

# ST-EDS

Employability skills for young people

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# SAFEGUARDING AND CHILD PROTECTION POLICY

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## **1. AIM**

- 1.1 The purpose of St Edmund's Society's Safeguarding Policy (and Child Protection Policy) is to ensure every child at our organisation is safe and protected from harm. This means we will always work to:
- Protect our children and young people from maltreatment
  - Prevent impairment of our children's and young people's health or development
  - Ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care
  - Undertake that role to enable our children/young people to have optimum life chances and enter adulthood successfully.
- 1.2 This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our organisation.

## **2. INTRODUCTION**

- 2.1 Our organisation fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection, and support. A child is someone under the age of 18 years old.
- 2.2 Our policy applies to all children, volunteers, visitors, and staff.

## **3. OUR ETHOS**

- 3.1 Our organisation will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff or regular visitor to our organisation if they are worried or concerned about something.
- 3.2 All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.
- 3.3 We will provide activities and opportunities that will equip our children with the skills they need to stay safe.
- 3.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other agencies.

## **4. STEPS TO SAFER RECRUITMENT POLICY**

We will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

We will always adhere to the Norfolk Safeguarding Children Board's procedures, including specifically the Safer Workforce Policies and Procedures.

### **4.1 Job description and person specification**

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant personnel.

### **4.2 Recruitment publicity**

We will circulate all vacancies widely. We will ensure any advert contains a commitment to safer recruitment and safeguarding children.

### **4.3. Written application form**

We will insist on a written application form. This should include personal details such as name, past names, past and current work/volunteering experience, and details of qualifications. It should also include explanation of all gaps in employment. Applicants should also provide current and recent addresses for the past 5 years.

### **4.4 Selection criteria**

We will decide how the person should behave with children and what attitudes we want to see.

We will develop a list of essential and desirable qualifications, skills and experience and select people against this.

### **4.5 Written Declaration**

We will remind applicants that posts involving working with children are exempt from the Rehabilitation of Offenders Act.

We will ask for a statement in writing that they have no past or current convictions, cautions or bind-overs and no pending court cases

### **4.6 Identification**

We will ask for photographic documentation to confirm identity, such as passport or driving licence, and, for example, a utility bill that contains their address.

### **4.7 Qualifications**

We will ask to see the original documents of any qualifications.

#### **4.8 Interview**

We will interview face to face, preferably with at least two representatives from the group or organisation. We will discuss with the applicant information contained in their application form and explore their attitudes towards working with children. This also provides an opportunity to discuss our child protection policy and to ensure that the applicant has the ability and commitment to meet the standards required.

We will talk about the application including:

- Areas in which you want to know more details
- Gaps in employment history
- Vague statements or unfamiliar qualifications
- Frequent changes of employment

#### **4.9 References**

Two written references must be obtained, where possible to include current or most recent employer.

#### **4.10 DBS Checks**

We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role we will allow the staff member or volunteer to have contact with children.

#### **4.11 Induction and Probationary Period**

We will ensure volunteers or workers receive a comprehensive induction, in line with our Induction Policy.

We expect a normal probationary period to be 6 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker, such as management.

Training on Child Protection and Safeguarding Children should be given within 3 months.

If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure.

4.12 Two members of the Management Team have completed the Safer Recruitment Training for Norfolk and Suffolk.

4.13 Safer Programme is undertaken and refreshed every 3 years.

4.14 Every member of the welfare team will complete Core programme for voluntary organisation and independent agencies every 2 years.

## **5. PROCEDURES**

- 5.1 When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Child Protection Lead(s) for Safeguarding is. They will also be shown the recording format (as recommended in the Safer Pack by Norfolk and Suffolk's Safeguarding Children's Board), given information on how to complete it and who to pass it to.
- 5.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding training through the Safer Programme relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Child Protection Officer.
- 5.3. All regular visitors and volunteers to our organisation will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Child Protection Officer and alternate staff members are and what the recording and reporting system is.
- 5.4 All parents and carers will be asked to sign a distribution list confirming they have seen and read our safeguarding policy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 5.5 Parents will sign a consent form at the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only.

## **6. TRAINING**

Every member of staff will undertake appropriate safeguarding training through the NSCB Safer Programme every three years.

We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via **[www.norfolklscb.org](http://www.norfolklscb.org)**

The Designated Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

## **7. RECORDS AND MONITORING**

### **Records and Confidentiality**

If we are concerned about the welfare or safety of any child in our organisation, we will record our concerns immediately on CPOMS, alerting the DSL and Welfare team.

Any information recorded will be logged on CPOMS – software used for monitoring pastoral, safeguarding and welfare issues. Information will only be shared within the organisation on a need to know basis for the protection of the child.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's and or Adult Services.

Reports of a concern to the Designated Safeguarding Officer must be logged on CPOMS as a matter of urgency.

### **Roles and Responsibilities**

Our Designated Safeguarding Officer will liaise with Children's and or Adult Services and other agencies where necessary and make referrals to Children's and or Adult Services using the procedure below.

Any concern for a child's safety or welfare will be recorded on CPOMS and allocated to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. The Welfare Team will use the Signs of Safety approach to assess the needs with the family/student if needed and make referrals where necessary.

The Designated Safeguarding Officer will ensure that all staff, volunteers, and regular/repeat visitors have received appropriate Safeguarding information during induction and have been trained by the Safer Programme.

The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.

At all times, the Designated Safeguarding Officer will ensure that safer recruitment practices are followed.

Our organisation undertakes to remedy without delay any weakness regarding our safeguarding arrangements that are brought to their attention.

## **8. Procedures for Handling Disclosures**

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- To not ask any leading questions, interrogate the child, put ideas in the child's head or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to record on CPOMS.
- Contact the designated person immediately
- Seek support

## **9. WHAT IS ABUSE AND NEGLECT?**

9.1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

### 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.

### Emotional abuse

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 a child 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing 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.

### Sexual abuse

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 (for example, rape 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, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Upskirting is now a form of peer-on-peer abuse

It is a criminal offence. Upskirting is typically when a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress, or alarm.

## 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. 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 It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Child sexual exploitation

Child sexual exploitation is a form of child 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 by using technology.

## Signs of Serious Crime CCE Child Criminal Exploitation.

Children are at risk from/or are involved with serious violent crime. Including:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- Increased absence from school
- Change in friendship/relationships with others/groups
- Significant decline in performance
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries

## Prevent

Section 26(1) of the CTSA (County Terrorism and security act) imposes a statutory duty on "specified authorities", when exercising their functions, "to have due regard to the need to prevent people from being drawn into terrorism".

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers (referred to in this advice as 'childcare providers') are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

For St Eds to fulfil the Prevent duty, it is essential that staff can identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. Here at St Eds we endeavour to provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The Prevent duty is entirely consistent with St Eds safeguarding policy and existing responsibilities and should not be burdensome. Ofsted's revised Education Inspection Framework for education, skills, and early years, which came into effect from 14 November 2019, makes specific reference to the need to have safeguarding arrangements to promote pupils' welfare and prevent radicalisation and extremism.

**Rio Bygrave, Gary Harrison, and Will Barrett are the on-site PREVENT Designated Officers.**

### Extremism

Goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

### Signs of Abuse:

There is a wide and varied range of indicators of possible abuse, including obvious ones such as direct observations or reports, admission, expressions of fear that abuse might happen, reports of concern from others. While there are no unmistakable signs of abuse the following are examples of material, psychological and physical changes that suggest cause for alertness and possible concerns:

- a) Evidence of unreported injuries or injuries suggesting a possible non accidental cause
- b) Explanations that are incompatible with injuries presented or where conflicting explanations are given
- c) A history of persistent illness, infection, or injury

- d) The inappropriate use of medication
- e) Possessions or money going missing; insufficient funds
- f) Property being sold without the owner's consent or understanding
- g) Uncharacteristically withdrawn behaviour, without apparent reason
- h) A person found alone and at risk without adequate explanation
- i) A time lapse between injury or illness and seeking medical or other care
- j) Abrupt or frequent changes of doctor
- k) Unexplained weight loss or uncharacteristic comfort eating
- l) Uncharacteristically untidy appearance; personal items missing
- m) Repeated difficulty in getting to see someone or in speaking to a person alone
- n) Avoidance, including regularly missed appointments, refusal of help etc
- o) Evidence of alcohol or other substance or other signs of stress
- p) History of previous abuse or violence in the family
- q) Unexplained pain, itching, infection, or injury in the genital, anal or abdominal areas or torn, stained or bloody underclothing
- r) Sporadic or persistent school or education absences

Always seek advice if you have any concerns

### Procedures for Handling Disclosures

A child or young person may decide to disclose information that may indicate they are suffering from abuse or neglect. A child or young person chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say and be very careful not to 'lead' the child or young person or influence in any way in what they say.

It is important that the adult remembers to:

- Stay Calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child or young person, or put ideas in the child or young person's head, or jump to conclusions.
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child or young person disclosed. Be sure to sign and date the record in CPOMS.
- Contact the designated person immediately
- Seek support

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

If we have a concern about a child or children, we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put

through to a Social Worker who will take all the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Children's Advice and Duty Service (CADS) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations which will be recorded and stored securely, including the dates and times of who we spoke to, the information shared, and the action agreed. We do not need to send a written referral.

Full details on this process can be found at [www.norfolkscb.org](http://www.norfolkscb.org) under 'How to Raise a Concern'.

We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on [www.norfolkscb.org](http://www.norfolkscb.org) and contact the Safer Programme for more advice on this process.

For Suffolk Referrals  
CADS

Email: [customer.first@suffolk.gcsx.gov.uk](mailto:customer.first@suffolk.gcsx.gov.uk)

Tel: 0345 606 1499

## **10. OTHER RELEVANT GUIDANCE AND LEGISLATION**

10.1 To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Behaviour
- Safer Working Practice
- Code of Conduct
- Confidentiality
- Health and Safety
- Whistle Blowing
- Complaints
- First aid
- Off-Site Activities
- Exclusion/Sent Home Policy
- Working Together 2018
- Protecting Children from radicalisation Prevent Duty 2015
- What to do if You're Worried a Child is Being Abused 2015

- Children Act 2004
- Children Act 1989
- Keeping Children Safe in Education 2020
- Section 157 Education Act 2002
- Criminal exploitation of children and vulnerable adults: county lines 2018
- Framework for the Assessment of Children in Need and their Families

**11. The NAMED DESIGNATED CHILD PROTECTION OFFICER is *required to review this policy annually***

11.1 For year 2022 the following designated staff are in post:

DESIGNATED OFFICER - Rio Bygrave 01603 622035  
 DESIGNATED OFFICER - Serena Davenport 01603 622035  
 DESIGNATED OFFICER – Heather Smith 01603 622035  
 DESIGNATED OFFICER – Emma Pinfold 01603 622035  
 DESIGNATED OFFICER – Amanda Bowie 01603 622035  
 DESIGNATED OFFICER – Billy Dunthorne 01603 622035  
 DESIGNATED OFFICER – Lee Masters 01603 622035

PREVENT DESIGNATED OFFICER – Rio Bygrave, Billy Dunthorne, Capricia Peart.

**12. POLICY REVIEW**

12.1 This policy will be reviewed on 1<sup>st</sup> August 2022.

**13. USEFUL CONTACTS**

**Children’s Advice and Duty Service CADS 0344 800 8021**  
**Suffolk CADS 0808 800 4005 LADO@norfolk.gov.uk. 01603 223409**

Norfolk Police	<b>101</b>
In an emergency please call	<b>999</b>

Local Authority Designated Officers (LADO) Team Always someone available during normal working hours 01603 223409 <a href="mailto:lado@norfolk.gov.uk">lado@norfolk.gov.uk</a>
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Norfolk Safeguarding Children Partnership (NSCP Policies & Procedures [www.norfolklscb.org](http://www.norfolklscb.org))

Suffolk LADO Team 0345 606 1499  
[ladocentral@suffolk.gcsx.gov.uk](mailto:ladocentral@suffolk.gcsx.gov.uk)

**Review date: August 2022**