

## The Golden Rules

Torbay safeguarding golden rules for multi-agency working to safeguard children and young people from harm.

### Safeguarding is everybody's responsibility

If you work with children, young people and their families or carers you have a responsibility to safeguard. These golden rules will make everyone SAFER.

#### Share information

- Communicate concerns across agencies involved with the child and family.
- Attend and participate in conferences, core group, reviews and meetings.
- Do not use data protection as a barrier.
- See advice if in doubt.
- Record your decision as to why you share or do not share information

#### Assess risk

- Always be child-centred in assessments.
- Use evidence to analyse risk and protective factors.
- Maintain a multi-agency focus, include all children, read the history and identify recurring patterns.

#### Focus on the child

- Use multi-agency guidance policy and procedures.
- Record the child's wishes feelings and behaviour.
- Listen to what the child is saying.
- Do not take adult explanation of injuries at face value; have the confidence to challenge.
- Plans for children must be SMART.

#### Evidence all decision making

- All professions must know who to go to with safeguarding concerns.
- Supervision must be regular and robust.
- Managers must have regular oversight of case files.

#### Recording is paramount

- Records must be legible, accurate, dated and signed.
- Records must contain up to date information about the child.
- Share records as appropriate.