

LFL SAFEGUARDING CHILDREN POLICY

Designated Person for Safeguarding: Marva Trenton, Director
Contact Details: 020 8671 8939 email marvat@lifelongfamilylinks.org.uk
Deputy Safeguarding Lead: EHI Ohunyon
Contact Details: 0207 582 4187

INTRODUCTION

Child Protection Policy Statement

Lifelong Family Links whole-organisational Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child welfare concerns. The policy also aims to make explicit the organisational commitment to the development of good practice and sound procedures to keep children safe whilst on our care.

The purpose of the policy is, therefore, to ensure that our children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where Child Protection concerns are identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.

Lifelong Family Links believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice that which protects them.

We recognise that:

The welfare of the child is paramount

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. This policy applies to all children and young people Working in partnership with children, young people, their parents and carers and other agencies is essential in promoting young people's welfare

Purpose of Policy

To provide protection for the children and young people who receive Lifelong Family links services, including the children of adult members or users

To provide staff and volunteers with guidance on procedures they should adopt

LFL SAFEGUARDING CHILDREN POLICY

in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

This policy applies to all staff, including senior managers and boards of trustees, paid staff, volunteers and session workers, agency staff, students or anyone acting on behalf of Lifelong Family links

This policy follows the statutory government guidance Working Together to Safeguard Children: 2010; the London Child Protection Procedures: 2010 and What to do if you're worried a child is being abused: 2006.

All agencies in London have signed up to the London Procedures, which should be regarded as instructions to staff.

We will review our child protection policy and protocol at least annually to ensure they are still relevant and effective. .

DEFINITIONS & PRINCIPALS

A child is any person who has not yet had their eighteenth birthday. Social Work Teams will also act to protect unborn children and offer ongoing support, up to 25 years, to some children who have been in care.

Government's specific ambition for children is that they will achieve the Every

Child Matters key outcomes:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being.

SCOPE OF SERVICES & INVOLVEMENT WITH CHILDREN

Lifelong Family Links provide a number of fileable services to children and young people with disabilities in the LB Lambeth in universal settling and in safe and protected environments with CCTV on the doors.

- After School club
- Saturday clubs
- Friday young club
- Gardening project (and work experience)

LFL SAFEGUARDING CHILDREN POLICY

- Holiday playscheme
- Activities (football, cycling, cooking, adventure playground) and special events (Thames river boat ride, theme parks, cinema, museums, bowling)
- Workshops (music, clay modelling, anti-bullying, C.V writing, sexual health)
- Disco
- Family outing and fun days
- Participation group (services users, staff, professional advisers and volunteers)..

DEFINITIONS OF ABUSE

The following definitions of abuse are set out in statutory government guidance and provide the framework for responding to risk to children.

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Physical abuse

Physical abuse 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 fabricates the symptoms of, or deliberately induces, illness in a child - see definition of Fabricated or Induced Illness

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development and may involve:

Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person Imposing age or developmentally inappropriate expectations 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

LFL SAFEGUARDING CHILDREN POLICY

Seeing or hearing the ill-treatment of another Serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including organised exploitation, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

Sexual abuse includes abuse of children through sexual exploitation.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under S5 Sexual Offences Act 2003.

Sexual abuse includes non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is 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 failing to: Provide adequate food, clothing and shelter (including exclusion from home or abandonment)

Protect a child from physical and emotional harm or danger

Ensure adequate supervision (including the use of inadequate care-givers)

Ensure access to appropriate medical care or treatment.

LFL SAFEGUARDING CHILDREN POLICY

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

FURTHER DEFINITIONS

As well as the definitions above, there are circumstances, which can be indicative of abuse, or constitute abuse and are in any case, damaging to children. You should be aware of the need to act on concerns about the following.

Domestic (Family) Violence

Domestic or Family Violence adversely affects children, whether or not it is significant enough to warrant action under Child Protection Procedures.

When a member of staff becomes aware that a child may be living in a household where there is emotional, physical or sexual violence, they should attempt to find out whether the family are receiving help and should consider contacting the referral or advice lines below.

Bullying

Staff should be aware of and act in accordance with the Croydon Anti-Bullying Strategy.

Bullying is not acceptable behaviour. Staff members witnessing a child being bullied or receiving complaints over bullying have a duty to do whatever is within their power to stop the situation, while avoiding putting themselves or the child in danger.

Staff should always discuss instances of bullying with a senior manager. This should occur immediately if the situation is beyond their ability to deal with.

It is important to be aware of the possible use of weapons to covertly, or overtly threaten. All actual or threatened use of weapons or threat of physical force must be reported to the Police

Children Who Go Missing From Care and Home

The Lambeth Safeguarding Procedures define a child as 'missing' if their whereabouts are unknown, whatever the circumstances of their disappearance.

LFL SAFEGUARDING CHILDREN POLICY

Children who go missing place themselves at risk of substance abuse, exploitation and addiction. There is a very high correlation (probably 98%) between children who go missing and those who are sexually exploited.

Sexual Exploitation

Sexual exploitation is an increasingly common issue and staff should be aware of the possibility and refer as appropriate.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology with or without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability

If you believe a child is subject to sexual exploitation, you must refer the matter to Children's Social Care Duty Intake Service, via the Contact Centre.

Child Trafficking

Child trafficking is the recruitment and movement of children for the purpose of exploitation; it is a form of child abuse. Children may be trafficked within the Country, or from abroad. It overlaps with Sexual Exploitation and adverse Private Fostering situations. Children may be trafficked for:

- Sexual exploitation
- Labour exploitation
- Domestic servitude
- Cannabis cultivation
- Criminal activity
- Benefit fraud
- Forced marriage
- Moving drugs.

LFL SAFEGUARDING CHILDREN POLICY

Private Fostering

A Private Fostering arrangement is one that is made privately between two parties without the involvement of the Local Authority for a child under the age of 16 (18 if disabled). This arrangement would be with someone who is not a parent or close relative, and lasts 28 days or more.

Private Fostering is used as a form of childcare by parents who are not able to take care of their child on a day to day basis, for whatever reason. However, unreported Private Fostering Arrangements can be used in order to exploit children.

The Law requires that the Local Authority should be informed at least six weeks in advance of a Private Fostering arrangement or 48 hours after the arrangement has been made if in an emergency. Social Workers will:

- Check the suitability of the Private Foster Carers through checks and assessment;
- Make regular visits to the child and monitor the standard of care; and
- Ensure that Private Foster Carers and birth families have all the necessary information and advice they require.

Forced Marriage/Honour Violence/Killings

It is an offence to force someone to marry against their will - section 74 of the Serious Crime

Act 2015. This includes:

- Taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- Marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)
- Breaching a Forced Marriage Protection Order is also a criminal offence
- The civil remedy of obtaining a Forced Marriage Protection Order through the family courts will continue to exist alongside the new criminal offence, so victims can choose how they wish to be assisted.

Guidance on dealing with concerns regarding forced marriage is contained in the Multi Agency Practice Guidelines 'Handling Cases of Forced Marriage'

LFL SAFEGUARDING CHILDREN POLICY

<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forcedmarriage/publications>

A 'forced' marriage is distinct from a consensual 'arranged' marriage because it is without the valid consent of both parties and duress is a factor. A child who is forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. Information about a forced marriage may come from the child themselves, of the child's peer group, a relative or member of the child's local community or from another professional. Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self-harm, child abuse or neglect, family/young person conflict, a child absent from club /school or a missing child/runaway. Forced marriage may involve the child being taken out of the country for the ceremony, is likely to involve non-consensual/under-age sex and refusal to go through with a forced marriage has often been linked to 'honour killing' or violence.

Children with Sexually Harmful Behaviour Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school's anti bullying procedures where necessary.

However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures. Research indicates that up to 30% of child sexual abuse is committed by someone under the age of 16.

The management of children and young people with sexually harmful behaviour is complex and the organisation will work with other relevant agencies to maintain the safety of the whole organisation/ community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a pupil's sexualised behaviour should speak to the designated safeguarding lead as soon as possible

Honour based violence is an ancient cultural tradition that encourages violence towards family members who are considered to have dishonoured their family. It is rooted in domestic violence and is often a conspiracy of family members and associates meaning victims are a risk from their parents and families.

staff should respond to suspicions of a forced marriage or honour based violence by making a referral to the Children's Services Contact Team on 0207926 6916/6915 and if the risk is acute, to the Police Child Abuse Investigation Team 020 8733 4286. staff should not treat any allegations of forced marriage or honour- based violence as a domestic issue and send the child back to the family home. It is not unusual for families to deny that forced marriage is intended, and once aware of professional concern, they may move the child and bring forward both travel arrangements and the marriage. For this reason, staff should not

LFL SAFEGUARDING CHILDREN POLICY

approach the family or family friends, or attempt to mediate between the child and family, as this will alert them to agency involvement.

Please call their Helpline on 01325 953795 for information or advice.

Under-age Marriages

In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more

Female Circumcision

This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

WHAT TO DO IF YOU ARE CONCERNED THAT A CHILD IS BEING ABUSED

Responding To Patterns of Concern

If you recognise signs of abuse keep a written record of any physical or behavioural signs or symptoms. If patterns emerge or signs become frequent report them to your designation child protection coordinator.

The Role of The Agency Prior To Referral

Normally you or someone in your agency should ask the parents for their explanation of your concerns and tell them that you are going to make a referral to Children's Social Care. Members of the Children's Workforce have a duty to act on child welfare concerns and their anonymity cannot be preserved.

However, you must not talk to the parents about concerns where it would jeopardise the child's safety, for example:

- There are concerns about Sexual Abuse

LFL SAFEGUARDING CHILDREN POLICY

- The child appears very frightened of their parents and fears reprisals

Early Help (Intervention)

Sometimes a child may have additional needs, which require a coordinated approach from the agencies involved, without the need to involve Children's Social Care. In such instances, advice about Early Help and CAF processes can be obtained from:

Early Intervention Manager
020 3049 5256
or

Integrated Working Manager
020 3049 5242

Recording

When staff become aware of possible abuse, they must make full written record as soon as possible and always within 24 hours of the situation arising. This may be recorded directly onto a Referral form, or if there is a lot of detail, be recorded in a separate appended document.

Recording should include as many of the following details as you know:

- Index details of the child, and if known, their family, or carers, alleged offenders, witnesses, other involved children. Index details are names, dates of birth, addresses, gender
- As much information as possible about the incident of concern i.e. what lead up to it, what was heard or witnessed, staff member's responses, location of the event, date, time and details of anyone present
- Any action taken by the member of staff as a result of the incident
- Other relevant background information.

When you record:

- Distinguish between fact and opinion
- Try to describe what happened fully but succinctly
- Make the recording legible
- Sign and date the recording and ensure your name and designation are
- clearly typed or printed

LFL SAFEGUARDING CHILDREN POLICY

family if situation is complex, family members at other addresses), Details of regular household visitors, if known

Summary of Concerns:

What you have seen or heard to make you concerned
Anything you have done in response to this
Your assessments and opinions, specified as such

What You Think Should Happen

Emergencies

If you believe a child is in immediate physical danger you should call the Police on 999.

If a child is injured or showing signs of illness, you should seek medical assistance and try to contact the child's carers, who will normally be able to consent to treatment. Depending on your degree of concern you may want to contact the London Ambulance Service immediately.

Dependent on age and understanding, the child may be able to consent to treatment, or medical staff may decide that the emergency is such that consent should be overridden.

It is your responsibility to access help and try to access the child's parent or carer, not to determine consent issues.

Disagreements About The Need For Referral

If staff and managers disagree about the need for a referral, they should seek advice. If the matter cannot be resolved, members of staff can make a referral in their capacity as a citizen.

Dissatisfaction With The Response To Referral

If you are dissatisfied with the outcome of your referral and particularly if you are concerned that a child may be left at risk, you should ask to talk to one of the managers in the service. If you continue to be concerned you may ultimately want to speak with the Service Manager or Service Lead.

HOW TO RESPOND TO A CHILD TELLING YOU ABOUT ABUSE

LFL SAFEGUARDING CHILDREN POLICY

Sometimes you will be concerned about abuse because of what a child says to you. If this happens you should:

Stay calm and reassuring. Respond with tact and sensitivity and don't make judgements

Find a quiet place to talk and allow the child to speak in their own time (this should still be in the open but away from the crowd and you should tell somewhere else where you are going and with whom)

Believe in what you are being told; take allegations or suspicion of abuse seriously

Listen, possibly confirm details but do not press for information or ask leading questions as this may void any disclosure you receive in a court case or investigation

Make brief notes using the person's own words. Do not interpret what has been said or make assumptions

Say that you are glad that the child told you Acknowledge that the child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault

If necessary, seek medical help and contact the police or social services.

Ensure the safety of the child and that they are away from the alleged abuser.

Follow procedures for reporting allegations and suspicions to the designated child protection coordinator.

Do not:

Promise confidentiality, but do discuss with the child who you need to tell.
Investigate the allegation yourself and do not contact the parents/carers until advised to do so by the local authority/officer in charge of the allegation
If it will help the child to cope say that the abuser has a problem
Say that you will do your best to protect and support the child

Acknowledge to yourself:

That you may need help dealing with your own feelings and your employer/organisation should provide additional support this could include a

LFL SAFEGUARDING CHILDREN POLICY

follow up session, time off or counselling

SUSPICIONS ABOUT MEMBERS OF STAFF

Introduction

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

What Is Meant By an Allegation Against A Member of Staff

You should be concerned if you believe that a member of staff has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children

This part of the guidance applies whether the child is someone with whom the member of staff is acquainted through their work, is a family member, friend, or stranger. As well as the safety and wellbeing of the subject child and other involved children, it is important to consider the staff member's long term attitude, access and level of risk to children.

This part of the guidance applies to all staff whether the member of staff is paid, a volunteer, a permanent, or an agency member of staff. It includes anyone who has access to children, or data about them.

Role of The LADO

Where there is reason to suspect that the individual of concern may be unsuitable to work with children, the matter must be reported to the Local Authority Designated Officer, who will decide where the threshold for investigation under Child Protection procedures is met and will make arrangements to coordinate activity. Once it is clear that the individual should be referred, this should occur without delay, so that an agreement can be made about immediate action and what information can and cannot be shared.

The Lambeth LADO is:

Andrew Zachariades on 020 7926 4679 or 07720 828 700 or email
LADO@lambeth.gov.uk (not secure) / LADO@lambeth.gcsx.gov.uk (secure) and

LFL SAFEGUARDING CHILDREN POLICY

Integrated Referral Hub on 020 7926 3100 or email
helpandprotection@lambeth.gov.uk or help.protection@lambeth.cjsm.net
(secure email)

Action

If you are concerned that a member of staff may have abused a child you must:

- Ensure that the child or young person is safe
- Make a written note of the concerns ensuring names and times are clearly recorded. Do not speak to the child, young person or the member of staff in respect of the allegation
- Talk immediately to your Designated Child Protection person and decide who is going to discuss the matter with the LADO

If your concern relates to the Designated Manager or Designated Child Protection Officer, discuss with the LADO in Children's Quality Assurance immediately
Where a member of staff has obviously assaulted a child or young person the Police should be informed.

In deciding whether to take immediate action in respect of the member of staff against whom the allegation was made, it will be necessary to balance any ongoing risks to children, against the risks of alerting the member of staff in such a way that they may silence children, or destroy evidence.

A member of staff may be suspended with immediate effect by their manager if there are grounds for concern. However, the LADO should be consulted before action is taken.

What Happens After Referral

Following referral to the Contact Centre/ Assessments, the Team will forward the matter to Children's Quality Assurance, who will:

- Undertake checks on those involved
- Decide whether an multi agency Allegations Strategy Meeting is required
- If a multi agency meeting is required, convene it, normally within working days
- Provide advice and guidance to employers
- Track the different processes to their conclusion including any criminal investigation.

LFL SAFEGUARDING CHILDREN POLICY

Management Oversight and Supervision

Case Supervision is vital to sound Child protection Practice. Supervision is a formal process, in which the supervisor helps the practitioner to review and reflect on their work with the child about whom there are child protection concerns and their family. It is important that the supervisor is able to:

Relate child protection procedures and what works in child protection practice to the particular case help the practitioner think about the way in which the relationships between the, child the family and the professional group, affect them and their work challenge and check that sometimes. Case Supervision will be undertaken by the person who has overall responsibility for the individual's workload, performance and development. In very small organisations, or organisations which are unused to safeguarding and child protection, this may not be possible. Where management and supervision are separate, the supervisor and manager must liaise. It may be necessary for such organisations to negotiate together to obtain supervision support.

CONFIDENTIALITY & INFORMATION SHARING

Information may be shared to protect a child or vulnerable person, or to prevent a crime. The Data Protection Act is not a barrier to sharing information, but provides a framework to ensure that personal information about living persons is shared appropriately.

When working with children, guarantees of absolute confidentiality must not be given. Those working with children should tell them that information will be shared if it is necessary to keep a child or vulnerable adult safe.

Staff should be open and honest with the child (and their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

Staff should seek advice if they are in any doubt.

Staff should follow the normal rules for safe data storage and transfer.

Recording should include the decision and the reasons for it - whether it is to share information or not. It should include what was shared, with whom and for what purpose.

CONTINUING WORK FOLLOWING A REFERRAL TO CFL

LFL SAFEGUARDING CHILDREN POLICY

A member of staff may be asked to remain involved with a child or a process, following referral to CFL. They may be asked to:

- Continue their normal level of contact with the child and report back to the Social Worker, if there is one
- They or their manager may be asked to attend a Child Protection Conference
- A manager in the service may be asked to take action in relation to a member of staff about whom there have been allegations.

PART 2: CREATING A CHILD PROTECTIVE CONTEXT

INTRODUCTION

Children are best protected in a context where all aspects of their welfare are taken into account and where there is proper planning for events and activities.

Designated Child Protection Person

The designated person (and their deputy) needs to complete child protection awareness training and have a good understanding of “What to do if you are worried a child is being abused”. They will have an enhanced CRB check.

The role of the designated child protection person is to:

- Know about the signs and symptoms of abuse and know how abusers behave
- Ensure the organisations child protection policy and procedures are followed and updated.
- Ensure information is shared appropriately.
- Receive and record information from anyone who has concerns and store information in a locked drawer/cupboard.
- Assess the information promptly and carefully, clarifying or obtaining more information when they need to.
- Consult initially with a statutory child protection agency; such as the local children’s social care teams or the NSPCC’s child protection helpline (0808 800 5000), to talk about any doubts or uncertainty.
- Make a formal referral to a statutory child protection agency or police.

The designated person must have relevant contact number and addresses of statutory agencies in their area.

LFL SAFEGUARDING CHILDREN POLICY

Code Of Conduct/Behaviour For Everyone

This Code of Behaviour is for all volunteers and staff and volunteers involved in Lifelong Family Links.

You must:

- Treat all children equally and with respect
- Provide an example of good conduct you wish others to follow
- Ensure that, whenever possible, there is more than one adult present during activities with children (or where the staff member or volunteer is under 18) or at least that you are within sight or hearing of others. If you are asked to talk in private ensure someone else knows where you are and leave a door ajar or stay in clear view, always make a note of the conversation, tell the child or young person they are free to leave or stop talking at anytime
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that physical contact with a child may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children
- Operate within the organisation's principles and guidance and any specific procedures
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

You must not:

- Engage in sexual activity with a young person (even if they are over 18) you have met through your duties within the organisation, this would be an abuse of trust
- Invite a child to your home or arrange to see them outside set activity hours
- Give out personal contact details or contact them unnecessarily outside of activity hours
- Give child gifts personally, any appropriate gifts such as token birthday gifts should come from the organisation. You should not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts must be reported to your activity leader
- Lend or borrow any money or property

LFL SAFEGUARDING CHILDREN POLICY

- Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation or to protect you.
- Believe “it could never happen to me”.
- Take a chance when common sense, policy or practice suggests another more prudent approach
- Allow abusive peer activities e.g. initiation ceremonies, bullying or horse play.

You should give guidance and support to inexperienced helpers. Staff relationships are based on mutual respect and it is everyone’s responsibility to ensure a positive working environment.

STAFF/VOLUNTEER SELECTION AND TRAINING

Staff and volunteers will be selected based on their suitability to the role. All staff/volunteers are required to complete the recruitment process before activity commences.

Job descriptions and personal specifications will be made for each new role/position and agreed with staff/volunteers.

Staff/volunteer’s ability to deal with disclosures should be assessed. Special consideration should be given when recruiting under 18s.

All staff/volunteers will be required to:

- Complete an application form.
- Provide proof of identity and qualifications.
- Provide two references who may be contacted before interview.
- Attend an interview, with at least two interviewers.
- Explain gaps in employment.
- Complete a self-disclosure form.
- Obtain a full disclosure through checks from the Criminal Records Bureau (when they will be in contact with children or vulnerable adults both directly and indirectly).
- Supply their ISA registration or go through the vetting and barring system (when they will be in contact with children or vulnerable adults both directly and indirectly).

LFL SAFEGUARDING CHILDREN POLICY

- Complete an agreed probationary period.
- Undertake induction and training.

Advice will be sought when recruiting someone with a criminal record.

Any applicant refusing to go through the vetting and barring system or CRB check will not be employed as a paid member of staff or as a volunteer if their role includes regulated or (and currently) controlled activities that require registration. Current definitions of controlled and regulated activity can be found on the ISA website.

The Criminal Records Bureau Process

All staff and volunteers will go through DBS checks as necessary.

All staff/volunteers who have regular, unsupervised access to children or vulnerable adults will have the Enhanced check as will the designated person for child protection.

Staff/volunteers who have regular contact with children and young people through mixed groups (activities that both adults and children participate in together), and who have positions of responsibility and trust where contact with children is possible will in most cases have the Standard check.

COMPLAINTS PROCEDURE

Lifelong Family Links learns from complaints and uses them to improve our services.

Complaints are any clear expression of dissatisfaction with the group, its personnel, or its services that calls for a response. The procedure deals with specific concerns including: a risk to the health or safety of any individual or improper conduct or unethical behaviour or inappropriate behaviour in relation to children.

Anyone may make a complaint including children, parents/carers, volunteers, paid workers, or other people outside the group.

All complaints will be treated seriously whether made in person, by telephone, by letter, by fax, or by e-mail. Complaints will be dealt with promptly, politely, and with respect - give timescales to resolve.

LFL SAFEGUARDING CHILDREN POLICY

Complaints will be taken in person, in writing or by telephone by a member of the management team/senior workers. Formal complaints should be written down in as much detail as possible, including names of people the complaint has already been taken to.

Complaints can be made anonymously although a name and contact details would help for further investigation.

Initial complaints will be dealt with by (insert name or job title) within (insert timeframe).

If you feel that your complaint has not been dealt with to a satisfactory level (insert next in hierarchy or independent body to assess the complaint).

Whistle blowing is supported when reporting concerns of actual or possible unethical, illegal or unprofessional conduct by anyone within the organisation. Complaints should be reported through normal line management unless they are unable to deal with the matter, in which case it should be taken to the management team.

Should this organisation take part in specific activities that fall outside the policies and procedures here an additional statement of policy and procedure is required to ensure all aspects of child protection have been considered. See appendix A

Preventing Extremism and Radicalisation Policy

Introduction

Lifelong Family Links is committed to providing a secure environment for children, where they feel safe and are kept safe. All adults in our setting recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not.

In adhering to this policy, all staff, including visiting staff, volunteers, students on placement and visitors will contribute to our setting's delivery of the outcomes for all children, as set out in s10 (2) of the Children Act 2004.

This Preventing Extremism and Radicalisation Safeguarding Policy is one element within our overall arrangements to Safeguard and Promote the Welfare of all Children in line with our statutory duties set out in Ofsted's Common Inspection Framework,

LFL SAFEGUARDING CHILDREN POLICY

2015, Inspecting safeguarding in early years, education and skills from September 2015, Safeguarding children and young people and young vulnerable adults policy, July 2015 and Statutory framework for the early years foundation stage, 2014.

Ethos and Practice

When operating this policy we use the following accepted Governmental definition of extremism which is:

‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

- There is no place for extremist views of any kind in our setting, whether from internal sources -children, staff or management, or external sources - school community, external agencies or individuals. The children see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.
- As a setting we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our children.
- We aim to provide a broad and balanced early years curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference and diversity and also to ensure that they thrive and feel valued and respected as individuals.
- Children can be exposed to extremist influences or prejudiced views from an early age which originate from a variety of sources and media, including via the internet. There may be times when children may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.
- Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and

LFL SAFEGUARDING CHILDREN POLICY

where appropriate supported through discussion with children and their families and the Code of Conduct for staff.

- Where misconduct by a member of staff is proven the matter will be referred to the Local Authority.

As part of wider safeguarding responsibilities setting staff will be alert to:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Children exposed to extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Local authority services, and police reports of issues affecting children in other schools or settings
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Our setting will closely follow any locally agreed procedure as set out by the Local Authority and /or the Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

APPENDIX A: SPECIAL CIRCUMSTANCES

(1) Trips Away From Home

- Children need to be kept safe when taking trips away from home. It is therefore important that rigorous child protection policies and procedures are in place, in addition to health and safety procedures,

LFL SAFEGUARDING CHILDREN POLICY

adequate insurance, etc. In putting together a trip away from home, some procedures to follow include:

General

- Ensure children know how to behave, e.g. through a behaviour policy.
- Getting written consent from parents and, if necessary, holding a meeting for parents to give them a briefing on the outing.
- Asking parents about any special needs or requirements for their children.
- Using activity centres and other external providers
- Use reputable organisations that have in place any licences or accreditation required (some adventure activities require specific licences).
- If possible, visiting the centre beforehand and complete a risk assessment. You can ask the centres for their own risk assessment and follow it up with your own.
- Get agreement on the activities to be undertaken if using an adventure activity provider.
- Ensure external providers have proper safety procedures in place (e.g. insurance, maintenance of equipment/ transport, health and safety policies, recruitment of staff to work with children, Child Protection policies etc.).
- Ensure the accommodation is suitable.

V. Staff/Volunteers

Have a person trained in first aid and suitable equipment.

When staying in self catering accommodation a member of staff will need a food hygiene qualification (e.g. Level 2 NVQ in Food and Hygiene)

Have adequate staff ratios. These will depend on the age of the young people and the activity being planned, but DfES guidance on a typical school trip to a museum or historical site are:

- 1 adult to 6 pupils for under-eights (more adults if under-fives).
- 1 adult to 10-15 pupils for eight to eleven-year olds.
- 1 adult to 15-20 pupils for over-elevens.
- Ensure all those attending are aware of their roles and responsibilities.
- Ensure staff/volunteers are competent to lead children in activities.
- Even greater care should be taken over trips abroad.

Two publications in particular provide more detailed information on planning trips away are:

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- Safe Sport Away, produced jointly by the Amateur Swimming Association and the NSPCC.
- Health and Safety of Pupils on Educational Visits DFES (now DOE)

(1) Working With Children with Disabilities

For a number of reasons, children with disabilities are more vulnerable to abuse than others. For example children with disabilities may be more dependent on others for intimate care and may be less able to tell people about any abuse they experience. For these reasons, it is essential that rigorous safe recruitment procedures are in place, especially with regard to recruitment checks on volunteers and paid workers, whistle blowing policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities.

(2) Groups of Parents and Children

In some cases, the volunteers may consist solely of parents or carers looking after their own children. It is recommended that the group still have a policy to cover the activity, as the group and its trustees are still accountable. However, the policy and procedures might be adapted, e.g. to focus more on a code of conduct for parents and children whilst using the service and how parents might deal with the reporting of an allegation of abuse by a child. In this circumstance the duty of care for the child remains with the parent whilst the organisation holds the duty of care for the environment and overall moral duty of care.

(2) Working With Older Teenagers, E.G. 16+

Given that child protection legislation covers all children and young people up to the age of 18, groups working with older children are still required to have a child protection policy and procedures. The policy is likely to cover the same ground as a standard policy, but the section on acceptable behaviour might reflect the age of the young people.

(4) Children Only Groups (Projects Only Involving Children and Young People)

In reality, few are likely to be made up solely of young people. In most cases, adults will have some responsibilities (e.g. as management committee members), or will come into contact in some way with the children on the project. In addition, children can abuse each other (e.g. bullying). It is therefore likely that a policy for such a group would cover the same ground as a standard child protection policy.

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(5) Capital Projects (E.G. Where a Group Is To Provide Facilities for Other Groups)

Some simply aim to provide facilities for other groups or young people to use, e.g. a skate park or playground, or a hall for use by other groups. On the face of it, it may seem that a group like this does not come into contact with young people and does not need a child protection policy. In reality, this is unlikely. If you involve volunteers, have any involvement with young people, hold meetings or consultation events or have use of a public site, a child protection policy would be extremely valuable (this may be in the terms of booking). Any contact with young people makes it necessary to have a child protection policy, and obviously this policy can be adapted to suit the nature of your project. In addition, complete child protection may also include health and safety concerns and appropriate insurance measures, and either provision or guidelines for the use of the equipment or venue once your work has ended.

(6) Use of the Internet

The following procedures are recommended for community groups:

Place the computer where everyone can use it and where everyone can see it, rather than out of sight in another room.

Supervise use of the Internet.

Suggest sites that could be visited by children and young people, e.g. those connected with children's TV programmes.

Talk to children and young people about what sorts of sites they can and cannot visit.

Ensure children are aware that chat sites are open to misuse and they should be as cautious of strangers they meet on the Internet, as they would be when meeting strangers in real life.

Ensure that children and young people do not give out personal details over the Internet, e.g. surname, address, phone number or e-mail address.

Ensure children never arrange a face-to-face meeting with anyone they come into contact with on the Internet.

Encourage children to report anything they come across which they feel is abusive or offensive.

Limit the amount of time children spend online.

Explore the use of filters, which block access to certain sites (although remember that these are unlikely to be foolproof and cannot replace proper supervision).

In addition, groups should not publish recognisable photographs of children on their own websites.

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(7) Social Networking

Over the past years the use of social networking sites such as Bebo, Twitter, MySpace and Facebook has become increasingly popular. Such sites are used to share information, photographs and news with friends across the world.

Whilst the use of such sites (known as social networking) has very many benefits there are potential problems concerning privacy and appropriate usage. These may include breaches of confidentiality, unsuitable language or images, and in some cases breaches of the law.

Examples of such problematic usage of publicly accessible social networking could be:

- Staff/volunteers referring to children by name on their profiles.
- Staff/volunteers referring to private organisation matters
- Staff/volunteers using derogatory or offensive language about fellow colleagues or children.
- Staff/volunteers posting images of themselves in inappropriate dress or situations, especially when it can be accessed by children and young people.
- Staff/volunteers participating in illegal activities such as the sharing of indecent images of children.
- Photos published can identify the staff/volunteers home.

Your policy should cover such things as;

The use of online contact with young people as part of professional duties i.e. using personal email to contact a group about an upcoming activity. Appropriate online contact must be recorded.

Staff and volunteers must have appropriate security on their profiles to stop anyone viewing them that they are not friends with.

Friend requests from children and young people, or their families, should be declined by explaining it is against the organisations policy to do so.

Staff/volunteers should not create web pages, groups or contact lists concerning professional activities carried out on behalf of the organisation without expressed permission.

There must be absolutely no private online contact between professionals and any young people with whom they have a work-related relationship.

(9) Use of Photos

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This policy would apply to all forms of publications; print, film, video, DVD, on websites and in the professional media.

Consent forms signed by parents and guardians can be used as blanket permission for the taking and publication of images when you are working with the same group of children and young people continuously or over a long period of time. Or for one off events, or when the conditions of on which permission was granted have changed, new permission forms may need to be signed.

Consent/information forms could include;

- How long the permission will be considered valid.
- How images may be used.
- For how long will you be able to use the photos etc.
- That you will not publish names or any personal details.
- Only images of children suitably dressed will be used.
- Specific detail of how a photo may be used i.e. in a newsletter.
- Give the option for a parent/carer to give permission to photos being taken but not filming.
- Issues with parents/visitors taking pictures.
- That every effort will be made to prevent the capturing of any image of a child who should not be identified.

If a general event is taking place, such as a fete, you could warn visitors by sign or on any invitation. General consent is then implied by attendance.

Alternatively, you could have a no photo policy.

APPENDIX B IMPLEMENTATION CHECKLIST

- Identify a designated child protection officer (CPO) and deputy.
- Add Child protection coordinator (CPC) name and contact details to procedure
- Ensure CPC attends training on child protection and updates that training regularly
- Ensure all staff and volunteers have a copy of child protection procedures which, they have signed to say they understand them

LFL SAFEGUARDING CHILDREN POLICY

- Ensure that all staff and volunteers know what to do if they have concerns about a child
- Ensure all existing staff and volunteers who have contact with children have DBS Disclosures
- Ensure that new staff/volunteers who have contact with children have DBS Disclosures before they start work
- Ensure that the premises conforms to health and safety guidelines
- Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organization's child protection procedures

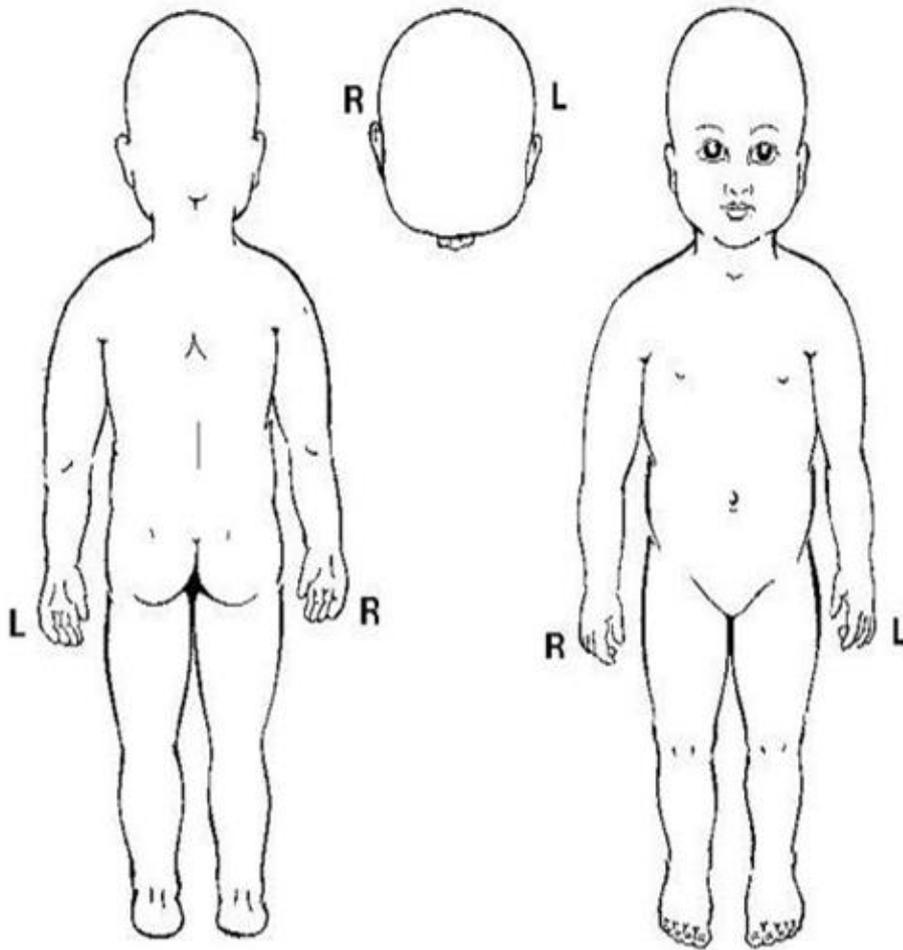
APPENDIX C BODY MAPS

Child body map



Lifelong Family Links
SHARING THE CARE

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Baby/infant Body Map

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APPENDIX D: SIGNS & SYMPTOMS OF ABUSE & NEGLECT

Signs of Abuse

Recognising child abuse is not easy. It is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. You do however, have both a responsibility and duty, as set out in your organisation's child protection procedures, to act in order that the appropriate agencies can investigate and take any necessary action to protect a child.

The following information should help you to be more alert to the signs of possible abuse.

Physical Abuse

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern, although this can be more complicated with burns, as these are often delayed in presentation due to blistering taking place some time later.

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds, with upward splash marks,
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

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- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression
- Withdrawn behaviour
- Running away from home.

Emotional Abuse

Emotional abuse can be difficult to measure, as there are often no outward physical signs. There may be a developmental delay due to a failure to thrive and grow, although this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalised or away from their parents' care. Even so, children who appear well cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour, which can indicate emotional abuse, include:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress

Sexual Abuse

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse the child's behaviour may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

It is also important to remember that other children or young people can also perpetrate it not just adult men who sexually abuse children - there are increasing numbers of allegations of sexual abuse of children against women and sexual abuse.

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The physical signs of sexual abuse may include:

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age, or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or 'smelly'
- Loss of weight, or being constantly underweight
- Inappropriate clothing for the conditions.

Changes in behaviour which can also indicate neglect may include:

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- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised.

Bullying

- Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:
- Physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- Verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- Emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating.

Persistent bullying can result in:

- Depression
- Low self-esteem
- Shyness
- Poor academic achievement
- Isolation
- Threatened or attempted suicide

Signs that a child may be being bullied can be:

- Coming home with cuts and bruises
- Torn clothes
- Asking for stolen possessions to be replaced
- Losing dinner money
- Falling out with previously good friends
- Being moody and bad tempered
- Wanting to avoid leaving their home
- Aggression with younger brothers and sisters
- Doing less well at school
- Sleep problems
- Anxiety
- Becoming quiet and withdrawn

These definitions and indicators are not meant to be definitive, but only serve as a guide to assist you. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or

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more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

APPENDIX E: GENERAL DEFINITIONS

- (1) Parental Responsibility (PR) is where an adult is responsible for the care and well-being of their child and can make important decisions about the child's life. Without parental responsibility you cannot make the decisions about a child's life, such as choice of school or religion, surname or guardian on your death.
- (2) A child's mother always has PR (it is only lost if a child is adopted). A father always has PR if married to the mother, or if not married, a Court has given him PR. Since 2005 an unmarried father can acquire PR if he registers the birth of the child with the mother. He has to attend at the Registry Office. Persons who have a Residence Order for a child normally exercise day to day full parental responsibility for children. Persons who have a Special Guardianship Order for a child or young person exercise full Parental Responsibility for that child, with limited exclusions. For example the person cannot consent to adoption or emigrate with the child.
- (3) A Looked After child or young person is one who is cared for by the Local Authority either under Section 20 or Section 31 of the Children Act 1989. If the Local Authority has an interim Care Order or a Care Order they share PR with those people who have it (i.e. parents). However parents in these circumstances cannot discharge PR to the detriment of the child. If a child is cared for under section 20 the Local Authority does not share PR - the parents retain full PR.
- (4) Accommodation under Section 20 occurs either when the child has no one who can care for them, or the child's parents agree to the Local Authority looking after them.

The following principles guide the way in which members of staff work with children:

- The safety and well being of the child is the paramount consideration in all

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- child work with children. Where there is a conflict of interests between adults and a child, staff will work in a way which promotes the child's welfare
- Children and young people should be listened to and consulted and their views taken into account, according to their age and understanding
- Children are best brought up within their families and when considering who should care for a child, Social Workers will always choose the least intrusive option, compatible with the child's safety
- Issues affecting children's safety and well being should be resolved in a timely manner
- Whilst the Local Authority Children's Social Care Division has the lead responsibility for protecting children, safeguarding is everybody's business and there is a duty on public bodies to cooperate to safeguard children.

Updated May 2018, by Marva Trenton