



SAFEGUARDING POLICY

This policy was agreed by trustees on: 16th May 2024
It will be reviewed annually and updated as necessary.
The next review is due by: 16th May 2025

Community Action for Refugees and Asylum Seekers
Unit B211, Tooting Works
89 Bickersteth Road
London, SW17 9SH

0208 767 5378
www.caras.org.uk
charity number: 1124376
company number: 6462487



CARAS SAFEGUARDING POLICY

1.0 THE POLICY STATEMENT

Equality statement.

This policy applies to all who are present at CARAS activities. It is intended to help keep all community members, visitors, staff and volunteers safe and does not discriminate according to age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Our duty of care applies to everyone who uses our services. Our duty of care extends to everyone who is part of CARAS activities, whether those activities are taking place online or face to face.

Purpose and aim of the policy.

CARAS believes that everyone accessing the activities we provide has the right to enjoy them in a happy, safe environment. The policy aims to ensure that all staff and volunteers are safely selected and supported and are made aware of the issues to consider and procedures to follow in the case of a safeguarding or child protection concern. Our safeguarding policy is designed to first and foremost protect our community members.

It follows legislation and guidance as laid out in:

The Care Act 2014

Courts and Criminal Justice Act 2015

The Children's Act 1989, 2004

Disclosure and Barring Service Regulations

The Equality Act 2010

Human Rights Act 1998

Serious Crime Act 2015

Revised Prevent Duty Guidance for England and Wales 2015

Working Together

The London Child Protection Procedures

The policy sets out agreed guidelines relating to the following areas:

- DBS Checks
- Adopting 'Safer Recruitment' procedures



- Induction and training for staff and volunteers
- Code of behaviour
- Supervision
- Definitions and signs of abuse
- Guidelines on how to respond to disclosures of abuse
- Reporting procedures
- Whistleblowing procedure
- Sample incident record
- Safe environment
- Insurance
- Contact Details
- Policy review and signatures

In order to ensure a happy, safe and secure environment CARAS will rigorously implement the following policy.



2.0 Definitions.

Abuse- categories of harm, fully detailed below

Board of trustees- the governing body with oversight of all functions at CARAS, and with specific responsibility for ensuring that all legal requirements are upheld

Child- any person under the legal age of majority, i.e. all under 18s

Community member- refugees and asylum seekers who make use of any of CARAS' services, activities or groups

Staff- paid workers, employed by CARAS

Visitors- anyone attending CARAS

Volunteer- any person who offers help to CARAS

Vulnerable adult- an adult who does not have capacity to consent for themselves, or who has care and support needs, or is supported by a social worker

Vulnerability- we consider that all of our community members have some additional vulnerability by virtue of their forced migration experience, their immigration status, and the impacts of these



2.0 DBS CHECKS

- (a) All prospective staff and volunteers working with children and vulnerable adults will be asked to complete an application form as well as a CR13 disclosure form for a DBS check of the relevant level OR give evidence of a satisfactory disclosure issued within the last year. Evidence will be in the form of an existing DBS certificate which we will check. Five years' of addresses are needed in order to apply for a DBS check; applicants must be able to provide a current UK address.
- (b) Volunteers supporting our work with adults do not, by law, need a DBS check. However, as all of our activities for adults welcome parents whose children may be present, we deem it necessary to DBS check all volunteers.
- (c) If any criminal record is disclosed by a prospective employee or volunteer, then their case will be taken to a panel of people with child protection training. Each case will be considered according to the criteria set out in Appendix 1.
- (d) University students on placement are likely to already have DBS clearance. The CARAS volunteer coordinator will request to see a scanned copy of their certificate. Where they do not have a DBS check, they will be taken through the above steps as per regular volunteers.
- (e) Volunteers may begin their roles before the disclosure has been received provided the other recruitment criteria have been met, and provided they are supervised at all times by leaders who have already obtained satisfactory disclosures from the DBS.

3.0 ADOPTING SAFER RECRUITMENT PROCEDURES

- 3.1 The following safer recruitment procedures are in place for all CARAS projects.



- a) All prospective staff and volunteers are to complete a written standard application form which includes
 - i. a full employment history
 - ii. a request for two referees
 - iii. a declaration regarding whether they have ever been convicted charged or cautioned in relation to any offence, and informed of the provision of the Rehabilitation of Offenders Act 1974
 - iv. a declaration regarding any complaints of abuse against them.
- b) All prospective staff and volunteers are interviewed to find out about their past experience and attitudes, ensuring that they are aligned with CARAS' values.
- c) CARAS will take up the two references specified in the application form. One must be from a recent employer. Appointment to a role will be contingent on both references being positive.
- d) Safer recruitment training will be held by, at minimum, the Volunteer Development Lead and the Managing Director. This will be renewed every two years.

4.0 INDUCTION AND TRAINING FOR STAFF AND VOLUNTEERS

- (a) All staff and volunteers are given a summary copy of this policy in their training or induction. This policy will be emailed to them, ensuring that everyone has access to the full policy.
- (b) All staff and volunteers are required to participate in training on safeguarding and child protection issues. A record will be kept to ensure all staff and volunteers have received training. This is to be renewed after 3 years. The Safeguarding Lead is required to have an up-to-date Level 3 certificate, and to refresh this every year.
- (c) All Heads of Service must also complete Level 3 training, refreshing this every 3 years.
- (d) Mandatory safeguarding training for all volunteers covers the key risks and vulnerabilities in people's lives, signs to look out for, how to



respond to a disclosure, and how to report any concerns to a project coordinator or the Safeguarding Lead. Any volunteers who remain at CARAS for more than two years will take a refresher course.

- (e) All staff and volunteers also have the health and safety procedures as detailed in the Health and Safety policy shared with them as part of the induction.
- (f) Staff and volunteers are given guidance on how to respond to disclosures of abuse or harm, or how to raise a concern about something they notice. These include disclosures online or concerns about something that a volunteer sees or hears when working with someone online.
- (g) Each new volunteer receives training followed by an induction from their project coordinator. Their role will be reviewed with them after 3 months.
- (h) It is the role of the project coordinators and safeguarding lead to ensure that information about this safeguarding policy is widely available for all people involved in the group, including young people, parents and carers. Each volunteer/ staff member has a copy emailed to them. It is also available on demand to anyone who requests it.

All activities are risk assessed and reviewed regularly (at least annually and at any time that significant change occurs). All new volunteers are briefed on the risk assessment by their project lead and will know how to mitigate risks.



12.0 SAFE ENVIRONMENT

- (a) CARAS ensures that a safe and suitable environment is provided for all users of our services and participants in activities and projects. It does this through adherence to our health and safety policy and procedures which ensure that the premises, play equipment, play areas, transport arrangements and vehicles are safe and suitable and that there is adequate first aid provision at all events.
- (b) All attendees are present by invite only, whether online or in person.
- (c) All in-person activities are at venues with good security. Entry is always at the discretion of staff or a trained and inducted volunteer. The intercom and camera will always be used.
- (d) For online spaces, all groups are invitation only and have a password.
- (e) Risk assessments are in place for all of our activities, and are regularly reviewed. These are the responsibility of Heads of Service.
- (f) A copy of this policy and procedures are given to all volunteers and staff. Copies are available to be sent via email upon request.



5.0 CODE OF BEHAVIOUR

CARAS will ensure that:

- b) There is a designated staff lead for each group. This applies whether the group is meeting online or face to face. It is usually a project coordinator but activities may be delivered by any staff member.
- c) As far as possible a worker or volunteer is not alone with a child or vulnerable adult, one to one, where their activity cannot be seen. This also applies online. A breakout room may be used within an online session; when this is the case, staff can visit the room and a community member or a volunteer can message the staff member. Separate guidance, training and supervision is provided to anyone volunteering within Casework where working one to one is the norm.
- d) In situations where privacy and confidentiality are important, another adult should know that a meeting is taking place and with whom. Another adult should be in the building, or available to join an online meeting. The person being met with should know that other people are nearby.

CARAS staff and volunteers must:

- Treat all children, young people, vulnerable adults and people attending our activities with dignity and respect befitting their age.
- Be aware of and use appropriate language, tone of voice and body language.
- Follow the CARAS behaviour policy in order to effectively address children and young people's behaviour without physical or humiliating punishments.
- Maintain professionalism, whether online or face to face.
- Always dress appropriately, including when you are at home; check your camera angle and what is in view.



CARAS staff and volunteers must not:

- Invade the privacy of children or vulnerable adults.
- Make sexually suggestive comments about or to someone.
- Engage in inappropriate and intrusive touching of any form, or make reference to this.
- Engage in any scapegoating, ridiculing or rejecting of a child, young person, vulnerable adult, or person attending our activities.
- Allow someone to involve you in excessive attention-seeking that is overtly sexual or physical in nature.
- Invite someone to your home.
- Exchange personal contact details.
- Make arrangements to meet someone outside of CARAS activities.
- Take screenshots or record meetings unless specifically arranged by the coordinator.
- Give lifts to anyone.
- During residential trips, you must not share sleeping accommodation with children or young people. Where residential events or courses are organised, male identifying people should never enter rooms of female identifying people or vice versa, except in an emergency. In specific circumstances, e.g. when working with a child who has disabilities and needs personal care during the night plans will have been made in advance and will have been agreed by the child, and the parent/carer/ social worker.

If you witness any of these things taking place, you should speak up about them. You must raise your concerns with your project coordinator immediately. This applies when working online or in face to face services.

Medical Assistance

No medical assistance should be given to children or vulnerable adults, except by written consent of the parent(s), carers or social workers. In an emergency,



first aid can be given by a trained and designated first aider. There is a trained first aider present at all activities.

If medical assistance is required, the child or vulnerable adult should either:

- (a) Be taken home
- (b) Be taken to hospital (by ambulance if necessary)
- (c) Be taken to a qualified person

When at residential events, courses or day trips only prescribed medication should be given to a child or vulnerable adult and the medication should be clearly labelled and given in accordance with the written instruction given by the parent, carer or social worker on the medication form. The trip leader must also check that the consent part of this form has been signed.

Working remotely: if you are working online and realise someone needs medical assistance or is at risk at any form of serious harm during an online group, call 999 if it is an emergency. Report it to foster carer, key worker or other relevant adult if it is something more minor.



6.0 GENERAL SUPERVISION

- a. For each project there must be a designated coordinator from the staff team.
- b. A register must be kept for each activity.
- c. It is important for the project coordinator to keep a check on visitors and guests whether their visit is by invitation or unsolicited. A person must be designated to accompany all visitors while they are at an activity, whether this face to face or online. Unsolicited visitors will not be invited into activities but may be met by a staff member if convenient. They may be asked to return at a pre-agreed time and date.
- d. It is the coordinator's responsibility to ensure that there are enough adults - both male and female if appropriate - to run activities safely. Cancellation of an activity may be necessary in extreme circumstances if there are not enough volunteers present. When using both the community hall and the CARAS office, there must be at least 2 adults in each building. The minimum number of adults needed to run a group online is 2 adults; and for face to face groups the ratio of adults will be stated in the risk assessment.
- e. Health and Safety procedures must be adhered to at all times and equipment must be checked on a regular basis by the project coordinator.
- f. The project coordinator must ensure that written consent is obtained from parents/carers if children or young people are taken off site and that this is kept securely on the database. A separate consent form needs to be completed for residential trips. Over 18s can consent for themselves.
- g. Consent to attend regular activities must also be sought. If a child is under 18 and first drops in to an activity unaccompanied by a parent or carer, their parent or carer must be contacted immediately by phone. Over 18s will be asked for their emergency contact and this will be followed up within the next working week. Records should be kept of the social workers for all looked after children, and they should be informed that a child is attending CARAS activities. Online intake meetings with a young person under 18 should include



a foster carer, key worker or social worker. Where this is not possible, a carer will be contacted ASAP- emergency contact details have to be followed up before someone is added to groups.



7.0 DEFINITIONS AND SIGNS OF ABUSE

Signs of abuse may be difficult to spot, and, when working online, less direct time with young people may make it even harder. Whether working online or in-person, you need to look out for:

- visible injuries
- appearing unkempt
- being tearful
- being absent from a session
- use of scripted speech
- change in behaviour
- knowledge of dangerous apps (i.e age inappropriate content; apps that may be used for grooming eg dating apps; anything that may be used for exploitation)
- untreated or unaddressed medical issues

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, young person, vulnerable adult, or other person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child, young person, vulnerable adult or other person so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. This may involve physical contact, including penetrative acts such as rape, anal or oral sex or non-penetrative acts such as



fondling. Sexual abuse includes involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

Neglect

Neglect is the persistent failure to meet a child's or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

With increased exposure to digital activities and increased time spent online, these are additional considerations:

- gang involvement
- sexual exploitation
- exposure to conspiracy theories
- radicalisation
- online grooming
- Cyber bullying
- sexting

The signs for any of these are likely to be quite similar. You are not expected to investigate, but pay attention to changes in behaviour, attitudes or presentation and share these concerns with relevant staff.

Additional vulnerabilities and risks faced by refugees and asylum seekers

Additional vulnerabilities and risks faced by unaccompanied asylum seeking children (UASC):

CARAS supports a large number of unaccompanied and separated children, all of whom are claiming asylum in the UK without the presence of their parents or another family member. They are a very vulnerable group who may have



experienced or be at risk of poor mental health, sexual abuse, and exploitation. All staff who work with this group are required to regularly update their skills and knowledge. Volunteers must attend training that is specific to this cohort. Age disputed young people will be included in activities for young people unless there is significant evidence to demonstrate that they are over-age and their presence is harmful to the rest of the group.

Additional vulnerabilities, risks and abuse faced by adults:

Domestic abuse
Coercive control
Financial abuse
Trafficking

Domestic abuse can take many forms, sometimes including physical violence but also elements of emotional abuse, and commonly including financial control. It may include some elements of all of the forms of abuse listed above. Domestic abuse is not limited to women- men may also be victims. If a child is experiencing any form of abuse, including witnessing domestic abuse in their home, this must be raised with the safeguarding lead. The case will be referred to social services. If an adult is experiencing domestic abuse, the response will depend on what they disclose. CARAS' role is to ensure that adults know what support is available to them, that the law protects them from harm, and that they can take action. However, CARAS also recognises that many people feel unable to take action, and that doing so increases someone's risk to violence. Specialist advice will always be sought.

Intimate partner abuse may also occur in young people's relationships. Any suspected abuse will be dealt with as laid out in this policy.

Additional vulnerabilities and risks faced by women and girls:

FGM
Forced marriage

Staff and volunteers working in our women's project will have up to date knowledge on these issues, including how to recognise risk and how to raise a concern.



Trafficking

Some of our community members may have been trafficked. Some may have already been identified as victims of trafficking, whilst others have not yet received support for this. CARAS staff will pay attention to current trends in countries of origin and forms of trafficking, as well as ensuring that knowledge is up to date and follows current guidelines.

We will work in partnership with social workers, key workers, and foster carers, as well as specialist organisations to carefully identify and support those at risk. We will make use of the National Referral Mechanism by using social workers, The Refugee Council or Bernardo's to ensure that a person is carefully assessed and supported.



8.0 GUIDELINES ON HOW TO RESPOND TO DISCLOSURES OF ABUSE

This process is the same whether you are working online or face to face. If someone chooses to tell you that they have been abused:

- treat any allegations extremely seriously and act at all times towards the person as if you believe what they are saying
- tell them they are right to tell you
- reassure them that they are not to blame
- be honest about your own position, who you have to tell and why
- tell them what you are doing and when, and keep them up to date with what is happening
- take further action - you may be the only person in a position to prevent future abuse - tell your nominated person immediately
- write down everything said and what was done. Make hand-written notes as the person is talking, or if this is not possible, as soon as possible afterwards make notes of exactly what the child said and the date and time.

Do not

- make promises you can't keep
- interrogate the person - it is not your job to carry out an investigation. This will be up to the police and social services
- cast doubt on what the person has told you
- say anything that makes the person feel responsible for the abuse
- react with shock
- do nothing - make sure you tell your safeguarding lead or project coordinator immediately - they will know how to follow this up and where to go for further advice
- promise to keep things secret; you cannot offer confidentiality if someone is at risk of harm

If you are concerned about a child, young person, vulnerable adult or other person and believe they are experiencing harmful situations or are at risk of this, you must pass this information on.



9.0 REPORTING PROCEDURES

9.1 What to do if someone has talked to you about abuse

- (a) Write down exactly what the person said and when they said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if these have subsequently been typed up. These must be shared with the project coordinator. These notes will be safely stored on CARAS' database.
- (b) You must report allegations as soon as possible to the Safeguarding Lead or Deputy. They are nominated by CARAS to refer all allegations of abuse to the statutory authorities.
- (c) If allegations are about abuse perpetrated by a CARAS staff member or volunteer it must be passed on by the safeguarding lead immediately to the LADO. The procedure for referral is listed in Appendix 3. The LADO will advise on steps, including who else to refer to.
- (d) No investigation will be carried out by CARAS. The responsibility lies with social services, the police, or the LADO.

9.2 Role of the Safeguarding Lead

In the event of allegations or suspicions of abuse, the Safeguarding Lead will:

- (a) Contact duty social services directly, and the LADO if the allegation relates to a volunteer or staff member.
- (b) Under no circumstances will the Safeguarding Lead attempt to carry out any investigation into the allegations or suspicions of abuse. Their role is to collect and clarify the precise details of the allegation or suspicion, and to pass on details as appropriate.



(c) The safeguarding lead will act on the advice of the duty social worker, the LADO or the police. They will contact parents or carers when advised to do so.

(d) Where emergency attention is necessary, then this should be sought immediately. The person making the call will inform emergency services of any suspicions of abuse.

(e) in situations that do not meet a threshold for intervention from social care, the safeguarding lead will seek advice and guidance from the team of Level 3 Safeguarders.

The Safeguarding Lead should also ensure that:

- All volunteers have received proper safeguarding training
- Volunteers know how to report a disclosure
- All staff know how to store notes about an incident in Lamplight, CARAS' secure database
- A record is added to the database of outcomes for each case

Level 3 Safeguarding Team.

All Heads of Service and the Volunteer Development Lead hold up to date Level 3 training. This means that there is a team of knowledgeable staff at CARAS and any safeguarding disclosures or concerns raised can always be addressed swiftly.

When raising a concern, a staff member will:

- a. Share an outline with their Head of Service and the Designated Safeguarding Lead.
- b. A meeting is called as soon as possible, and not later than 24 hours after the report. All staff who work with the individual concerned should attend. The individual concerned is also invited, so that they know everything that is being discussed and are involved in all decisions from the beginning.



- c. In the meeting, the concern will be shared. Any actions already taken will be listed. Any other organisations already known to be involved will be listed.
- d. An agreed action plan will be created.
- e. If referral to social services is necessary, the case will be handed over to them to coordinate.
- f. The group will re-convene at agreed intervals until the situation is resolved.

Alongside this, the Level 3 Safeguarding Team meets every six weeks. Following a standard agenda, they review recent cases and identify any emerging trends. They also share CPD needs, update on best practice, and plan for any changes CARAS needs to adopt. The full Terms of Reference are included in the Appendix.



10.0 WHISTLEBLOWING PROCEDURE

What to do if you suspect that abuse may have occurred within CARAS, and if you think appropriate actions have not been taken:

- (a) Whistleblowing is an important aspect of this policy, whereby volunteers are encouraged to share genuine concerns about a colleague's behaviour in confidence, with the designated Safeguarding Lead.
- (b) Working with children, young people and vulnerable adults places volunteers/staff in positions of power. In order to retain the trust of those people participating in activities we manage, it is essential to take all responsible steps to ensure this power is exercised responsibly.
- (c) Volunteers/staff have the right and responsibility to raise genuinely held concerns about abuses of power and trust by colleagues. As such whistleblowing is part of transparent work practices and is not intended to set up mistrust or suspicion.
- (d) Concerned volunteers/ staff will approach their project leader or the CARAS-designated Safeguarding Lead in the first instance.
- (e) If the suspicions in any way involve the Safeguarding Lead, this should be reported directly to the CARAS trustees. You should phone the office for up to date contact details.
- (f) If the concerned staff member requests anonymity, every effort will be made to accommodate this.
- (g) The receiving officer will meet with the concerned staff member as soon as possible after the concern is raised, in person or online.
- (h) Any allegation of abuse will be passed on to the Local Authority Designated Officer. It must not be dealt with internally by CARAS.



INSURANCE

CARAS has up to date public liability insurance covering all activities we undertake. The policy and details are held in the CARAS office, and the certificate is displayed. It is also filed electronically and available to share should anyone wish to view it.



14.0 CONTACT DETAILS

Designated Safeguarding Lead:

Eleanor Brown

Email: eleanor@caras.org.uk

Office: 0208 767 5378

Mobile: 07503 658 118



15.0 POLICY REVIEW AND SIGNATURES

This policy will be reviewed by the CARAS trustees annually, unless there are any relevant changes in child protection law which affect our practice, in which case it will be reviewed sooner. It is the CARAS child protection officer's duty to keep informed on any changes in the law that are relevant.

Signatures

1. Keith McGuinness, Chair of Trustees

Helen Gribble, co-Chair

- 2.

Eleanor Brown, Managing Director

CARAS Safeguarding Lead



APPENDIX I

Criteria for NOT appointing children's staff/ volunteers

Should any cautions or convictions be disclosed, a concerning reference received, or concerning attitudes detected at interviews, then the case will be taken to a panel including the designated child protection officer, the chair of the CARAS trustees and the refugee health worker (who will act as an independent child protection adviser).

In particular they may consider any or all of the following:

- Whether the criminal record or other matter revealed is relevant to child protection
- The seriousness of any offences
- The number of any offences
- Whether the offences show a pattern of behaviour that seems to be recurrent and ongoing
- Whether the offences involve violence or threats of violence
- Whether the circumstances surrounding the offences were unique
- Whether the applicant's circumstances have now changed
- What evidence the applicant produces to support the view that they are unlikely to offend again.

Appendix 2.

Types of abuse as listed in the Care Act

There are 10 categories of abuse as laid out in The Care Act 2014

- Physical
- Domestic Abuse
- Sexual
- Psychological / Emotional
- Financial or Material
- Modern Slavery
- Discriminatory
- Organisational / Institutional



- Neglect or Acts of Omission
- Self-Neglect

Appendix 3.

Dealing with allegations of abuse- referring to the LADO.

Procedures are detailed in 'A guide for staff and volunteers who work with children and are faced with an allegation of abuse'

http://www.wscb.org.uk/wscb/downloads/file/31/lado_procedure_-_a_guide_for_staff_and_volunteers_who_work_with_children_and_are_faced_with_an_allegation_of_abuse

Appendix 4.

Other relevant policies.

CARAS holds a number of other relevant policies which interact with this one. Health and Safety, Lone Working, Data Protection and Confidentiality, and the Safe Spaces Protocol work together to bring safety and protection in all areas of our work.



Appendix 5



Terms of reference: Level 3 Safeguarding Meeting

Purpose

A regular meeting providing a space for L3 trained staff to gather and discuss relevant safeguarding themes.

We will:

- discuss types of scenarios we are seeing and any emerging trends (age, status, accommodation type, type of risk/ harm)
- check in on our current practices
- Identify CPD needs for all staff and plan methods of dissemination
- Link to other safeguarding networks, sharing updates from eg Wandsworth Children's Services
- Identify and plan any new policies and guidance we need

Membership



All L3 holders

Methodology

Timing: The meeting is held every 6 weeks

Facilitation: The meeting will be chaired by the DSL. The meeting will be held on Teams.

Agenda: The agenda is flexible but will follow the listed purposes. There will always be a review of the themes we are seeing in open cases.

Responsibilities of the chair:

-create and share an agenda, following the above schedule and guided by additional nominations from L3 staff

Responsibilities of all staff:

Prior to the meeting

- Check in on open cases on Lamplight (go to 'lists' --> 'active safeguarding cases'. This automatically updates and shows all current cases)
- Share additional agenda items with the Chair. These can come from discussion with your respective staff teams
- If a staff member is unable to attend they must email with apologies and an update on any relevant tasks

Accountability

Minutes will be taken and circulated. Any actions will be highlighted.