

Introduction**What is this unit about?**

This unit is about working with those professionals who have the statutory responsibility to safeguard children, to contribute to all stages of the process of keeping children safe and protected from abuse or neglect. The unit covers all aspects of safeguarding children and promoting their welfare.

Who is this unit for?

This unit is for you if you make contributions to safeguarding children by referring concerns about their welfare, by participating in the assessment or planning process or by contributing to the review process.

Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Content of unit

The elements are:

1. Refer concerns about the welfare of children
2. Share information for the purpose of assessing children in need and their families
3. Support plans, interventions and reviews that safeguard children and promote their welfare

Place in the NVQ/SVQ framework

This unit is a group 2 option unit in the Level 3 NVQ/SVQ and an option unit in the Level 4 NVQ/SVQ in Children's Care, Learning and Development.

Links to Key and Core Skills

This unit may provide evidence for the following:

Key Skills	Core Skills
Communication: 4.1, 4.2, 4.3	Communication: Higher
Working with Others: 4.1, 4.2, 4.3	Working with Others: Higher
Problem Solving: 4.1, 4.2, 4.3	Problem Solving: Higher

What we mean by some of the words used in this unit

Procedures and protocols	The way things are done in your setting: these may be the way things are done throughout a large organisation, or just in your own setting
At risk of harm	A child who may be in danger of physical, sexual or emotional injury, assault or damage
Age, understanding and preference	Talking, or communicating so that you do not use words or phrases that children or parents cannot understand: this includes using jargon or some professional terms. It is also about using the language and method of communication that is the choice of the child or parents you are communicating with

CCLD 326**Safeguard children from harm**

Contemporary notes	Notes written immediately an event or occurrence has happened: notes can only be contemporary if they are written at the time, otherwise they are 'retrospective' notes
Parents	Those (mothers and fathers) who have formally and legally acknowledged parental responsibility for the continuous care and well-being of the child in question, whether biologically related or not
Relevant professionals	People such as social workers, police officers, health professionals

<u>The National Standard</u>	
<u>Element CCLD 326.1</u>	<u>Refer concerns about the welfare of children</u>
Performance criteria	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> 1. Follow your setting's procedures and protocols for expressing concerns about a child's welfare 2. Refer and discuss your concerns with the appropriate person in your setting, or with another agency if you are the person responsible in your setting 3. If appropriate to the child's age and understanding, and not placing the child at risk of harm, discuss your concerns with the child and parents 4. Communicate with the child in a way that is appropriate to their age, understanding and preference 5. Communicate with parents in a way that is appropriate to their understanding and preference 6. Try to gain parental agreement to a referral being made 7. Agree with the person to whom you make the referral what the child and parents will be told, by whom and when 8. Confirm verbal or telephone referrals in writing within the time limits in your procedures or protocols, or at least within 48 hours 9. Record details of all concerns about the welfare of a child, regardless of the outcome 	

The National Standard

Element CCLD 326.2 **Share information for the purpose of assessing children in need and their families**

Performance criteria

This is the national standard which you must meet:

1. Follow your setting's procedures and protocols for sharing information
2. Provide clear, verified information as requested by those carrying out initial or core assessments of children
3. Provide clear, verified information about the child's developmental needs and their parents' capacity to respond to their needs
4. Provide clear, verified information about the child's wider family and environment
5. Share information with parents and others only in agreement with those carrying out the initial or core assessment
6. Provide clear, verified information, including your professional judgments, which will contribute to agreeing further action
7. Contribute to a strategy discussion if requested to do so, or provide clear, verified information to enable an appropriate person from your setting to contribute
8. Keep detailed, timed, dated and signed contemporary notes about any relevant or unusual events and occurrences
9. Keep any notes and records securely and take steps to prevent unauthorised access

The National Standard**Element CCLD 326.3 Support plans, interventions and reviews that safeguard children and promote their welfare****Performance criteria**

This is the national standard which you must meet:

1. Contribute to discussions and decisions with other professionals and parents about the best ways to meet the needs of the child
2. Participate as requested in the development of a plan to promote the welfare and future safety of the child
3. Provide any agreed interventions, services or monitoring of development as requested, or re-negotiate any commitments that cannot be met
4. Prepare, or contribute to, any written report your setting is asked to provide for a child protection conference
5. Discuss and agree with the relevant professionals whether your conference report can be shared with the parents
6. If you are invited, attend the conference and participate fully in the decision-making process
7. Participate in a core group where appropriate and support the implementation of a child protection plan
8. Communicate with children and parents as agreed with the other professionals involved in the development of plans and interventions
9. Participate in the process of reviewing interventions and plans
10. Maintain detailed records of all your actions and any reports or information you provide

What you must know and understand

To be competent in this unit, you must know and understand the following:

K3S344	The legislation, guidelines and policies which form the basis for action to safeguard children
K3S345	The Children's Assessment Framework process and how it is used to safeguard children and promote their welfare
K3S346	The procedures and protocols in your setting for safeguarding and protecting children and expressing concerns about children's welfare
K3S347	The definition of a 'child in need', 'child at risk of significant harm'
K3S348	The nature and forms of abuse
K3S349	The nature and forms of neglect
K3S350	The reasons why and circumstances in which, information about concerns may not be shared with children and parents
K3M351	The legal and organisational responsibilities regarding confidentiality, limits and boundaries and why these are important
K3C352	The methods of communication that may be appropriate in working with professionals with statutory responsibility for safeguarding and protecting children
K3S353	The roles and responsibilities of all those involved in safeguarding children and promoting their welfare

K3M354	Methods of recording and storing information, including the importance of contemporary notes in cases of protection and safeguarding
K3S355	The purpose and procedures of an initial assessment
K3S356	The purpose and procedures of a core assessment
K3S357	The purpose and procedures of a strategy discussion
K3D358	The factors that influence parents' capacity to meet children's needs
K3D359	The influence of environment and wider family on children's development
K3S360	The purpose and procedures of a child protection conference, key worker and core group
K3S361	The importance and process of reviewing plans and interventions for safeguarding children