

LINE MANAGER'S GUIDE TO OPERATIONAL STANDARDS

(To be read in conjunction with the Youth Support Services Children in Safeguarding Information Sheet – YC900)

Approved Standard		Monitoring
1.	All staff will be aware of LSCB procedures and Youth Support Service guidance.	On appointment all staff receive Youth Support Service Safeguarding Information sheet.
2.	<p>(a) Initial training, induction and regular planned updating will be given to all, based on focused categories of staff, as determined by Service Areas.</p> <p>(b) All appropriate staff will be circulated with 'Indicators of Possible Child Abuse' Green Cards.</p> <p>(c) All staff will be advised by line managers of location of the LSCB Child Protection Procedures Manual via the Internet/Intranet http://www.nottinghamshire.gov.uk/home/social_care/childrenandfamilies/childprotection.htm</p> <p>(e) All staff with line management responsibility for other staff or volunteers will receive The Line Managers' Guide to Operational Standards.</p>	Records of staff participation in Safeguarding Training will be maintained by each Service Area.
3.	<p>Assessment Framework (Section 17 and 47 of the Children's Act)</p> <p>(a) All staff will need to understand that if they have a concern or suspicion about a child who may be at risk or at risk of significant harm, an informal discussion with Social Care is advised (a discussion with your line manager must also take place).</p> <p>(b) Confirmation of the verbal concern will be made to Social Care on a Children in Need/Child Protection Referral Form (YC419) with copies to</p>	Audit of records by the Youth Support Services nominated Officer.

	<p>the line manager and Youth Support Services nominated Officer.</p> <p>(c) When a concern, suspicion or referral has been made, detailed incident records and notes must be kept in a secure place for two years.</p>	
4.	<p>Staff will understand that they may be required to attend Child Protection case conferences where their presence has been requested. If for any reason this is not possible, written reports must be produced by a designated manager on their behalf.</p>	
5.	<p>(a) The Service Manager of the Youth Support Service Safeguarding Co-ordinator group will be the first point of contact for support (contact your head of service for their name).</p> <p>(b) Staff who engage in any aspect of Child Protection procedures will receive Service Area, Line Management, Departmental and County Council support in discharging their responsibilities.</p>	<p>Each Service Area needs to make an assessment of their own communication and support links and that processes are available to help staff.</p> <p>Managers need to be appraised of content in writing within one working day.</p>