



Ministry
of Defence

JSP 834 Volume 1

Safeguarding Children

Foreword

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that, not only will they be treated fairly, but also that their families will be treated properly, and that Defence personnel and their family members will be respected and appropriately supported.

This policy directs the MOD's system for safeguarding children.

Vice Admiral Phil Hally
Chief of Defence People
Functional Owner for Defence People

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Introduction

1. This document contains MOD policy for safeguarding children, it is volume 1 of a suite of Safeguarding policies. This policy delivers direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government, and has undergone an Equality Impact Analysis, the Family Test, the Children's Rights Impact Analysis and is aligned with Civil Service Employee Policy. It is the intention that this policy will be reviewed every two years or in response to changes directed by Central Government policy.

2. When reading this policy, it is important to note that the word 'must' is used to denote requirements mandated by law in England, the word 'should' is used to reflect requirements mandated by policy and the word 'may' provides discretion for the interpretation of policy.

3. The owner of this JSP is Hd Armed Forces Families and Safeguarding (AFFS). For further information or advice on any aspect of this publication or to provide feedback on the content, contact the Safeguarding Policy Team by emailing:

[AFFS Safeguarding Policy Team](#)

Purpose of Policy

4. This policy lays out the system for safeguarding children. Its primary purpose is to direct the safeguarding responsibilities to support families who accompany assignments overseas. Its secondary purpose is to describe the legislative framework for safeguarding children in the UK and the responsibilities for co-operating with UK based statutory services.

Limitations of Policy

5. Where this policy is silent or where initial interpretation of policy cannot address a specific issue, advice should be sought from the AFFS Safeguarding Policy Team:

People-AFFS-Safeguarding-Mailbox@mod.gov.uk

Scope

6. This policy applies to the safeguarding of any Service child¹, U18 Cadets, U18 Service Personnel.

7. Personnel are also directed to additional policy for Cadet Forces in JSP 814 Policy and Regulations for Ministry of Defence Sponsored Cadet Forces and individual Cadet Forces' policies.

8. This document contains various references to other MOD policies. In each case the relevant policy owners have been consulted in the drafting process.

¹ As defined in MOD policy currently contained in JSP 342.

Related Policy	Title
JSP 342	Education of Service Children Overseas (NEW TITLE)
JSP 345	Applying Prevent within Defence
JSP 441	Information, Knowledge, Digital and Data in Defence
JSP751 Part1 Vol2.	Joint Casualty and Compassionate Policy and Procedures
JSP 770	Tri-Service Operational and Non-Operational Welfare Policy
JSP 814	Policy and Regulations for Ministry of Defence Sponsored Cadet Forces
JSP 832	Guide to Service Inquiries
JSP 814	Policy and Regulations for Ministry of Defence Sponsored Cadet Forces
JSP 893	Procedure for personnel and posts which require a disclosure check
JSP 913	Domestic Abuse
Civil Service Policy, Rules, and Guidance	Civil Service Employee Policy

9. Record of Amendments

Version	Amendments	Date
1.0	Separation of content into two Volumes: Children (Vol 1) and Adults with Care and Support Needs (Vol 2)	June 2023
	Guidance subsumed from Version 5.2 into Volumes.	June 2023

1 The Safeguarding System

Policy Context

1. The [Integrated Review \(IR\)](#)² 2023, sets out the Government's current assessment of the major trends that will shape the national security and international environment out to 2030. The UK will continue to play a leading international role in the prevention and resolution of conflict and the MOD's contribution to this includes strengthening international engagement, increasing forward presence, building partnerships and capability to increase the UK's influence, promote its values and create unity. For the MOD's people this will mean sustaining a persistent forward presence and expanding defence diplomacy across the globe. It is in this context that the MOD's policies for its people are built. The MOD also recognises the critical role that Service families play in supporting Service personnel and the important role that family friendly policies play in workforce retention.

2. The MOD recognises the importance of children's safety, health, and development to building and sustaining thriving Service families. MOD policy is therefore aimed at minimising/mitigating, wherever possible, the impact Service life may have on children. This document provides a system for safeguarding children and is designed to be used by everyone within the MOD with responsibilities for delivering safeguarding activity, by parents and by policy makers within the Defence People Team and single Services.

The Safeguarding System

3. The purpose of safeguarding is the prevention of harm and abuse and the application of protective measures when harm and abuse is evident. The safeguarding system defined in this policy enables MOD organisations and individuals to put in place safeguarding activity needed to deliver this purpose.

4. This system is founded on the principles of protecting all people's human rights, their health and wellbeing and creating an environment where individuals are enabled to live free from harm, abuse, and neglect. The MOD expects all its people to be guided by these principles in their interactions with others; ensuring that safeguarding is everyone's responsibility. These principles should be embedded in everything we do, all policy and process and all engagement with our people, instilling a golden thread of Safeguarding throughout.

Governance

5. The Defence Safeguarding Partnership Board (DSPB) provides the lead strategic pan-Defence partnership and is responsible for ensuring consistent and rigorous approaches to safeguarding and promoting the welfare of children within Defence. The DSPB is established under the authority of the 2* Director Armed Forces People Policy (DAFPPoI) and works within the principles of the Children and Social Work Act 2017 and Working Together to Safeguard Children. The DSPB is supported by a range of working groups focussed on coordinating the safeguarding system.

6. An Independent Scrutineer delivers a critical friend role to the DSPB, ensuring that the Board operates effectively and secures an appropriate independent voice within the

² The Integrated Review 2021, House of Commons Library [<https://commonslibrary.parliament.uk/research-briefings/cbp-9182/>]

wider Defence governance framework. This position is subject to appropriate support and guidance from the Safeguarding Policy Team and is to be reviewed annually.

Legislative Framework

7. **Within the UK.** All personnel need to be aware of and understand the legislation in force in the part of the UK where they work. Safeguarding and Child Protection terminology may be different in country-specific legislation, policy, and guidance but statutory guidance contained in Working Together to Safeguard Children brings together the requirements of all relevant legislation and is a first point of reference for any issues or concerns. It also stipulates that when Service families or civilians working with the Armed Forces are based overseas the responsibility for safeguarding and promoting the welfare of their children is vested in the MOD.

8. In England and Wales statutory responsibility for safeguarding and promoting the welfare and wellbeing of children rests with local authorities. In Scotland this falls to the Social Work Department and in Northern Ireland to the Health and Social Care Trusts.

9. Further information and guidance on safeguarding children in the UK are accessed as below:

a. **England.** Working Together to Safeguard Children and Keeping Children Safe in Education accessed on the Department for Education's GOV.UK pages.

b. **Scotland.** National Guidance for Child Protection in Scotland 2014 accessed on GOV.Scot pages.

c. **Wales.** Welsh Government Safeguarding Guidance accessed on GOV.Wales pages.

d. **Northern Ireland.** The Co-operating to Safeguard Children and Young People in Northern Ireland and regional core child protection policies and procedures for Northern Ireland accessed on GOV.NI pages.

10. **Overseas.** Overseas, so far as is possible, the MOD adopts the statutory requirements in English Law. It is important to understand that these requirements have no legal force in the host nation. The Chain of Command (CofC) overseas can give effect to some requirements by way of standing orders³ for the safeguarding and welfare of children for whom the MOD has assumed responsibility. However, these standing orders will only apply to persons subject to Service law or civilians subject to Service discipline.

Applying Prevent

11. The purpose of Prevent is to safeguard and support people who are vulnerable to radicalisation: a process through which a person comes to support terrorism and ideologies associated with terrorist groups. The MOD applies the Prevent strand of central government's counter-terrorism strategy (CONTEST) through its Joint Service Publication 345: Applying Prevent within Defence. Defence personnel are directed to follow this policy in all circumstances where there are concerns that a child is vulnerable to being drawn into terrorism.

³ Armed Forces Act 2006.

Definitions

12. For the purposes of this policy, the MOD uses definitions and descriptions contained in legislation, policy and regulations that apply in England.

13. **Safeguarding.** Safeguarding and promoting the welfare of children means:

- a. Protecting children from maltreatment.
- b. Preventing impairment of children's health or development.
- c. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- d. Taking action to enable all children to have the best outcomes.

14. **Child.** A child is defined as any person who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

15. **Child in Need.** A child in need is defined under the Children Act 1989 (CA89) as a child who is unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services, or the child is disabled⁴. The critical factors to be considered in deciding whether a child is in need under the CA89 are what will happen to a child's health or development without services being provided, and the likely effect that the services will have on the child's standard of health and development.

16. **Child Protection.** Child protection is the activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm.⁵

17. **Abuse.** There are a number of different categories and types of abuse; the list below is not exhaustive:

a. **Physical Abuse.** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

b. **Emotional Abuse.** A form of abuse which is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. Emotional abuse may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children

⁴ Section 17(1) of the Children Act 1989.

⁵ Glossary to Working Together to Safeguard Children.

frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

c. **Children living with Domestic Abuse** can suffer emotional and psychological maltreatment⁶. Detailed direction and guidance on Domestic Abuse is laid out in JSP 913: Whole force policy on Domestic Abuse.

d. **Sexual Abuse**. A form of abuse which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g., rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

e. **Child sexual exploitation**⁷ is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

18. **Neglect**. The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
- b. Protect a child from physical and emotional harm or danger.
- c. Ensure adequate supervision (including the use of inadequate caregivers).
- d. Ensure access to appropriate medical care or treatment.

⁶ Section 31, The Children Act (1989).

⁷ DfE non-statutory guidance for Child Sexual Exploitation (2017)

2 Roles and Responsibilities

Within the UK and Overseas

1. **Everyone.** The MOD has adopted the definition of ‘safeguarding and promoting the welfare of children’ laid out in Working Together to Safeguard Children as the foundation of its system for safeguarding children. This means everyone is expected to:
 - a. Be alert to the potential indicators of abuse or harm for any child and know how to act on those concerns in line with local guidance.
 - b. Take appropriate action in the event of incidents/concerns of abuse, where there is immediate risk of harm, where a crime has been committed and where it is in the public interest to do so.
 - c. Undertake training in accordance with their roles and responsibilities as outlined in this policy (at Chapter 7) so that they maintain their skills and are familiar with procedures aimed at safeguarding children.
 - d. Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and stored securely.
 - e. Refer in a timely and appropriate manner.
 - f. Share information appropriately.
2. **Individuals Working with Children.** Individuals who work with (in paid or voluntary employment) or have contact with children are to be familiar with Working Together to Safeguard Children statutory guidance.
3. **Policy Makers.** All policy makers within TLBs, including single Service TLBs and the Defence People Team, are to embed these safeguarding principles within their own policies wherever their policies cover children.
4. **AFFS.** AFFS is responsible for providing the professional leadership and direction across the MOD for the development and implementation of safeguarding policy and practice. Within AFFS, the Safeguarding Policy Team provides subject matter expertise and guidance across Defence and with Safeguarding partners. This team supports and manages the functions of the DSPB and provide a safeguarding focal point for those within and external to the MOD. The AFFS Safeguarding Policy Team is responsible for providing guidance to commanding officers/commanders and oversight of reviews conducted overseas. The team will act as a conduit between the MOD and the Local Authority (or equivalent in the devolved administrations) where there is a need for information sharing for example in the course of safeguarding practice reviews and domestic homicide reviews. The team should be contacted by emailing: People-AFFS-Safeguarding-Mailbox@mod.gov.uk
5. **Defence Children Services (DCS).** DCS is responsible for managing safeguarding allegations relating to service children (where the alleged perpetrator is employed by or contracted to Defence) overseas. The principles of Keeping Children Safe in Education are embedded in DCS direction to its schools and settings overseas. Further information

and guidance should be accessed on DCS' pages of GOV.UK or on request by emailing the DCS Welfare/Social Work team at: RC-DCS-HQ-WSW@mod.gov.uk

6. **Employing Authorities.** Defence has a legal duty to refer concerns to the relevant disclosure organisation in accordance with the Safeguarding Vulnerable Groups Act 2006, where it employs people (including paid/unpaid volunteers) in regulated activity. Personnel considering making a referral are to contact their relevant Nominating Authority as set out in JSP 893. A referral must meet the conditions laid out by the relevant disclosure organisation. Further details for each disclosure organisation are:

a. Disclosure and Barring Service for England, Wales, and Northern Ireland referrals:

<https://www.gov.uk/guidance/barring-referrals>

b. Disclosure Scotland for referrals in Scotland:

<http://www.disclosurescotland.co.uk/protectionservices/referralprocess.htm>

7. **Commanding Officers.** In the UK, the responsibility for the management of registered sex offenders is held by the police who operate the Violent and Sex Offenders Register. Where this is a Service Person or a Civilian Subject to Service Discipline (CSSD), and they are assigned overseas, the responsibility for management falls to the individual's commanding officer. This includes the commanding officers of training establishments where trainees on the register are deployed temporarily on overseas visits or exercises during their training. The commanding officer should inform the Safeguarding Policy Team of any person subject to being on the Sex Offenders' Register upon assignment to an overseas post. Whether in the UK or overseas, a commanding officer should notify the Service Police Crime Bureau of any Service Person who is placed onto the Sex Offenders register. All queries should be directed to the Service Police Crime Bureau via email at OpsDesk@rmp.mod.uk or by telephone on military 93835 5170/5180 or civilian +44 (0) 2392 28 5170/5180

8. **Single Service Specialist Welfare Organisations.** Serving personnel and their families can access support from their single Service Specialist Welfare organisation wherever they are serving. Personnel are directed to JSP 770: Tri-Service Operational and Non-Operational Welfare Policy for the full details on these organisations.

9. **Contacts for single Service Specialist Welfare Organisations:**

Service	Single Service Specialist Welfare Point of Contact
Royal Navy Service Family and People Support (RN FPS).	RN FPS Portal: Room 107, HMS TEMERAIRE, Burnaby Road, Portsmouth, PO1 2HB Email: navynps-peoplesptnsfpsptl@mod.gov.uk Telephone: +44 (0) 2392 72 8777/0800 145 6088 Website: www.royalnavy.mod.uk

OFFICIAL-SENSITIVE

Army	Army Welfare Service (AWS) Personal Support Intake and Assessment Team HQ AWS, Garbutt House, Bray Road, York, YO10 4JG Telephone; 01904 882053 Email: RC-AWS-IAT-0Mailbox@mod.gov.uk Website: www.army.mod.uk
Royal Air Force	RAF Personal Support and Social Work Service: Air Command, RAF High Wycombe, HP14 4UE Telephone: 03000 111 723 (Available 24 hours a day, 365 days a year) Email: psswsRAF@ssafa.org.uk (Monitored during office hours, Monday to Friday 0830 – 1700)

Within the UK

10. In the UK all safeguarding concerns and referrals for children must be made to the relevant local authority/devolved administration equivalent. Details of children services are accessed on local council websites. All personnel should understand and respect the primacy of those with statutory responsibility for safeguarding as below.

- a. **Serving Personnel Under 18 years.** For all Serving personnel under the age of 18 and children of Defence personnel living in the UK, the designated local authority or devolved administration equivalent will take the lead and apply the safeguarding policy/practice as set out in regulations but will, where appropriate, involve appropriately trained/qualified MOD/Service personnel in the Local Safeguarding Children Partnership and subordinate Committee arrangements.
- b. **Schools and Colleges.** Schools and colleges and their staff are an important part of the wider safeguarding system for children and are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. It is essential that all personnel are aware of the legal duties with which schools and colleges must comply in order to keep children safe; these duties, detailed in the Keeping Children Safe in Education (England) and equivalent Devolved Administration statutory guidance, will apply to the safeguarding of Serving personnel under the age of 18 and any child for whom the MOD has assumed responsibility being educated or trained in an establishment bound by these duties.

11. **Cadet Forces**⁸. Safeguarding matters for the MOD sponsored Cadet Forces should be referred through the relevant local authority/equivalent and Cadet Force CofC in accordance with JSP 814 Policy and Regulations for Ministry of Defence Sponsored Cadet Forces and individual Cadet Forces' policies. Where there is an individual Cadet Force policy in place, Cadet Units are not required to have in place a Safeguarding Standing Order for their command area as detailed in para 13a below.

12. **Training Establishments**. Safeguarding matters for all MOD training establishments should be referred through the relevant local authority/equivalent and training CofC. Serious incidents, for example those which involve a police inquiry, should be discussed with the relevant single Service Specialist Welfare organisation, who will be able to advise about the involvement of local statutory agencies such as Social Care.

13. **Specific Command Responsibilities**. Where commanding officers/commanders⁹ (or their nominated deputies) are to:

a. Have in place and implement a Safeguarding Standing Order¹⁰, adapting the template published on the safeguarding communications site at:

Safeguarding Policy Team [<https://modgovuk.sharepoint.com/teams/301195>]

b. Nominate a Designated Safeguarding Lead (this may be the commanding officer/commander) with responsibility for:

(1) Ensuring that the procedures for safeguarding are used in accordance with this policy and statutory guidance.

(2) Resolving any inter-agency issues with support from their Local Safeguarding Partnership (LSP) Board.

(3) Ensuring that information is appropriately shared between agencies (statutory (UK) / contracted social work service (overseas), Service Specialist Welfare organisation, CofC).

(4) Ensuring required reporting, notification and record keeping is undertaken.

c. Cooperate fully with local authority safeguarding partnerships and DSPB in order to give them the information and assurance that they seek.

d. Represent the MOD where requested by a local authority/equivalent at safeguarding multi-agency meetings. This role is normally undertaken by the commanding officer/commander or designated representative, or an individual from the lead Service Specialist Welfare organisation.

⁸ Cadet Force – POC for safeguarding concerns and advice: Sea Cadets should be contacted via: safeguarding@ms-sc.org or by telephone 0207 654 7000 Normal office hours and 0207 657 7070 Out of hours. Volunteer cadet corps VCC - If you have any concerns regarding safeguarding in the VCC please contact your local unit or HQVCC hq@volunteercadetcorps.org; RAFAC: <https://www.raf.mod.uk/aircadets/safeguarding/report-a-concern/>; Army Cadets: rc-cdts-increp-0mailbox@mod.gov.uk;

⁹A military person responsible for planning activities, supervising activities, and making sure that personnel under their of responsibility are safe. This term refers to a role rather than the rank of Commander, and it can be a permanent or temporary role (for example, lasting for the duration of a training exercise). In parts of Defence this person could be referred to as a 'responsible person'

¹⁰ An exemption from the requirement to have a Safeguarding Standing Order is in place for Cadet Units where there is an individual Cadet Force safeguarding policy in place.

- e. Seek advice on safeguarding processes, issues, and concerns from their Specialist Welfare organisation so long as this does not delay any duty to refer to the statutory authorities.

Overseas.

14. **MOD Contracted Social Work Service.** All safeguarding enquiries, concerns, and referrals for children must be made to the contracted social work provider for the location.

15. **Judge Advocate.** The power to make Orders for the protection of Service children overseas lies with Judge Advocate. Under the Armed Forces Act 1991 the Judge Advocate has the power to make a Child Assessment Order or a Protection Order (in accordance with Sections 17 and 19 of AFA 1991, respectively) when an application is made. This power is only exercisable outside of the British Islands.

16. **Service Police.** Under sections 17 and 22A of the Armed Forces Act 1991 (AFA 1991), the Service police may, where there is reasonable cause to believe that a child would otherwise be likely to suffer significant harm, remove a child to suitable accommodation or take steps as necessary to ensure the prevention of the child's removal from any Service hospital, or other place where the child is being accommodated. This power may only be exercised in respect of a child outside of the British Islands.

17. A Service police officer has power under section 22A of the AFA 1991 to accommodate a child who is outside the British Islands where the Service police officer has reasonable cause to believe that a relevant child would otherwise be likely to suffer significant harm. The maximum period that a child may be kept under such protection is 72 hours. In practice, this power is most likely to be used in circumstances where a protection order is to be sought, but access to a Judge Advocate is not immediately available.

18. **Specific Command Responsibilities.** Where commanding officers/commanders (or their nominated deputies) have responsibility for Service personnel/MOD Civilians and their families, they are to:

- a. Know which MOD-contracted social work service has local responsibility for their location and ensure that all safeguarding concerns and referrals are passed to them immediately. If not already covered by a local or higher command level LSP, seek higher level command and/or the Safeguarding Policy Team advice on whether there is a need to establish an LSP. Where this is unachievable a single point of contact for safeguarding should be established; this should be done in consultation with the Safeguarding Policy Team, who are contacted by emailing: People-AFFS-Safeguarding-Mailbox@mod.gov.uk

- b. Have in place and implement a Safeguarding Standing Order, adapting the template published separately on the safeguarding communications site at:

Safeguarding Policy Team[<https://modgovuk.sharepoint.com/teams/301195>]

- c. Nominate a Designated Safeguarding Lead (this may be the commanding officer/commander) with responsibility for:

- (1) Ensuring that procedures for safeguarding are in place.
- (2) Resolving any inter-agency issues.

- (3) Liaising with the LSP overseas.
 - (4) Ensuring that information is appropriately shared between agencies (statutory services (UK) / contracted social work service (overseas), Service Specialist Welfare organisation and CofC).
 - (5) Ensuring required reporting, notification and record keeping is undertaken.
- d. Inform the contracted social work provider overseas and the DCS Welfare/Social Work team when they are made aware that a child subject to a child protection plan is about to or has arrived in their area of responsibility.
- e. Cooperate fully with the DSPB in order to give them the information and assurance that they seek.

3 Responding to Safeguarding Incidents

Responding to Safeguarding Incidents in the UK

If you are concerned that someone is in immediate danger, contact the UK civilian emergency services/police on 999 and the local Service police. Where you suspect a crime has been / is being committed, you should report this

1. In the UK, all safeguarding enquiries, concerns, and incidents **must be** made/referred to the local authority/devolved administration equivalent children's social care service. Local guidance and procedures, which are accessed on individual local authority websites, should be used. Each local authority/devolved administration equivalent safeguarding children partnership will have their own procedures in place for responding to concerns about the safety of children; the details of which should be accessed on the relevant local authority website.
2. Where concerns about a child are referred to a local authority children's social care department, the local authority will determine whether the referral meets their threshold for intervention. The referrer should always follow up their concerns if they are not satisfied with the local authority's response and should escalate their concerns if they remain dissatisfied¹¹.

Responding to Safeguarding Incidents Overseas

If you are concerned that someone is in immediate danger, contact the host nation emergency services/police or the Service Police Crime Bureau and the local Service police. Where you suspect a crime has been / is being committed, you should report this immediately to the police.

3. Where there is risk to life or a crime has been committed, personnel are to contact, the host nation police/emergency service where this exists and the Service police where this presence exists. Where there is no Service police and no suitable host nation police presence, the Service Police Crime Bureau should be contacted via email at OpsDesk@rmp.mod.uk or by telephone on military 93835 5170/5180 or civilian 02392 28 5170/5180. Personnel should be aware that in some locations it is not appropriate to contact the Host Nation police or local authorities, for advice and guidance personnel should contact the Service Police Crime Bureau as above.
4. All safeguarding enquiries, concerns, and incidents **must** be made/referred to the MOD contracted social work provider for the location. These providers work with overseas commands and host nations to deliver guidance and support to personnel and their families. Where there is no coverage in location, personnel should contact DCS for advice by emailing: RC-DCS-HQ-WSW@mod.gov.uk
5. **Contact details of MOD contracted Social Work Services overseas:**

¹¹ Working Together to Safeguard Children (2018).

British Forces Social Work Service (BFSWS)	
Telephone: +44 (0) 808 168 3111	Website: crt.bfsws@coreassets.com

Reporting Serious Safeguarding Incidents

6. All DSPB member organisations and overseas LSPs and Single Points of Contact are to ensure that serious safeguarding incidents in the UK and overseas are reported to the AFFS Safeguarding Policy Team. Reporting serious safeguarding incidents enables the AFFS Safeguarding Policy Team, on behalf of the MOD, to maintain oversight of such incidents and, for those that occur overseas, to report statistics relating to safeguarding children to the Department for Education. **The serious safeguarding incidents relating to children in the UK and overseas which must be reported are:**

- a. When a child dies (including cases of suspected suicide), and abuse¹² or neglect¹³ is known or suspected.
- b. When a child has been seriously harmed¹⁴ **and** abuse or neglect (as above) is known or suspected

7. Only the safeguarding incidents defined above should be reported to the AFFS Safeguarding Policy Team using the Safeguarding Incident Reporting Form at Annex A within 24 hours. This includes those cases which occur within the UK and are managed by statutory authorities as this reporting will enable and support information sharing and learning reviews. Personnel should report all incidents that they become aware of and not assume that reporting has taken place elsewhere within Defence.

8. Cadet Branches are not required to notify the AFFS Safeguarding Policy Team or the Safeguarding Practice Review Group (SPRG) of serious incidents, instead these should be discussed at the Cadet Safeguarding Working Group. Branch Leads are encouraged to liaise with the SPRG Chair if they feel there is learning for Defence. Cadet Branches will conduct and participate in safeguarding reviews in accordance with their branch Standing Orders, they will report the number of reviews and serious incidents to the DSPB through quarterly data sets enabling themes to be identified and if required cross cadet learning reviews to be considered.

Reviews

9. **Within the UK.** The local authority/devolved administration equivalent where the incident occurred retains responsibility for conducting reviews. Where reviews involve Service families, cadets or Service personnel aged under 18 years the DSPB should be proactively engaged in supporting the local authority review and ensure any learning is transferred to the Defence environment. **Any DSPB member organisation made aware of a review commissioned by a local authority that relates to Service families,**

¹² Abuse is defined as a form of **maltreatment** of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. (Working Together to Safeguard Children 2018.)

¹³ Neglect is defined as the **persistent** failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. (Working Together to Safeguard Children 2018.)

¹⁴ Serious harm includes (but is not limited to) serious and/or long-term impairment of a child's mental health or intellectual, emotional, social, or behavioural development. It should also cover impairment of physical health (Working Together to Safeguard Children 2018).

cadets, or recruits under the age of 18 is to notify the AFFS Safeguarding Policy Team.

10. **Overseas.** LSPs overseas are required to undertake a rapid review of serious incidents and report outcomes to the Chair of the SPRG via the AFFS Safeguarding Policy Team. **If the location does not have a LSP, personnel should seek advice from the AFFS Safeguarding Policy Team by emailing: People-AFFS-Safeguarding-Mailbox@mod.gov.uk**

11. Rapid reviews should assemble the facts of the case as quickly as possible to establish whether there is any immediate action needed to ensure the safety of a child and the potential for practice learning.

12. If there is a need to consider the findings of a rapid review the LSP should complete and submit the template at Annex B to AFFS Safeguarding Policy Team by emailing People-AFFS-Safeguarding-Mailbox@mod.gov.uk within 24 hours of the rapid review. This will enable the chair of the SPRG to consider if there are grounds to convene an extraordinary Safeguarding Practice Review Group

Referrals to the SPRG

13. The SPRG supports a culture of improving safeguarding across Defence, LSPs, safeguarding partners and Local Authorities to ensure that all learning from reviews is reported, highlighted, and disseminated across Defence to improve safeguarding practice. The group will consider referrals and make recommendations on whether cases meet the criteria for a multi-agency review, a single agency review or whether no review is required. The SPRG can be asked to review cases overseas and in the UK and will determine the most appropriate review methodology and will, if required, commission external independent experts to conduct reviews on behalf of Defence.

14. Where safeguarding partners overseas consider that a referral to the SPRG is required, they **should liaise with their LSP** in the first instance. The LSP will then determine whether a local learning review or a referral to the SPRG is required. **Referrals to the SPRG should be made for incidents:**

- a. Where there was clear evidence of a risk of significant harm to a child that:
 - (1) Was not recognised by organisations or individuals in contact with the child or perpetrator; or
 - (2) Was not shared with others; or
 - (3) Was not acted upon appropriately.
- b. Where the case highlights or could highlight improvements needed to safeguard and promote the welfare of children. For example, a child injured themselves in a MOD community setting.
- c. Where the case highlights or could highlight recurrent themes in the safeguarding and promotion of the welfare of children. For example, the failure to share information which led to a child being at increased risk.
- d. Where the case raises or may raise issues relating to the safeguarding and promotion of the welfare of children in institutional settings, e.g., failure to respond appropriately to safeguarding issues in training establishments.

- e. Where the case highlights or could highlight concerns regarding two or more agencies working together effectively to safeguard and promote the welfare of children.
- f. Where one or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another.
- g. Where the child concerned was the subject of a child protection plan or had previously been the subject of a plan.
- h. Where the case suggested that the SPB may need to change local procedures, or that protocols and procedures are not being adequately promulgated, understood, or acted on.
- i. Where there are indications that the case may attract media interest.

15. Advice and guidance on referral criteria are accessed from the AFFS Safeguarding Policy Team by emailing: People-AFFS-Safeguarding-Mailbox@mod.gov.uk

16. Referrals should be made on the template at Annex B or directly to the SPRG using the multiuser email address: People-AFFS-Safeguarding-Mailbox@mod.gov.uk

Domestic Homicide Reviews

17. These reviews are a statutory duty under the Domestic Violence Crime and Disorder Act (2004). A Domestic Homicide Review is a review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse, or neglect by a person to whom s/he was related or with whom s/he was or has been in an intimate personal relationship, or a member of the same household as her/himself, held with a view to identifying the lessons to be learnt from the death. Further details on Domestic Homicide Reviews are accessed in JSP 913 Whole Force Policy on Domestic Abuse.

Service Inquiries.

18. When Service Inquiries are commissioned, consideration should be given to liaison with the SPRG chair if there are safeguarding themes or issues relating to the case and inquiry. This will support joint working and dissemination of learning across Defence from recommendations made. Personnel are directed to JSP 832 Guide to Service Inquiries for policy and guidance.

Responding to Child Deaths Overseas

19. The death of a child is a devastating loss that profoundly affects all those involved. It is important for parents and families to understand what has happened and whether there are any lessons to be learned.

20. All deaths of children overseas **must** be reported to Defence Primary Healthcare (DPHC) using the public notification link <https://www.ecdop.co.uk/MOD/live/public>. Personnel are also directed to separate policy and process for reporting the death of an U18 Service person contained in JSP 751 Joint Casualty and Compassionate Policy and Procedures (Vol2).

21. The form should be completed as soon as possible after the child's death and is to include information about the child, their family and key professionals who knew the child, e.g., GP.
22. This notification alerts DPHC of the death. The eCDOP Administrator at DPHC will advise the Designated Doctor for Child Deaths, who will review the circumstances of the death and advise on the appropriate support and review pathway for each child death situation.
23. Following receipt of a notification all agency leads in the location where the child died will then be notified through eCDOP and be asked to submit a Reporting Form. The Reporting Form will be used to gather information from agencies or professionals who have information relevant to the case.
24. In overseas locations, where one or both parents are nationals of the host nation, the host nation's procedures for reporting the death of a child will take precedence. Where a family or a family member is registered with the DPHC, the MOD's procedures for reporting a child's death, including the Child Death Overview Panel procedure, may also be used where parents request it.

Child Death Review Meeting (CDRM).

25. Although investigations following the death of a child will vary, every child's death should be discussed at a CDRM. This should be a multi-agency meeting organised by the lead health professional and attended by professionals who were directly involved in the care of the child during their life, and any professionals involved in the investigation into their death. The nature of this meeting will vary according to the circumstances of the child's death and the practitioners involved but has common aims and principles in all cases. Each child's death requires unique consideration and where possible, should engage professionals across the pathway of care. The results of the meeting should be captured on an analysis form and uploaded to the eCDOP system.

Child Death Overview Panel (CDOP).

26. The SPRG acts as the CDOP and is responsible for reviewing all deaths of children overseas. The SPRG will provide independent scrutiny of each child's death from a multi-agency perspective and includes professionals who were not involved in the cases under discussion. The SPRG meets quarterly and will discuss any cases to:

- a. Classify cause of death.
- b. Identify modifiable factors¹⁵.
- c. Decide on preventability of death.
- d. Consider whether to make recommendations and to whom they should be addressed.

27. On concluding each review, the SPRG makes recommendations which may include matters affecting the safety and welfare of children overseas and wider public health

¹⁵ These are defined as factors which may have contributed to the death of the child, and which might, by means of a locally or nationally achievable intervention, be modified to reduce the risk of future deaths.

concerns. These are referred to the overseas location and DSPB, as appropriate, for further action. This learning is also incorporated in the DSPB Annual Report.

4 Responding to Allegations

1. Any allegation that a member of the Defence community has behaved in a way that has harmed or may have harmed a child must be taken seriously and dealt with sensitively and promptly.
2. Allegations that are made against individuals working with children, for or on behalf of the MOD, in a voluntary or paid capacity within the UK and overseas must be notified to DCS ¹⁶ who, on behalf of the MOD will maintain a central record to enable oversight of all allegations.
3. All personnel are to be familiar with referral procedures for the protection of children in the UK and Overseas. A concern must be reported to a staff member's CofC/line manager, who should then take advice from their designated safeguarding lead.

Allegations Made in the UK

4. The line manager is to ensure that a child protection referral is made (or has been made) to the relevant local authority/devolved administration equivalent using the appropriate reporting form, within 24 hours, or on the next working day in the case of a weekend.
5. Every local authority/devolved administration equivalent has a statutory responsibility to have a Local Authority Designated Officer (LADO)/equivalent, who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm. The local authority/devolved administration equivalent must be alerted immediately to all cases in which it is alleged that a person who works with children has:
 - a. Behaved in a way that has harmed a child or may have harmed a child.
 - b. Possibly committed a criminal offence against or related to a child.
 - c. Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
 - d. Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
6. The CofC/line manager, on behalf of the employing authority (the MOD), is to liaise with the LADO/equivalent. Immediate issues of investigation and management of the employee should be discussed and agreed at this time, including what, if any, information should be passed to the staff member concerned. If it is agreed that the case meets the threshold for allegation management by the LADO/equivalent, then notification must be submitted by the CofC/Line manager to DCS to enable centralised recording.
7. Service/MOD Civilian policy and procedures for discipline are to be followed.

¹⁶ An exception to this is the Cadet Forces who maintain their own records and report data to AFFS through the H2A process

Allegations Made Overseas

8. LSPs overseas are to ensure that all organisations have in place procedures for managing and handling allegations. The safeguarding partnership, in the location in which the allegation came to light, must be alerted immediately to all cases in which it is alleged that a person who works with children has:

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

9. Allegations are to be notified by the LSP to DCS by emailing: RC-DCS-HQ-DADO@mod.gov.uk. Notification is to be made in addition to current reporting processes for Reporting Concerns and Whistleblowing Procedures.

10. DCS has dedicated personnel to assist in the management of safeguarding allegations made against MOD personnel (Service/Civilian and locally employed). The DCS DADO Service receives allegation notifications and supports and coordinates the allegation management process in line with English good practice, so far as is possible overseas. The DADO Service-specific responsibilities are:

- a. Ensuring that the organisation operates procedures for dealing with allegations.
- b. Ensuring that procedures are compliant with any local procedures.
- c. Notifying case numbers and themes to AFFS on a quarterly basis.
- d. Maintaining the allegations Management Notification system.
- e. Setting the Agenda for Allegations Strategy meetings.
- f. Maintaining centralised records.

11. To enable oversight of safeguarding allegations, DCS on behalf of the DSPB is responsible for ensuring records¹⁷ are kept of all allegations of child maltreatment made against MOD personnel (including volunteers) who have direct supervisory contact with those who are under 18 years of age. This information is to be processed and held in accordance with Defence policy for Information Management and with GDPR and DPA regulations

12. Where there is no LSP, DCS will support the coordination of the safeguarding and investigative process and provide advice/guidance. Personnel should contact DCS for advice on procedures by emailing: RC-DCS-HQ-DADO@mod.gov.uk.

¹⁷ An exception to this is agreed for the Cadet Forces which maintain their own records and report data to AFFS through the H2A process.

13. The outcome of any investigation should identify whether or not the allegation is:
- a. **Substantiated** – There is sufficient evidence to prove the allegation.
 - b. **Unsubstantiated** – There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
 - c. **Unfounded** – The term ‘unfounded’ means that there is no evidence or proper basis which supports the allegation being made, or there is evidence to prove that the allegation is untrue. There is the possibility that the allegation may be malicious, but it might also indicate that the person making the allegation had misinterpreted the incident or was mistaken about what he/she saw or was not aware of all the circumstances.
 - d. **Malicious** – There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
 - e. **False** – There is sufficient evidence to disprove the allegation.
14. Allegations of non-recent abuse should be responded to in the same way as contemporary concerns. In such cases, it is important to bear in mind that alleged perpetrators could be working in a position of trust with children. Consequently, responses to disclosures of non-recent abuse require as high a standard of response as any other reported abuse.

5 Child Protection

1. The MOD has adopted the definition and principles of child protection laid out in Working Together to Safeguard Children. Child Protection is the process of protecting individual children identified as suffering, or at risk of suffering, significant harm as a result of abuse or neglect.
2. Every child who has been the subject of a child protection case conference and where there has been a decision that the child has suffered serious harm, or is at risk of suffering serious harm, should have a child protection plan. A child protection plan has the overall aim of ensuring the child's safety and preventing further harm; promoting welfare, health and development and supporting the family and wider family members to protect and promote the welfare of the child - provided it is in the child's best interests. Child protection plans are regularly reviewed by the relevant local authority/contracted social work provider through the child protection conference process.
3. It is the responsibility of the allocated social worker to inform the receiving local authority where a child subject to a child protection plan is due to move to a different authority or country. The transferring authority must provide the receiving authority with the child protection plan and all relevant documentation. For Service children who are the subject of a child protection plan there are comprehensive reciprocal arrangements in place for the referral of child protection cases to appropriate authorities, relating to the temporary or permanent relocation of such children from the UK to overseas and from overseas to the UK.

Assignment Flag

4. A child protection plan will indicate a need to ensure that the family is assigned only to those areas where sufficient supervision of the child's welfare can be assured. Whilst the assignment process will make every effort to be cognisant of a family's needs, the Defence Mission may require a Service person to be assigned as unaccompanied.
5. On receipt of notification that a child is subject to a child protection plan, the relevant career manager should annotate the Service parent's documents and JPA records accordingly. The provision of a child in need plan indicates that the family are continuing to access support from a statutory social care service and an indicator should remain on the service parent's documents and JPA records to ensure that the family is assigned only to those areas where sufficient supervision of the child's welfare can be assured.

Child Protection Overseas

6. Whilst assigning authorities can act as a filter for the movement of families with children in need of support about to be assigned overseas, there may be exceptional circumstances in which children in need of protection accompany their families overseas. Whilst these cases should be referred by the transferring authority's social worker to the MOD contracted social work provider overseas, to ensure that Service children subject to a child protection plan can access social work services, single Services are to have procedures in place that include informing the contracted social work provider overseas and the DCS Welfare/Social Work team at: RC-DCS-HQ-WELFARE-SOCIALWORK@mod.gov.uk when they are made aware that children subject to these plans are about to or have arrived in their area of responsibility. Where there is no

contracted social work provider, cases are to be notified to the DCS Welfare/Social Work team.

7. To ensure that cases are not overlooked, the commander or nominated deputy is to inform the overseas contracted social work provider when they are made aware of any child in need of protection arriving or due to arrive in their area of responsibility. Where there is a concern that a child may be at risk, the contracted social work provider must be informed. Commanders should take advice from the contracted social work provider and may also seek support from their single Service Specialist Welfare organisation.

8. The contracted social work provider or in some circumstances the host nation's authority is the lead agency for a child subject to a child protection plan arriving in their area of responsibility. Any child subject to a child protection plan will be allocated a registered social worker who will take responsibility for implementing the plan alongside other agencies which will include as a minimum, health, education, single Service specialist welfare services but may also include other agencies such as the Service/host nation police and the Unit Welfare Officer. In some locations overseas other third sector or contracted agencies may have a role in child protection plans.

9. The MOD's contracted social work providers are responsible for ensuring that the relevant local authority in the UK is notified of any child overseas, subject to a child protection plan, returning to the UK. This includes temporary visits to the UK. Arrangements to monitor the child or children will be the responsibility of the relevant contracted social work provider to negotiate with the receiving local authority. The contracted social work provider will share relevant information as required with single Service Specialist Welfare organisations. For unplanned moves, information is to be shared on the same working day as soon as the move is known, an address is known, or a specific area can be identified.

10. There are some overseas locations which will not be able to provide sufficient support for children and families who are subject to a child protection plan. For locations where there is no MOD contracted social work provider, the host nation social work service supporting that location, or the Safeguarding Policy Team is to be contacted for advice and guidance.

11. **Child Assessment Order.** Part 3 of the Armed Forces Act 1991 (AFA 1991) contains provisions for the protection of Service children overseas. Section 17 makes provision for child assessment orders. A child assessment order enables an assessment (including a medical examination) of the child to be undertaken where the parent or carer of the child is being uncooperative, and significant harm is suspected or is likely to occur. A Judge Advocate may consider an application for a child assessment order presented by a registered social worker qualified to practice in child protection or a registered medical practitioner.

12. **Child Protection Order.** A child protection order provides for immediate short-term protection of children. Under section 17(5) AFA 1991, the Judge Advocate may make a child protection order instead of a child assessment order where the Judge Advocate is satisfied that it is necessary and appropriate (i.e., where the relevant grounds for a child protection order exist), even though the applicant originally sought a child assessment order.

13. Where the application is brought to the Judge Advocate by a designated person i.e., a registered social worker qualified to practice in child protection or a registered medical practitioner, then the Judge Advocate must be satisfied that:

- a. The applicant has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm.
- b. The applicant is making enquiries with respect to the child's welfare.
- c. Those enquiries are being frustrated by access to the child being unreasonably refused to the applicant or a person authorised by the applicant to seek access and the applicant has reasonable cause to believe that access to the child is required as a matter of urgency.

14. In accordance with Section 19(4) of AFA 1991, the Judge Advocate must ensure that a Child Protection Order is not made unless the child (age dependent), the child's parents, any other person with parental responsibility and any other person the child was residing with immediately prior the application for a Protection Order being made, has had opportunity to make representations, unless, in the interests of the child it would be undesirable to do so; or it would be impracticable or would cause unnecessary delay to communicate with such persons before making the order.

15. A child has the right to refuse to submit to a medical, psychiatric, or other form of assessment, if that child is of sufficient understanding to make an informed decision. Great care is to be taken in the assessment of a child's competence. In general, if a child is under sixteen years but assessed to have sufficient understanding to make an informed decision then the child's decision will stand and cannot be overridden by anyone with parental consent for a Child Protection Order (Section 18(4) AFA 1991). Advice should be sought from the relevant agencies, in particular, the relevant social work service provider and Departmental legal advisors.

16. It is an offence for a person subject to Service law (or a civilian subject to Service discipline by virtue of the Armed Forces Act 2006 to intentionally obstruct any person exercising a power conferred by a Child Protection Order (Section 18(8) AFA 1991).

17. If it is anticipated that an application for an order under Part III of the AFA 1991 will need to be made, then legal advice should be sought at the earliest opportunity.

18. **Child in Need Plan.** Once the child protection plan is no longer in place it is usual for the child and family to access ongoing support through a child in need plan. A child in need plan can also be drawn up following a single assessment which identifies the child as having complex needs and where a co-ordinated response is required for the child's needs to be met. A child in need plan involves agencies working together and is regularly reviewed. Whilst there is no timeframe stipulated under Working Together to Safeguard Children, three months is recognised as good practice.

6 Joint Working

1. To achieve the best possible outcomes for children, agencies need to work together, and this is dependent upon effective information sharing. To ensure effective joint working the MOD has adopted the Working Together to Safeguard Children guidance which states that **'fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern.**
2. Where it is necessary to share information to better understand the needs of a child or family or to enable the child or family to receive a service from another agency and the child is not at risk of significant harm, parental consent must be sought for sharing information and contacting other agencies. Parents should also be informed of the need for information sharing and its rationale. These actions will enable the family to understand the issues and engage with any services provided by agencies.
3. There are occasions when it would not be appropriate to inform parents/carers that children's social work services are being contacted, if by doing so the child / young person would be placed at immediate or greater risk of harm. Nothing in law requires the consent to share information where sharing is necessary to do so to prevent or minimise the risk of significant harm to a person.
4. Information can be shared without consent **if it is justified in the public interest**, as below:
 - a. There is evidence that a child is suffering or at risk of suffering significant harm.
 - b. There is reasonable cause to believe that the child may be suffering or at risk of suffering significant harm.
 - c. To prevent significant harm to children.

Key Points for Sharing Information

5. Understand confidentiality – information is confidential when it is sensitive, not already in the public domain and shared in confidence.
6. Explain at the outset, openly and honestly, what, and how information will be shared.
7. Always consider the safety and welfare of a child or young person when making decisions on whether to share information about them.
8. Always seek consent, preferably in writing, to share confidential information. Information can be shared if there is a justifiable reason to override the lack of consent.
9. Seek advice whenever there is doubt.
10. Ensure the information being shared is accurate and up to date, necessary, shared only with those people who need to see it, and shared securely.
11. Always record the reasons for the decision to share information or not.

Record Keeping

12. Concerns about a child's welfare and the actions that are taken should always be recorded in writing. Records should include clear and explicit recorded agreement about who will take what action, that no further action will be taken and why. Records should be managed in accordance with JSP 441: Information, Knowledge, Digital and Data in Defence

7 Training

This section is subject to review and will be updated following completion of the Training Needs Analysis.

Induction and Supervision

1. The induction of all newly appointed personnel is to include:
 - a. An introduction to safeguarding policies and procedures.
 - b. Signposting the identity and specific responsibilities of those staff with designated safeguarding responsibilities.
 - c. An introduction to personnel procedures relating to disciplinary issues and the relevant whistleblowing policy.
 - d. Attendance at safeguarding training at a level appropriate to their role.
2. Senior managers should ensure that their staff are supervised appropriately and that they have ready access to advice, expertise and management support in all matters relating to safeguarding and child protection.

Training and Development

3. Personnel should undertake an appropriate level of safeguarding training, dependent on their role/position. It is vital that all those who come into contact with children and families are alert to their needs and know what action to take to ensure that children are safe, in both the real and online worlds. Commanders are responsible for allocating resources to safeguarding and child protection training. This includes training for all voluntary (paid and unpaid) staff with access to children, regardless of level of access or frequency.
4. The culture to be promoted is one of continuous learning and improvement. Current training packages are accessed through the Defence Learning Environment (DLE) and Civil Service Learning (CSL) portals and detailed training requirements, including the levels of required training, are laid out in the Training Matrix below.

Level	Who needs this?
Level 1 Awareness	All staff and volunteers These people need a basic understanding and awareness of safeguarding issues, know how to recognise the signs and symptoms of child abuse, and know what to do if they suspect a child is being abused. <u>Includes:</u> All Defence personnel, military and civilian, paid, or voluntary.
Level 2 Basic	Staff and volunteers who have regular contact, or have periods of intense but occasional contact, with children and parents In addition to the skills needed at Level 1 this group of staff need to understand how to advocate for children, have an awareness of the necessity of information

	<p>sharing, consent, assessment, accurate recording, knowledge of how to escalate concerns and have an appreciation of their own roles and responsibilities to safeguard children.</p> <p><u>Includes:</u> Healthcare¹⁸ staff, Service Police/MDP Phase 1 and Phase 2 Training Staff, Cadet Force Adult Volunteers, and others in Regulated Activity (Regulated Work in Scotland).</p>
<p>Level 3</p> <p>Advanced</p>	<p>Staff and volunteers working predominately with children and parents.</p> <p>In addition to the skills needed at Level 1 and 2 this group of staff need to be aware of the importance of family history, the impact of parenting issues and of working together to identify, assess and meet the needs of children where there are safeguarding issues.</p> <p><u>Includes:</u> Social care and healthcare staff, youth, and community workers, those working in early years settings and schools, teachers, chaplains¹⁹, Service Police/MDP, Military Provost staff²⁰, single Service Specialist Welfare workers, unit welfare officers and DCMH clinical staff.</p>
<p>Level 4</p> <p>Specialist</p>	<p>Members of the workforce who have responsibilities in relation to safeguarding, including named and designated lead professionals.</p> <p>This group of staff need to have the skills needed for the above groups and need to understand child protection procedures, be able to exercise professional judgement, work with complexity, have a greater understanding of engagement with children, families and promote professional practice and give advice to others.</p> <p><u>Includes:</u> All designated safeguarding leads, named professionals from health, education (headteachers, deputy headteachers and managers of early years settings), Service Police/MDP, Military Provost staff and personnel working in social care positions. Those involved in the recruitment²¹ of staff into posts working specifically with children.</p>

¹⁸ Health staff should refer to the [Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff](#) for competencies required for all healthcare staff.

¹⁹ Chaplains' (including all Regular, Reserve, World-faith Civilian Chaplains to the Military, Cadet Force Chaplains, and Officiating Chaplains to the Military) safeguarding level 3 training should be conducted within the context of the individual chaplain's sending Church / endorsing authority and renewed every 3 years. If the endorsing authority is unable to facilitate training chaplains should undertake level 3 training with their LSP Board or other certified training provider.

²⁰ [MPS Regt \(Detention Specialist\) and All Arms personnel operating custody facilities outside of the UK \(Unit Service Custody Premises Staff\)](#)

²¹ Staff involved in the recruitment of posts working with children are required to undertake specific training in relation to safer recruitment.

8 Safer Recruitment

1. Safer recruitment is central to the safeguarding system and is most effective when the employing authority adopts recruitment and selection procedures which deter, identify, or reject people who might abuse children or are otherwise unsuitable to work with them. All employing authorities should follow the direction and guidance laid out in their recruiting policies. These policies apply to the recruitment of all adults, whether in a paid or voluntary capacity on permanent, temporary, or contracted employment. Additional guidance on safe working practices can be found on the [Safer Recruitment Consortium](#) website.
2. Where a Disclosure check is required, employing authorities are to follow MOD policy for Disclosure and Barring Service checks, contained in JSP 893: Procedure for personnel and posts which require a disclosure check, and its Accompanying Civilian Guidance. The Disclosure and Barring Service provides three levels of disclosure (basic, standard, and enhanced).
3. If a disclosure reveals that an applicant is prohibited from seeking or working with children, it is an offence for a person to apply for or accept any work in a position that includes Regulated Activity²², and the Police must be informed without delay of the individual's attempt to seek employment. It is also an offence for an organisation knowingly to offer work in a position that includes Regulated Activity to an individual who is disqualified from working with children or to fail to remove such a person from such work.
4. The principles of safer recruitment should be included in the terms of any contract or service level agreements drawn up between the employing authority and contractors or agencies that provide services for, or staff to work with, children and vulnerable adults. Any service level agreement or contract should contain a safeguarding statement, which makes explicit the standards expected. The agreement should be regularly reviewed.
5. Civilian recruiters should refer to Keeping Children Safe in Education statutory guidance for schools and colleges when recruiting for MOD-provided schools overseas.

²² Regulated Activity is defined in the Safeguarding Vulnerable Groups Act 2006 amended by the Protection of Freedoms Act 2012 (PoFA)

**ANNEX A - DEFENCE SAFEGUARDING PARTNERSHIP BOARD (DSPB)
SAFEGUARDING INCIDENT REPORTING FORM**

OFFICIAL - SENSITIVE - PERSONAL (when completed)

Reporting Details	
Date of Report	
Name of Notifier	
Title	
Agency	
Address	
Tel No	
Email	

Subject(s) of Report							
First name	Surname	Any known aliases	DOB	Address	Gender	Date of Death (if applicable)	Rank/Service Number/Unit

Family Composition/Significant Others						
Name	Relationship to Subject of Report	DOB	Address	Rank/Service Number/Unit	Commanding Officer/Line Manager	

Agencies known to be involved with the case			
Name	Agency	Address, Tel No./Email	Nature of involvement

Reason for report (please put a X in the boxes that apply)

- A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected.
- A child has been seriously harmed and abuse or neglect is known or suspected.
- There was clear evidence of a risk of significant harm to a child that:
 - Was not recognised by organisations or individuals in contact with the child or perpetrator; or
 - Was not shared with others, or
 - Was not acted on appropriately.
- The death of a person aged 16 or over has, or appears to have, resulted from violence, abuse, or neglect by a person to whom s/he was related or with whom s/he was or has been in an intimate personal relationship, or a member of the same household as him/herself, held with a view to identifying the lessons to be learnt from the death.
- The case highlights or could highlight improvements needed to safeguard and promote the welfare of children. For example, injury in a MOD community setting.
- The case highlights or could highlight recurrent themes in the safeguarding and promotion of the welfare of children, e.g., the failure to share information which led to a child being at increased risk.
- The case raises or may raise issues relating to the safeguarding and promotion of the welfare of children in institutional settings, e.g., failure to respond appropriately to safeguarding issues in training establishments.
- The case highlights or could highlight concerns regarding two or more agencies working together effectively to safeguard and promote the welfare of children.
- One or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another.
- The child concerned was the subject of a child protection plan or had previously been the subject of a plan.

OFFICIAL-SENSITIVE

The case suggested that the MOD SBP may need to change local procedures, or that protocols and procedures are not being adequately promulgated, understood, or acted on.

There are indications that the case may attract media interest.

Summary of Events

Location of incident:

Please outline events and circumstances which triggered this report:

This reporting form is now complete.

Please return to: People-AFFS-Safeguarding-Mailbox@mod.gov.uk

OFFICIAL - SENSITIVE - PERSONAL (when completed)

ANNEX B - RAPID REVIEW TEMPLATE

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Purpose of the Rapid Review

In line with JSP 834, the aim of this rapid review is to:

Gather the facts about the case, as far as can be readily established.

Discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately.

Consider the potential for identifying improvements to safeguard and promote the welfare of children.

Decide what steps to take next.

Background Information

Name of Child:

Date of Birth:

Ethnic Origin:

Date of Death / Serious Incident:

Date notified to People-AFFS-Safeguarding-Mailbox@mod.gov.uk

Date of Rapid Review:

The Rapid Review should be a face-to-face meeting but may be a telephone conference if constrained by time.

List of Participants in Rapid Review:		
Name	Job Role/Rank/Title	Agency/Organisation

Section 1: Case Background
This could be completed in advance of the Rapid Review meeting.

Details of Family Members and Significant Others:

Name and Address	Relationship to Subject of Review	Date of Birth	Rank/Service Number/Unit	Commanding Officer/Line Manager

Case Summary

Please provide a brief outline of the child and family circumstances and the incident that triggered this Rapid Review:

Documentation available to this Rapid Review:

Section 2: Consideration of Case and Recommendations

This should be completed during the meeting and agreed by participants.

Immediate Action

Has ALL appropriate immediate action been taken to ensure the child's safety?

Yes No

Please give details of action taken. If no, what actions need to be taken? When will these be taken and by whom?

--

Rapid Review Discussions

Record of Rapid Review discussion. The Rapid Review conclusion should clarify the nature of harm suffered. If the Rapid Review identifies immediate learning that can be acted upon, the outcome/actions should be summarised:

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Rapid Review Recommendations

Rationale for recommendations and any action required:

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Date of approval:

Signature of the LSP Chair / Rapid Review Chair:

Date this form submitted to People-AFFS-Safeguarding-Mailbox@mod.gov.uk:

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