

Safeguarding Guidance

This guidance has been produced using the [Manchester Safeguarding Partnership](#) advice.

As part of the [Manchester Safeguarding Standard](#), the Manchester Safeguarding Adults Board (MSAB) and Manchester Safeguarding Children's Board (MSCB) require all partners to have safeguarding policies and procedures that are compliant with MSAB and/or MSCB safeguarding procedures. MSCB and MSAB are both now in one collaborative space, Manchester Safeguarding Partnership (MSP)

Guidelines for putting together a safeguarding policy for your organisation

A Safeguarding Policy should include;

- details on how the organisation will protect young people and adults at risk of harm
- links to relevant organisational policies
- details of the named safeguarding lead within the organisation (and deputies or managers who will act on Safeguarding concerns in the absence of the Designated Safeguarding Lead)
- provision for regular training for all staff and volunteers, scaled dependent on the level of contact with vulnerable people
- types of abuse, definitions and how to recognise the signs/symptoms, or signposting to the Care Act 2014 or Working Together 2018. (this is now updated to Working Together to Safeguarding Children 2023)
- details of how to manage a disclosure from a child/young person/vulnerable adult. (this should also be covered in mandatory Safeguarding Training.
- procedures to ensure accurate, secure recording mechanisms. This includes making a clear written record of all observations, actions and conversations; recording carefully what the adult or child says in their own words; and keeping sensitive information locked away or password protected.
- procedures for managing allegations against staff (This is the MCC Designated Officer detail you have in the box below) and safer recruitment
- special provision for adults or children with impaired communication.
- guidance on information sharing
- guidance on considering Early Help, if additional needs have been identified but there are no immediate safeguarding concerns. They should include the contact details for the Early Help Hubs – North 0161 234 1973/Central 0161 234 1975/South 0161 234 1977
- a timetable for regular audits to ensure that systems are working effectively and procedures are being followed.

A policy must detail the procedure for referral of safeguarding concerns to the local authority designated officer. Referrals must take place within 24 hours of an allegation being made. Organisations should not conduct any investigations without first speaking with the Designated Officer. For Manchester-based organisations, use the [Tell Manchester City Council about someone being abused or neglected page](#).

The MCC Designated Officer (formally known as LADO) should only be contacted to make referrals or raise concerns relating to the behaviour or allegations about an adult professional working with children and young people. Where allegations are made or behaviours are witnessed which suggest an adult has harmed a child, young person or vulnerable adult, or has put them at a significant risk of harm. The MCC Designated Officer must be contacted within 24 hours of the allegation or incident occurring. You will be directed on how to proceed by them, you **must not** conduct an investigation without the involvement of the MCC Designated Officer. You can reach the MCC Designated Officer on 0161 234 1214 and further information can be found here [Allegations against Professionals \(LADO\) - Manchester Safeguarding Partnership](#)

Any other concerns for the welfare of children, young people and vulnerable adults must be referred to Children's/Adults social care. Referrals for children can be made directly over the phone via 0161 234 5001. If someone is in immediate danger you should call 999. You must make referrals as soon as possible and before leaving any shift/session that day. You can make these referrals directly over the phone and you may be asked to provide further information via email to mcsreply@manchester.gov.uk

Regular reviews should be undertaken to ensure the policy and systems in place are effective. This should be every 1-2 years, or more regularly if there is a change in legislation.

Further guidance on developing or refreshing your Safeguarding Policy can be found on the [National Youth Agency Safeguarding and Risk Management Hub page](#).