parents/carers that you will refer to Children's Social Care :

UNLESS

The child may be put at increased risk of further harm (e.g suspected sexual abuse, suspected fabricated or induced illness, female genital mutilation, increased risk to child, forced marriage) or there is a risk to your own personal safety

Step 2

Make a telephone referral to Children's Social Care (MASH) (tel: 0161 253 5678)

Follow up referral in writing within 48 hours using MASH referral form.

Document all discussions held, actions taken, decisions made including who was spoken to (for physical injuries document injuries observed)

Step 3

Children's Social Care acknowledged receipt of referral and decide on next course of action. If the referrer has not received an acknowledgement within 2 working days contact Children's Social Care again.

Step 4

You may be requested to provide further reports/information or attend multi-agency meetings.

For any advice in relation to Safeguarding Adults/Children please contact a member of the Bury CCG Safeguarding Team via our generic email address: BUCCG.safeguarding@nhs.net

If your concerns are out of hours, please use the emergency contact numbers on page 1 of this information pack.

EARLY HELP

Providing early help is more effective in promoting the welfare of children than reacting later.

- Early help means providing support as soon as a problem emerges, at any point in a child's life, from the mother's pregnancy (help for the unborn child) through to the teenage years.
- Early sharing of information is the key to providing effective early help.

Clinical commissioning groups and the NHS are subject to Section 10 of the Children Act 2004, hence so are GPs who have an important role in identifying families where issues are emerging and ensuring that they are given the support within primary care if possible or encouraged to access help

The new Early Help delivery model has been developed through our multiagency Children Trust Partnership and came into effect 2019.

- There are 3 new locality Early Help teams based in Bury, Radcliffe and Whitefield and support all five neighbourhoods
- The teams are working with children and young people, age 0-19, and their families
- The teams are linked to the schools, so that every school in the borough has an Early Help contact
- Similar pathways to support are being developed for pre-school children and post-school
- The Early Help teams link with partner organisations to ensure a joined-up approach
- A new Early Help assessment, the Story So Far, replaces the previous Early Help Family Support Plan and is already being successfully used by schools and other agencies

Contact details:

Bury East Locality Team (including Tottington/Ramsbottom)

Telephone Number: 0161 253 5200

Whitefield Locality Team (including Prestwich)

Telephone Number: 0161 253 5077

Radcliffe Locality Team

Telephone Number: 0161 253 7465/7468

For further information: <https://www.bury.gov.uk/index.aspx?articleid=10814>

DOMESTIC ABUSE HELPLINE NUMBERS:

- Police – 999 (emergency) or 101 (non-emergency)
- National Domestic Abuse Helpline – 0808 2000 247
- Greater Manchester Domestic Abuse Helpline – 0161 636 7525
- SafeNet Bury - 0300 3033 581 (Bury Domestic Abuse Outreach Service offers confidential, emotional and practical support in the community, helping those experiencing domestic abuse to stay safe and receive professional support with housing-related issues.
- Victim Support Greater Manchester: <https://www.victimsupport.org.uk/> Tel: 0300 303 0162
- Galop LGBTQ+ Helpline – 0800 999 5428
- Mankind (for males) - 01823 334244
- Jewish Women's Aid – 0808 801 0500
- End the Fear: <http://www.endthefear.co.uk/directory/bury>
- Older people and Domestic Abuse: <https://www.wearehourglass.org/> Tel: 08088088141 or free text to 07860052906
- 7 minute briefing – Older people and domestic abuse
<https://burysafeguardingpartnership.bury.gov.uk/CHttpHandler.ashx?id=20800&p=0>
- National Stalking Helpline: <https://www.suzylamplugh.org/Pages/Category/national-stalking-helpline> Tel: 08088020300
- Clare's Law and requesting police data: <https://www.gmp.police.uk/advice/advice-and-information/daa/domestic-abuse/alpha2/request-information-under-clares-law/>
- Bury IDVA (Independent Domestic Violence Advocate) 0161 507 9626.

Ensure you record details of any disclosures in the medical records. Recording information about domestic abuse in the patient electronic record is vitally important to provide holistic care and holistic safeguarding. Refer to the latest guidance:

<https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/-/media/Files/CIRC/Toolkits-2017/Safeguarding-adults-at-risk-Toolkit/Guidance-on-recording-of-domestic-violence-June-2017.ashx>

Other useful links:

<https://www.rcgp.org.uk/clinical-and-research/safeguarding/domestic-abuse.aspx>

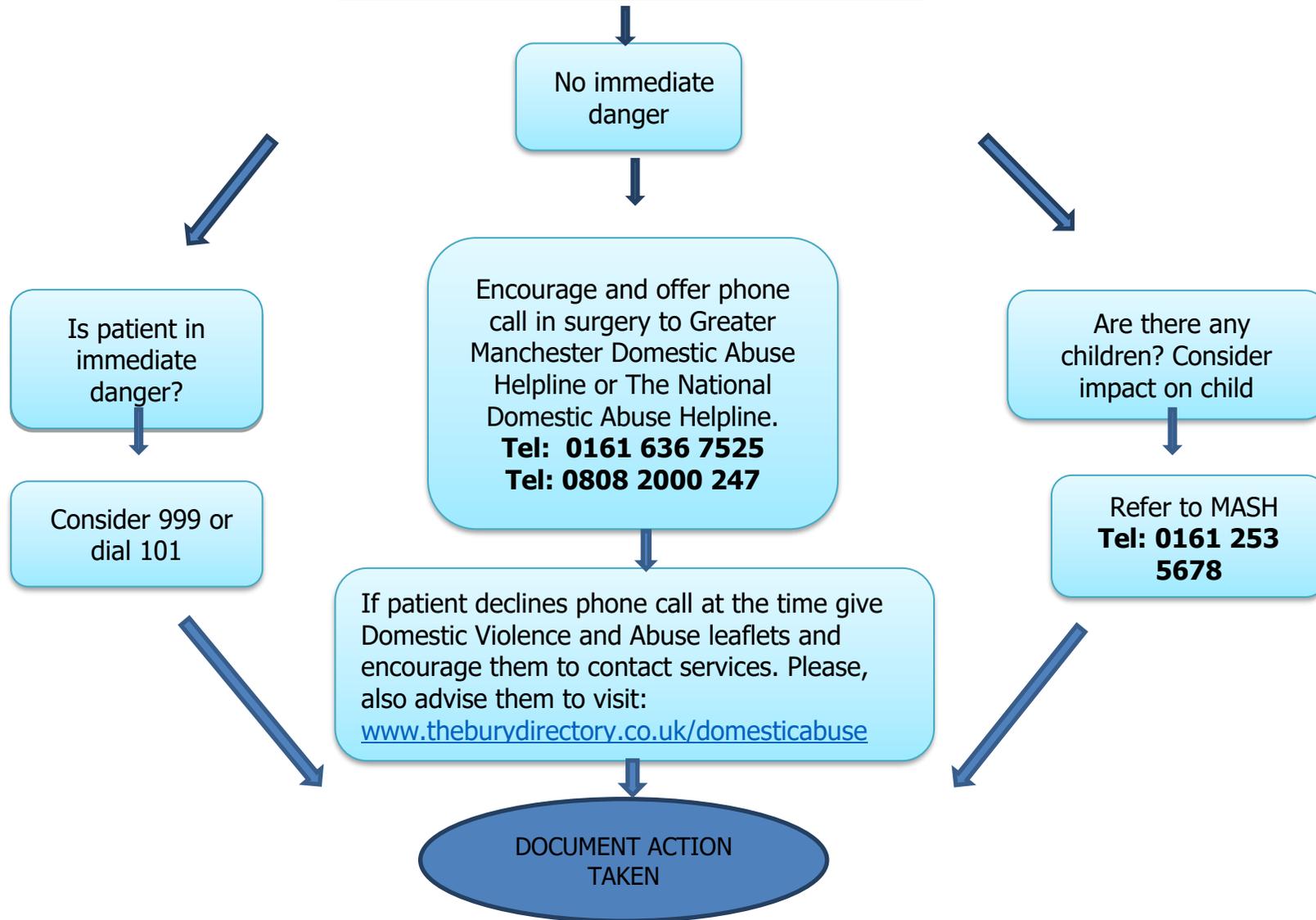
<https://safelives.org.uk/sites/default/files/resources/Pathfinder%20GP%20practice%20briefing.pdf>



Bury

Clinical Commissioning Group

Patient discloses Domestic Violence/Abuse to GP



LADO (LOCAL AUTHORITY DESIGNATED OFFICER)

Allegations against professionals/volunteers that work with children

All allegations about people who work with children, in statutory, independent or voluntary organisations, must be referred to the Local Authority Designated Officer (LADO).

A referral to the LADO **must** be made if there is information about a person indicating they have:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed an offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children. *

*This is new supplementary guidance and will be being sent out to Primary Care about this.

If there is an allegation about someone who works with children about children, they care for in another capacity then this potentially has implications for their professional role and must also be referred to the LADO.

Any allegation can require potentially three different enquiries; a police investigation; a child protection enquiry; and a disciplinary enquiry. The LADO will ensure that enquiries are managed appropriately and that information is shared between the police, children's social care and the employer. The LADO will discuss with the employer how the person who the allegation is about will be supported and managed whilst enquiries are being undertaken and how children will be kept safe whilst enquiries are ongoing. If it is evidenced that someone is unsafe to work with children the LADO will ensure required actions have been taken including, when necessary, referring to the Disclosure and Barring Service.

On occasions someone who works with children can behave in a way that causes their colleagues or management anxieties. Such behaviours may include the failure to understand or appreciate how his or her own actions or those of others could adversely impact up on the safety and well-being of a child; inability to make sound professional judgments which safeguard the welfare of children; failure to understand or recognise the need for clear personal and professional boundaries in his or her work; behaved in a way in his or her personal life which could put children at risk of harm; become the subject of criminal proceedings not relating to a child.

Anyone with concerns about a person's suitability to work with children should contact the LADO for advice and guidance.

The LADO for Bury can be contacted via the Safeguarding Unit on Tel. 07583877250 (0830 – 1800 weekdays) or email LADO@bury.gov.uk

PREVENT

MAKING A REFERRAL

If a member of staff has concerns that a vulnerable person is being drawn into terrorism or terrorist related activity, for both adults and children they should seek advice from the CCG Safeguarding Team as to whether the information should be shared.

The CCG Prevent Lead is Marie Buckley (contact details on page 1). Please ring to discuss any case/concerns.

If you have concerns about an individual, you can make a referral into Prevent. To do this simply fill out the correct referral form and send it to the following email addresses:

- **childwellbeing@bury.gov.uk** (for children referrals)
- **adultcareservices@bury.gov.uk** (for adult referrals)

In addition to this, whether the referral is for an adult or a child, all referrals must also go to **channel.project@gmp.police.uk** and **gmchannel@manchester.gov.uk** (information on referral form)

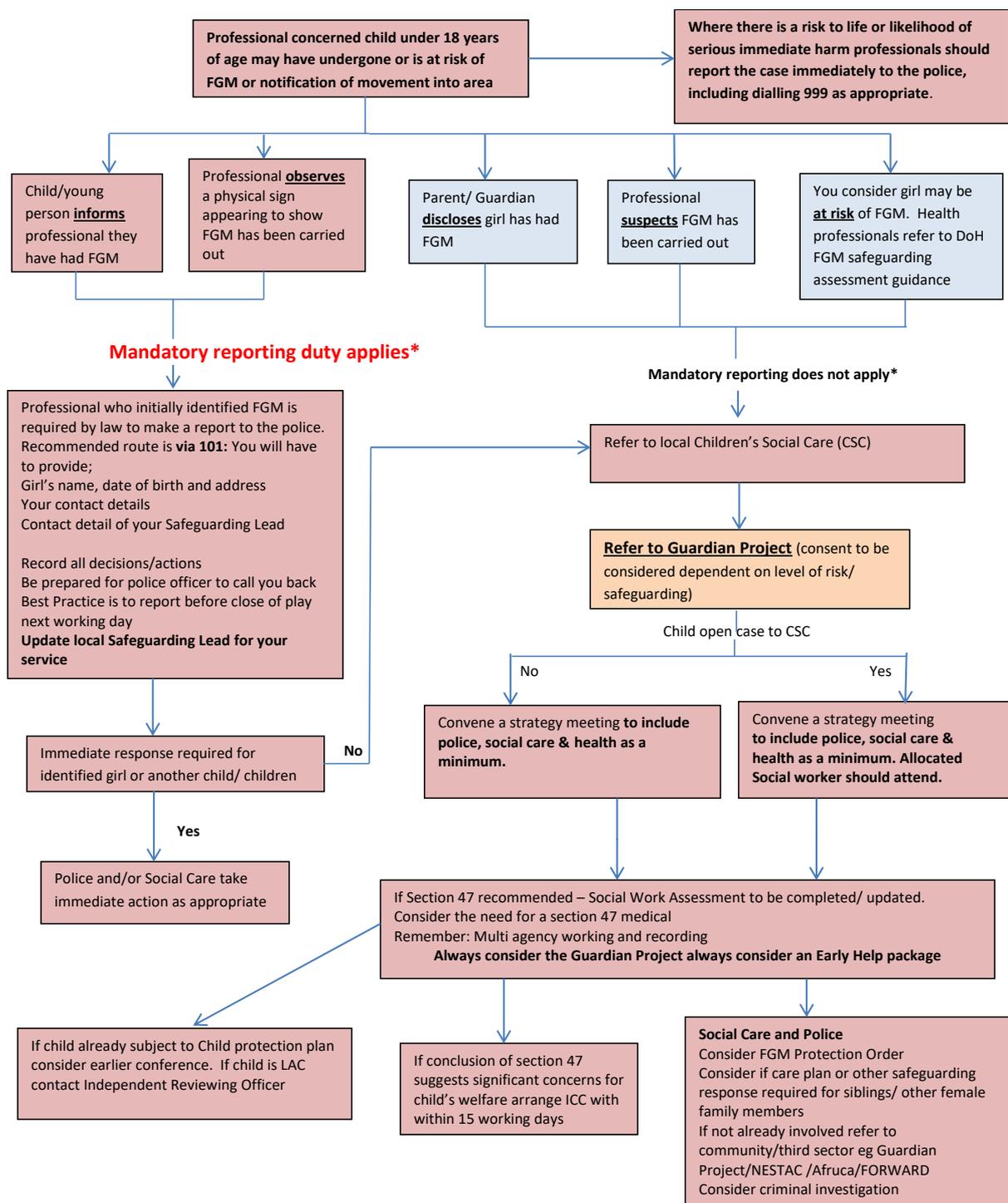
BURY NATIONAL PREVENT REFERRAL FORM:

<https://burysafeguardingpartnership.bury.gov.uk/CHttpHandler.ashx?id=21158&p=0>

FREE TRAINING COURSES

- [The Prevent Mental Health e-Learning package](#)
- [Preventing Radicalisation Level 1 and 2](#)
- [E-Learning \(e-learning for healthcare\) Preventing Radicalisation Level 3](#)
- [Home Office Prevent E-learning](#)
- <http://www.elearning.prevent.homeoffice.gov.uk/>
- <https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>
- <https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

Female Genital Mutilation Greater Manchester Pathway (0-18yrs)



Home Office Mandatory Reporting
 Guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf

DH Guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418564/2903800_DH_FGM_Accessible_v0.1.pdf

FABRICATED OR INDUCED ILLNESS (FII)

Since the publication of the Royal College of Paediatrics and Child Health (RCPCH) guidance on Fabricated or Induced Illness by Carers (FII) in 2009, there have been significant developments in the field. The RCPCH Child Protection Companion 2013 extended the definition of FII in 2013 by introducing the term Perplexing Presentations with new suggestions for management. This new guidance provides procedures for safeguarding children who present with perplexing presentations and FII and offers practical advice for pediatricians on when and how to recognise it, how to assess risk and how to manage these types of presentations in order to obtain better outcomes for children.

<https://childprotection.rcpch.ac.uk/resources/perplexing-presentations-and-fii/>

Professionals should consider the alerting signs mentioned in the link below

https://greatermanchesterscb.proceduresonline.com/chapters/p_fab_ind_illness.html

If you remain concerned or have heightened concerns, you should discuss the child with the safeguarding team within the CCG. If concerns remain, then the child should be discussed with relevant health professionals. At this stage the concern about possible FII **should not** be disclosed to the parent/carer.

INFORMATION SHARING

GPs have a responsibility for raising concerns, sharing information, and working together with statutory agencies to contribute to the 'early help', 'child protection' and 'child in need' processes. General Practitioners are increasingly asked to supply clinical information for safeguarding reasons. **Appropriate information sharing is vital to protect children, and failure to share information in a timely and appropriate manner has often been identified when children have been significantly harmed.**

CONSENT

As a rule, in safeguarding children, consent is not required for Section 47 referrals where a child is considered at risk or is thought to have suffered significant harm. Nevertheless, if undertaking a referral to social services, consent should be sought unless to do so would increase harm to the child. If social services request information, then this should be provided for all section 47 and section 17 referrals. Section 17 referrals are usually made with parent/carer consent, but consent is not required in cases where failure to share information could result in the situation deteriorating. However, for Early Help, consent would be required unless failure to provide early help would result in risk or harm to child. Given the statutory framework and very clear guidance on the requirement to share information, there is a clear understanding that there would need to be very good reasons not to share relevant

information. Remember that some children have come to harm due to a lack of information sharing, but none have been harmed because information has been shared.

For further information:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

HOUSING ADVICE

In this section you will find information on Council Services:

- Homelessness: <https://theburydirectory.co.uk/categories/housing-homelessness>
- Housing Information, Support and Advice: <https://theburydirectory.co.uk/categories/housing-information-support-advice1>
- Central Access Point (CAP) The Central Access Point is a single point of contact for all people to access Housing Related Support Services, which also includes Supported Accommodation: <https://theburydirectory.co.uk/services/central-access-point-cap>
- Advice in Bury Charity network i.e. Bury Citizen's Advice: <https://theburydirectory.co.uk/categories/advice-in-bury-charity-network>

SAFEGUARDING ADULTS

<https://theburydirectory.co.uk/categories/safeguarding-adults>

<https://theburydirectory.co.uk/services/forced-marriage-unit>

<https://theburydirectory.co.uk/services/suicide-bereavement-information-service-greater-manchester>

Bury Community Hub:

- Bury Community Hubs provide support to 11,000 residents in the Borough of Bury that are defined as clinically extremely vulnerable.
- help with food shopping and registering for priority supermarket delivery slots
- help with medicine supplies
- help with registering online for support (please have your NHS number to hand)
- advice about how to get online
- advice about money, debt and welfare benefits
- support because you are lonely, feel anxious or low or just need reassurance and a friendly chat or catch-up

<https://theburydirectory.co.uk/services/adult-care-connect-and-direct-hub>

Achieve – Drug and Alcohol Services, Bury:

Updated March 2021

- <https://www.gmmh.nhs.uk/achieve/>
- <https://www.gmmh.nhs.uk/247-helpline>
- <https://www.gmmh.nhs.uk/child-and-adolescent>
- <https://www.gmmh.nhs.uk/fcamhs>
- <https://www.gmmh.nhs.uk/mental-health-liaison>
- <https://www.gmmh.nhs.uk/substance-misuse-services>

7 MINUTE BRIEFINGS

A series of 7-minute briefings have been created as a learning aid for use in supervision, team meetings, or just as a reminder of the key issues around a theme or current issue. 7-minute briefings can also be produced as part of Safeguarding Adult Reviews (SAR) and Serious Case Reviews (SCR).

BISP 7-minute briefings available via BISP are on prevent, Domestic Abuse and Older Adults, Harmful Gambling, Child Sexual Abuse in the Family Environment and learning from recent case reviews.

Please access via link below:

<https://burysafeguardingpartnership.bury.gov.uk/index.aspx?keyword=7+minute+brief&returnarticleid=8876&articleaction=newsearch&articleid=8880>