



**SAFEGUARDING
&
CHILDREN PROTECTION

POLICY & PROCEDURE**



Development and Review Process

	Name	Regularity	Date
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The term 'Designated Safeguarding Lead' refers to the person who holds ultimate responsibility for safeguarding at the time of the disclosure. If the primary Designated Safeguarding Lead is absent or unavailable, the responsibility defers to the Deputy Designated Safeguarding Leads as set out above.

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Introduction

The Baytree Centre places the highest priority on safeguarding and promoting the welfare of children.

Its policy has also taken into account the 2018 Working Together to Safeguard Children Guidance.

This document includes a policy statement, roles and responsibilities, guidance for Trustees, Baytree staff, sessional workers and volunteers; it also outlines arrangements for training, monitoring and information sharing.

Related policies and procedures

This policy document should be read alongside our organisational policies and procedures, including the following:

Policies and Supporting Documents:

- Safer Recruitment Policy
- Code of Behaviour & Conduct
- Dignity at Work Policy
- GDPR Policy
- Health and Safety Policy
- Whistleblowing policy
- Adult to child supervision ratios
- Lone Working Procedures
- Staff Handbook
- Volunteer Handbook
- Working Online Guidance for Volunteers

Section 1

SAFEGUARDING & PROMOTING THE WELFARE OF CHILDREN POLICY

1.0	POLICY
1.1	Principles
	<ul style="list-style-type: none"> ○ The welfare of the child is paramount ○ Children have a fundamental right to be protected from harm. ○ Children and their parents/carers have a right to expect Baytree to provide a safe and secure environment. <p>Children have said they need the following from an effective safeguarding system:</p> <ul style="list-style-type: none"> ● Vigilance: to have adults notice when things are troubling them ● Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon ● Stability: to be able to develop an ongoing stable relationship of trust with those helping them ● Respect: to be treated with the expectation that they are competent rather than not ● Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans ● Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response ● Support: to be provided with support in their own right as well as a member of their family ● Advocacy: to be provided with advocacy to assist them in putting forward their views ● Protection: to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee <p style="text-align: right;">(Extract from Working Together to Safeguard Children 2018)</p> <p>The above identified needs will guide the way in which Baytree staff and volunteers implement safeguarding procedures.</p> <p>Baytree believes that a child has the right to be:</p> <ul style="list-style-type: none"> ▪ Protected from neglect, abuse and exploitation and to be safe ▪ To have the opportunity to achieve their full potential ▪ To have their needs determined and met ▪ To be listened to, be believed and have their views be given careful consideration ▪ To be respected and understood in the context of their own cultural, religious and ethnic origin.
1.2	Legal Framework
	The policy is written in the wider context of the Children Act 1989 and 2004, provisions of section 175 of the Education Act 2002, Working within the Sexual Offences Act 2003 and the

	<p>Counter Terrorism and Security Act 2015. It also takes account of the Working Together to Safeguard Children 2018, Guidance and the Safeguarding Children and Young People Vulnerable to Violent Extremism (PREVENT DUTY 2015) Guidance. See Appendix 1. It places specific child protection procedures in the context of the wider safeguarding agenda. Additionally, it considers the legislation on forced marriage set out within the The Anti-social Behaviour, Crime and Policing Act 2014.</p> <p>We acknowledge that breast-ironing or flattening is a form of child abuse and covered with the existing legislation as contrary to section 1(1) Children and Young Persons Act 1933, section 5 Domestic Violence, Crime and Victims Act 2004); and assault (contrary to sections 47, 20 or 18 of the Offences Against the Person Act 1861).</p>
<p>1.3</p>	<p>Accountability and responsibilities (see flow chart Appendix 8)</p>
	<p>This policy applies to all trustees, staff, volunteers and delivery staff from approved partnership organisations (session workers) working for Baytree, recognising that all levels of the organisation should take responsibility for safeguarding children and that there should be clear accountability within the organisation.</p> <p>On a day to day basis all staff are accountable because of the frequent and regular contact they have with children. However, responsibility for safeguarding children and child protection does not lie solely with frontline staff, ultimately the Trustees and CEO take responsibility for ensuring the safety of children.</p> <p>Baytree is committed to ensuring that all staff, trustees and volunteers have access to appropriate supervision and training.</p> <p>Baytree will ensure that allegations against staff, volunteers and trustees, both professionally and personally are taken seriously and investigated in the most appropriate way. The process for breaches to this policy by a member of staff, volunteer or trustee are set out in Appendix 7 and in the Baytree Centre’s Disciplinary Policy.</p> <p>Baytree will cooperate with the 3 statutory Safeguarding Partners (the Local Authority, Clinical Commissioning Group and the Police) to ensure the safeguarding of children.</p> <p>Safer Recruiting</p> <p>All staff, volunteers, trustees working with children and vulnerable people accessing Baytree facilities will be checked through the Disclosure and Barring Service and will be recruited in line with the Baytree Centre Safe Recruiting Policy.</p> <p>Volunteers and trustees will be subject to the same code of conduct as paid employees as set out in the Staff Handbook, Volunteer Handbook and Dignity at Work Policy.</p> <p>Where possible contractors will be allowed to access the site whilst service users are not present. Where this is not possible, they will be reasonably monitored on site throughout the course of their work by the Receptionist and the Facilities Manager</p>

1.4	Definitions
1.4.1	<p>Safeguarding Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.</p> <p>Safeguarding means:</p> <ul style="list-style-type: none"> • protecting children from abuse and maltreatment • preventing harm to children’s health or development • ensuring children grow up with the provision of safe and effective care • taking action to enable all children and young people to have the best outcomes. <p>Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.</p>
1.4.2	<p>Children For the purpose of this policy children are defined as those aged under 18.</p>
1.4.3	<p>Welfare Welfare is defined in the Children Act 1989 in terms of children’s health and development, where health means physical and or mental health. Development means physical intellectual, emotional, social or behavioural development</p> <p>This holistic approach to safeguarding also encompasses the 5 outcomes of the Changing for Children Agenda</p> <p>The Children Act has outlined these as</p> <ul style="list-style-type: none"> ○ Physical and mental health and emotional wellbeing (be healthy) ○ Protection from harm and neglect (staying safe) ○ Education training and recreation (enjoying and achieving) ○ Making a positive contribution to society ○ Social and economic well being
1.4.4	<p>A Child in need This is defined in the Children Act 1989, they are those children whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development or their health and development will be significantly impaired, without the provision of services (including disabled children).</p>

<p>1.4.5</p>	<p>What is Significant harm</p> <p>This definition was introduced in the Children Act 1989 as a threshold that justifies compulsory intervention in family life in the best interests of children. Some children are in need because they are suffering or likely to suffer significant harm. Decisions about significant harm are complex and involve careful assessment.</p>
<p>1.4.6</p>	<p>Child abuse</p> <p>Child abuse is a general term used about situations where the child may experience ill treatment or impairment of development. This may occur in a number of different settings including the home. It may include both actions and omissions on the part of parents and carers, but other close family members or friends may be involved.</p> <p>Child abuse is normally defined under one or more of the following headings.</p> <ul style="list-style-type: none"> ▪ Physical abuse ▪ Neglect ▪ Sexual abuse ▪ Emotional abuse <p>It is important to recognise that abuse is a multi-faceted concept and many children who have been abused will have experienced more than one form of abuse. Children can be put at risk of harm by a variety of behaviours. This list is not exhaustive but can include: domestic violence; drug and alcohol abuse; female genital mutilation; forced marriages and so-called Honour-Based Violence; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation.</p> <p>Full definitions of what constitutes child abuse can be found in Appendix 5.</p>
<p>1.4.7</p>	<p>Child Protection</p> <p>The term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or ill-treated.</p>
<p>1.4.8</p>	<p>Radicalisation</p> <p>“Radicalisation” refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity</p> <p>Full definitions of what constitutes Radicalisation can be found in Appendix 6.</p>

<p>1.4.9</p>	<p>Online Abuse</p> <p>Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:</p> <ul style="list-style-type: none"> • social media • text messages and messaging apps • emails • online chats • online gaming • live-streaming sites <p>Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.</p> <p>Full definitions of what constitutes online abuse can be found in Appendix XX11.</p>
<p>1.5</p>	<p>Adults working with children</p>
<p>1.5.1</p>	<p>Definition</p> <p>Baytree recognises that whilst child abusers may be relatives or friends of the family, some meet children in other contexts and some of these may gain access to children in a range of environments. We will work to ensure a culture that supports staff and children to feel confident about reporting concerns.</p>
<p>1.5.2</p>	<p>Abuse of Trust</p> <p>Baytree recognizes the need for staff to maintain appropriate boundaries in their dealings with children. Intimate or sexual relationships between staff, volunteers or session workers and children will be regarded as a grave breach of trust and an act of gross misconduct as per Baytree's Disciplinary Policy.</p> <p>Sexual activity between a member of staff and a child under 18 years of age is a criminal offence.</p>
<p>1.5.3</p>	<p>Allegations against Baytree staff</p> <p>Given their daily contact with children in a variety of situations, including the wider caring role, staff are vulnerable to accusations of abuse. Their relationships with children generally may lead to allegations against them by children, parent(s) caregivers or other members of staff.</p> <p>The paramount concern is that the child should be safeguarded from all forms of harm. This means that the protection of children takes precedence over other issues including disciplinary procedures.</p>

	<p>Allegations may be designated as false, malicious, unsubstantiated, unfounded or substantiated (KCSIE 2020). Regardless of the motives underlying any allegations, Baytree always takes any allegations seriously and they will be investigated at the highest level and impartially. Allegations made against a member of staff are duly investigated by the DSL and where the allegations involve the DSL, these are reviewed by the DDSL and the Safeguarding Lead Trustee.</p> <p>Baytree will work very closely with schools and/or relevant agencies or where the allegation has taken place.</p>
<p>1.5.4</p>	<p>False Allegations</p> <p>Where following initial investigation by the Baytree Centre or agency that the allegation is demonstrably false by virtue of the fact that the immediate circumstances of the allegation show that it would not be possible for the allegation to be true, then the matter can be dealt with at Centre level.</p> <p>However, in these circumstances, it should be borne in mind that if a child has made an obviously false allegation, this may well be a strong indicator of abuse elsewhere which requires further exploration. The issues will be discussed with the designated person and Baytree’s CEO. If necessary, a referral will be made to Social Services. The allegation may indicate inappropriate behaviour or poor practice by a member of staff which needs to be considered and acted upon if necessary. This may include the need for further training.</p>

Section 2

Roles and Responsibilities for Safeguarding in the Work of the Baytree Centre

2.0	ROLES AND RESPONSIBILITIES
2.1	<p>Trustees</p> <ul style="list-style-type: none"> • All Trustees are responsible to take reasonable steps to protect people who come into contact with Baytree from harm • A Trustee will be appointed who has a monitoring role and responsibility to ensure the organisation is following good practice and that policies are up to date, referred to here as the Safeguarding Lead Trustee. • All trustees to attend NSPCC Trustee Safeguarding Training
2.2	<p>Safeguarding Lead Trustee</p> <ul style="list-style-type: none"> • The Safeguarding Lead Trustee is responsible for monitoring safeguarding processes within the organisation, holds responsibility for ensuring the organisation is following good practice and that policies are up to date. • The Lead Trustee will work with the CEO on a yearly safeguarding report to Trustees • The Safeguarding Lead Trustee must undertake Designated Safeguarding Lead training
2.3	<p>Designated Safeguarding Lead (DSL)</p> <ul style="list-style-type: none"> • Be responsible for investigating allegations against staff unless it is about himself/herself, in which case the Deputy Designated Safeguarding Lead (DDSL) in consultation with the Safeguarding Lead Trustee will undertake the necessary investigations (these investigations to be consistent with the Disciplinary Policy). • Work with Safeguarding Lead Trustee to produce a yearly safeguarding report for Trustees • Supports and advises line managers on all safeguarding matters • Responsible for the monitoring of safeguarding processes and ensuring all staff and sessional workers are updated with current safeguarding procedures. • Responsible for the management and processing of all safeguarding concerns and disclosures, including involving the relevant external services such as the Police and Social Services Departments (SSD). • Ensures safeguarding training at Level 2, 3 or 4 is provided, recorded and annually reviewed for trustees, staff, sessional workers and volunteers. • Provide advice and support to partner staff e.g. schools and Children’s Centres • Monitor the development of children on the child protection register and inform the relevant Social Worker or SSD • Ensure that all relevant information about a child or vulnerable adult at risk is disseminated to appropriate staff or sessional worker within Baytree • Maintain accurate and secure safeguarding records • Investigate any allegation made against Baytree staff or sessional worker and to inform the Safeguarding Lead Trustee immediately.

	<ul style="list-style-type: none"> • Undertake the Level 3 or 4 Safeguarding training provided on an annual basis.
2.4	<p>Deputy Designated Safeguarding Lead</p> <ul style="list-style-type: none"> • Report any safeguarding concerns to the DSL within 24 hours. • To act as Designated Safeguarding Lead when the DSL is incapacitated or unable to fulfil their duties. • Keep all staff and sessional workers updated with current safeguarding procedures • Provide advice and support to partner staff e.g. schools and Children’s Centres • Monitor the development of children on the child protection register and inform the relevant Social Worker or SSD • Ensure that all relevant information about a child or vulnerable adult at risk is disseminated to appropriate staff or sessional worker within Baytree • Maintain accurate and secure safeguarding records • Notify the Safeguarding Lead Trustee immediately and investigate any allegation made against the Designated Safeguarding Lead with the Safeguarding Lead Trustee. • Undertake the Level 3 or 4 Safeguarding training provided on an annual basis.
2.5	<p>Youth, Women’s Service & Volunteer Service Staff</p> <ul style="list-style-type: none"> • Promote a safe environment for children and ensures all safeguarding policies and procedures are implemented within the services. • Know the name and contact methods of the key safeguarding people in Lambeth, i.e. the local authority designated officer (LADO) for allegations against staff and the education child protection coordinator. • Manage Risk Assessments and store these appropriately • Monitor safeguarding & training compliance within direct reports, for example, volunteers’ training to be monitored by the Volunteer Service Lead • Undertake the Level 3 Safeguarding training provided on an annual basis. • Ensure Baytree’s staff and volunteers are fulfilling their responsibilities • Ensure all external partners operate within the law and to liaise with partners and agencies, in particular, the Designated Safeguarding Lead from the external or partner organisation when necessary.
2.6	<p>Non-Safeguarding Staff</p> <ul style="list-style-type: none"> • It is the responsibility of all staff, volunteers and trustees to undertake at a minimum the Level 2 Safeguarding training provided on an annual basis. • It is the responsibility of all staff, volunteers and trustees to follow the reporting processes set out within this policy, specifically in appendices 2,3 and 4.

2.7

BAYTREE

Baytree must have policies and procedures which reflect the roles of staff and parents regarding:

- Child protection
- The use of force to restrain children
- Identification and response to bullying
- Identification and response to racism

Baytree staff and sessional workers will adhere to the policies of the Schools, Children Centres, Community Centres and Adventure Playgrounds where they are based and understand them.

All sites must have a designated member of staff with responsibility for safeguarding. This is either the CEO or another senior member of staff.

The guidance from DFES states clearly that the designated member of staff must have the status and the authority within the management structure to carry out the duties of the post including committing resources and where appropriate directing other staff. A deputy should also be appointed to act in the Designated Safeguarding Lead's absence.

Section 3

Procedures for reporting safeguarding concerns & disclosure

3	<p>A SAFEGUARDING CONCERN OR SAFEGUARDING DISCLOSURE?</p> <p>A safeguarding concern is a feeling or worry that a child or adult may be at risk of harm, or may have been harmed.</p> <p>A safeguarding disclosure is the process by which a child will let someone, for example their mentor, know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.</p> <ul style="list-style-type: none"> • Direct disclosure: this is a specific statement made by a child about the abuse that is happening to them. • Indirect disclosure: one or more ambiguous statements, which imply that something is wrong. • Behavioural disclosure: deliberate or inadvertent behaviour that indicates that something is wrong. • Non-verbal disclosure: writing letters, drawing pictures or trying to communicate in any other way than verbal to let someone know that something is wrong. <p>Sometimes, a partial disclosure of abuse will take place but this does not mean that it should be taken less seriously than a full disclosure.</p>
3.1	<p>What to do if you have a concern about a child?</p> <ul style="list-style-type: none"> • All concerns should be reported within the My Concern platform. Staff should access the portal using their log in details. Volunteers and session workers should contact their Deputy Designated Safeguarding Lead, who will provide them with one off, restricted access details to record their concern. • Always record your concerns factually because they could be used as evidence at a later date. • Concerns should be logged in the portal as quickly as possible and not more than 24 hours after the concern arises. • Concerns logged in the My Concern platform will be reviewed by the Designated Safeguarding Lead, who will decide on the appropriate course of action. <p>Please see appendix 2 for the process diagram.</p>

3.2 What to do if a child discloses to you?

A disclosure is the term used when a child tells someone about an abusive situation.

Your role is to listen. You have to make it clear to them that you cannot keep the information to yourself. It is important when you begin any work with a child or vulnerable adult that you establish boundaries around confidentiality and explain clearly what information you will have to share and who you will share it with.

3.3 The procedure is as follows

If a child discloses information about an abusive situation (which in some circumstances might be by telephone, for example a child contacting their mentor on their mentor's Baytree mobile phone) or says they want to tell you something which is a 'secret' or 'confidential':

- Make it clear that if you think what they have told you means they could come to harm, you will have to tell the Designated Safeguarding Lead. Be absolutely clear that you cannot promise complete confidentiality.
- The child may ask more questions, at this point you should explain Baytree's procedures as set out in this document in an appropriate way. If the child continues with the disclosure, listen to them. It is important to be as empathetic and supportive of the child so that they feel comfortable to talk.
- Notify the Designated Safeguarding Lead immediately after the child's disclosure, if possible and if not, within 12 hours.
- You will need to accurately document the disclosure on My Concern as early as possible and in any event by no later than 24 hours after the disclosure. You should document the following:
 - date
 - time
 - place
 - anyone else present
 - Accurate factual notes on what the child said, if possible, write down verbatim what the child said. (These may be used in court later).
 - Any questions you may have asked

DO NOT

- Ask leading questions if you need to ask questions for clarification ensure they are open questions.
- Offer opinions
- Offer solutions
- Go to the child's home

If a child discloses information **without warning** or indication of the nature of the information that they are going to give, you may not have a chance to remind him/her in advance that you cannot keep it confidential. You must tell the child as soon as possible that you cannot keep what they have told you confidential. This may make the child retract their statement. However, you are still obliged to pass this information on to the Designated Safeguarding Lead at Baytree.

If after hearing the information about confidentiality the child decides not to tell you, you must respect this however it is important to

- Reassure the child that they can come back at any time to discuss the issue
- Monitor the situation
- Raise the issue with the Designated Safeguarding Lead at Baytree.

When the child has finished giving information, pass it on to the Designated Safeguarding Lead at Baytree within 24 hours.

If you think the child is at risk of immediate harm and the Designated Safeguarding Lead at Baytree is not available, the Deputy Designated Safeguarding Lead should be advised immediately as set out below. If this is not possible and you are concerned that there is an imminent risk to the child, you should contact the police or social services using the details in Appendix 6.

- Try and ensure that the child understands what is happening.
- Write up your notes as quickly as possible in the My Concern portal, ensuring they are factual and clear.
- When entering your notes in the portal ensure that the disclosure is flagged for immediate attention of the Designated Safeguarding Lead.
- You should not discuss the disclosure with other staff at Baytree unless requested to by the Designated Safeguarding Lead.
- The Designated Safeguarding Lead will review the disclosure and act accordingly and in line with the Reporting Process set out in appendix 3.

After a disclosure you may feel shocked or upset. Disclosures are held in confidence and not for general discussion, however you may feel the need to talk to someone, in this case it would be appropriate to:

- Talk to the Designated Safeguarding Lead
- The Baytree Centre provides an Employee Assistance Programme to staff where confidential counselling can be obtained.

	<ul style="list-style-type: none"> • Additionally, you can contact the NSPCC helpline for advice and support on 0808 800 5000.
<p>3.4</p>	<p>Non-Recent Disclosures</p> <p>Disclosures of non-recent abuse should follow the reporting procedures set out in 3.3. Each case will be assessed by the Designated Safeguarding Lead.</p> <p>The DSL may need to contact the police or Lambeth social care teams. This will only be undertaken where there is a safeguarding concern. The discloser’s preferences will be taken into account in any action, as will previous legal and social care action that has been taken.</p> <p>Should a service user make a disclosure of this nature you cannot promise confidentiality.</p>
<p>3.5</p>	<p>Process for a Safeguarding Emergency</p> <p>If a child makes a disclosure to you and is in imminent danger, the Designated Safeguarding Lead must be contacted either on site or using the emergency safeguarding mobile number (07944 532 096). This number will be available Monday to Friday from 9am. Outside of these hours if you feel the case is urgent you should contact the police on 999 and social services on 0207 926 5555.</p>
<p>3.6</p>	<p>What action will the Designated Safeguarding Lead take?</p> <p>A staff member, volunteer or coach has concerns about a child.</p> <p>The concern is recorded in the My Concern portal using the guidance set out in this document. The Designated Safeguarding Lead will review the concern and decide an appropriate course of action.</p> <p>The Designated Safeguarding Lead will make an assessment of whether the concern is ‘ongoing’ or considers it ‘allayed’.</p> <p>Where the concern is Ongoing the DSL will contact external statutory agencies. These may include Local Authority Designated Officer, Early Help Teams, Social Services or the Police. Where the concern is not considered to require further action and is considered ‘Allayed’ the record will be confidentially stored in the My Concern platform and marled as ‘Filed’.</p> <p>Where a disclosure is made this will follow the same reporting procedure however all disclosures will be shared with the LADO as the first point of contact with statutory agencies. Staff and Trustees who have logged a concern or disclosure into the My Concern portal will be able to review the progress and decisions taken on the portal.</p>



<p>Volunteers and session workers will be granted Basic User access that allows them to log but not follow a concern or disclosure.</p>

Section 4

Guidance for all Staff

4.0	CONDUCTING A RISK ASSESSMENT & ALLEGATIONS AGAINST BAYTREE STAFF, TRUSTEE OR VOLUNTEER
4.1	<p>Definition of a risk assessment</p> <p>The aim of a risk assessment is to minimise any risk or hazards to children or staff during the delivery of our services.</p> <p>A risk assessment is a simple but careful examination of what, in the workplace, could cause harm to others and the potential likelihood and impact. The appropriate staff member will weigh up whether enough precautions and procedures have been put in place to minimise risk.</p>
4.2	<p>Purpose of a risk assessment</p> <p>Children and staff have a right to be protected from harm caused by a failure to take the reasonable control measures.</p> <ul style="list-style-type: none"> • Activity based – each activity will be risk assessed in accordance with the particular hazards and risks identified and the age range of children engaging in the activity. • Venue based - each venue will be risk assessed in accordance with the particular hazards and risks identified and the age range of children using the venue.
4.3	<p>Procedures for risk assessment</p> <p>All risk assessments will be carried out by either the Youth and/or Women’s Service staff or an appropriately trained member of staff.</p> <p>The following documentation should be included in all risk assessments:</p> <ul style="list-style-type: none"> • Partner organisations’ safeguarding policies • Appropriate parental authorisation for children to undertake the activity • Partner organisations’ staff, volunteer and session workers enhanced DBS status • An assessment of the sensitivity of delivery content
4.4	<p>What to do if an allegation is made against a Baytree member of staff, trustee or volunteer</p> <p>This guidance follows closely procedures in Working Together to Safeguard Children 2018.</p> <p>The following paragraph describes the procedures for the Baytree Centre.</p>

If an allegation is made against a Baytree member of staff, trustee or volunteer, the Designated Safeguarding Lead should be notified immediately.

The Designated Safeguarding Lead and Safeguarding Lead Trustee will take responsibility for managing the process, except in instances where the allegation involves the DSL in which case the Deputy Designated Safeguarding Lead will lead the process.

This guidance will be used in cases where an allegation has been made against a member of staff, trustee, volunteer or session worker that they:

- Behaved in a way which harmed a child or vulnerable adult or may have harmed a child
- Possibly committed a criminal offence against or related to a child: or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to the child.
-

All allegations will be followed up and the Lambeth Local Authority Designated Officer will be informed of any allegations that come to Baytree's attention. Baytree will continue to liaise closely with the Local Authority Designated Officer in all matters that follow. This will all be done in close liaison with the Baytree's Designated Safeguarding Lead and the CEO.

Where an allegation is made there are 4 strands of investigation that may be followed:

1. Criminal via Police
2. Social care by local authority social care teams
3. Clinical Commissioning Group
4. Disciplinary action against staff member

After discussion with the Local Authority Designated Officer, and when a decision has been made about next steps, Baytree will inform the worker that an allegation has been made against them.

An allegation about criminal behaviour should be reported to the police

In some cases Trustees should send a Serious Incident Report to the Charities Commission <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Depending on the decisions that are made in discussion with the Local Authority Designated Officer. The following will be agreed:

- Whether a disciplinary procedure can run in parallel to any investigations including criminal proceedings

	<ul style="list-style-type: none"> ○ Whether the member of staff should be suspended – although the power to suspend is vested with the employer, Baytree will take full consideration of the views of social care workers and the police and the setting where the Baytree staff member is working. ○ If a decision is made to remove an individual (paid worker or unpaid volunteer) from working/ looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, Baytree is obligated by law to make a referral to the Disclosure and Barring Service. It is a criminal offence to fail to make a referral without good reason. ○ Support for workers where an allegation has been made. ○ Baytree will make arrangements to make sure the member of staff is kept informed of the process – this will usually be through their line manager. Baytree will aim to provide appropriate support. If a member of staff is a member of a trade union or professional association they should be advised to contact that body at the outset. ○ Where an allegation is made against a volunteer the Volunteer Service Manager will contact the volunteer within 24 hours to advise them that their volunteering has been temporarily suspended. <p>Please see appendix 4 for the process diagram.</p>
<p>4.5</p>	<p>What to do if an allegation is made against a staff member, trustee or volunteer in their personal life.</p> <p>If an allegation is made against a worker which relates to their personal life and it fits into the criteria outlined above Baytree staff, volunteers and trustees are required to inform the Designated Safeguarding Lead immediately. Failure to do so will be a disciplinary offence and deemed gross misconduct.</p>
<p>4.6</p>	<p>What to do if there are concerns about the way another agency responds to a child protection issue.</p> <p>Baytree staff must ensure that before entering into partnerships with other organisations/agencies due diligence is carried out to ensure partners have robust safeguarding policies and procedures in place. A Service Level Agreement (SLA) must be put in place to govern the principles of working together and the processes for safeguarding.</p> <p>If a concern about another organisation’s practices is raised, the Designated Safeguarding Lead should:</p> <ul style="list-style-type: none"> ○ Gather the facts from Baytree member of staff. ○ Make a clear note of the issues in My Concern and check back with the staff involved that they are correct. ○ Conduct a risk assessment. ○ Discuss the issues with the Trustee Safeguarding Lead.



	<ul style="list-style-type: none">○ If it is agreed no further action is to be taken, the DSL will monitor and record the situation concisely and clearly.○ If action is required, the DSL will refer to the appropriate authority.○ The CEO should be kept informed at every stage of the process.
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Section Training

5.0	TRAINING
5.1	<p>All staff and lead trustees with responsibility for safeguarding will receive training this includes:</p> <ul style="list-style-type: none"> • Trustees • Safeguarding Lead Trustee • Director • Managers • Staff members • Volunteers
5.2	<p>Staff will receive:</p> <ul style="list-style-type: none"> • Half a day training in their induction • Level 2 safeguarding training within first 6 months of employment • More advanced training according to local circumstances in discussion with their manager or Baytree CEO • Refresher training every two years
5.3	<p>Volunteers will receive</p> <ul style="list-style-type: none"> • Half a day training in their induction • Level 2 safeguarding training within first 6 months of employment
5.4	<p>The Designated Safeguarding Officer(s) will receive:</p> <ul style="list-style-type: none"> • Induction • Level 3 or 4 training according to local circumstances in discussion with their Baytree CEO • Refresher training every three years • Previous training and experience will be taken into account
5.5	<p>Lead Trustee</p> <ul style="list-style-type: none"> • NSPCC Trustee Safeguarding Training • Level 3 or 4 training commensurate with their responsibilities.

Section Monitoring

6.0	MONITORING
6.1	<p>DBS checks</p> <p>All staff, sessional workers and volunteers who have regular contact with children will have completed a DBS check before commencing employment.</p>
6.2	<p>Training Session Recording Sheets</p> <p>Each group/training session should be recorded as an element of good practice.</p>
6.3	<p>My Concern Portal</p> <p>All concerns and disclosures to be reported via the My Concern platform. Concern to be reviewed on a monthly basis by the Designated Safeguarding Lead with a view to identifying themes. Disclosures to be reviewed within 24 hours to assess the appropriate course of action.</p>
6.4	<p>Report to Designated Safeguarding Lead by Service Leads</p> <p>A quarterly report of the involvement of safeguarding issues is to be reported to the Managers and they should ensure the Director is informed. The report will include updates on training who has received it and outstanding issues.</p>
6.5	<p>Report to Trustees</p> <p>Yearly report presented to the Board of Trustees by the Lead Trustee to include description of activity in that year, training report and any issues of concern in the implementation of the policy.</p>
6.6	<p>Monitoring of training by Service Leads</p> <p>Agreed by the Board of Trustees.</p>



Section Information Storage and Sharing

7.0	INFORMATION STORAGE & SHARING
7.1	<p>As an agency working with a range of other community and statutory agencies in the interests of the safety, welfare and well-being of children Baytree has a responsibility to:</p> <ul style="list-style-type: none">• Store and share photographs, images and personal and sensitive information in line with Baytree's GDPR Policy and procedures.• Exchange relevant information to progress investigations, assessments and case management as permitted by law. Requests for information made by statutory Safeguarding Partners must be complied with; failure to do so may result in legal action being taken against Baytree.• Work with other agencies within agreed, co-ordinated procedures for the care and protection of children in ways that strengthen and support the family.

Section Safe Working

8.0	SAFE WORKING
8.1	<p>Procedures for Staff</p> <ul style="list-style-type: none"> • Baytree staff and volunteers should never visit or enter clients' homes. Do not make personal arrangements with a family or child such as loaning money or buying presents or meeting outside of working hours. • Never give your personal mobile telephone number or home number to families or children if it can possibly be avoided. • Do not take responsibility for children outside of <i>loco parentis</i> arrangements. • Staff should not share their personal mobile number with clients • Office phones (mobiles) should not be answered outside of normal working hours
8.2	<p>Procedures for Volunteers</p> <p><u>Lone Working</u></p> <p>Baytree takes the health, safety and welfare of all volunteers who work alone, and out about in the community seriously. To ensure your safety, and in line with Baytree's Lone Working procedures we ask that volunteers take the following reasonable precautions when carrying out their role:</p> <ul style="list-style-type: none"> • Ensure your main person of contact from the Volunteer Service team knows the day, time and location of where you will be meeting your client. • Make sure your mobile is phone charged, switched on and kept in a place that is easy to access. • Inform your Baytree person of contact by either a phone call or text when the meeting begins and ends. • Make sure you plan your route and check directions of destination, especially if you are meeting the client at a place you have not been before. • If meeting during the winter months when evenings are darker, avoid poorly lit or quiet and deserted areas. • Use the venues in the local area that have been recommended by the VS Team as much as possible, venues are all outlined in the Volunteer Handbook. • If you find yourself at threat of or in extreme danger whilst with a client contact the office immediately. • If you feel you are unable to communicate the situation you are in discreetly over the phone, please use the phrase 'IS LYNN ON DUTY' to alert us of the situation.

- In the event of an emergency i.e. the client becomes seriously unwell whilst with you, please contact the emergency services - 999 - immediately and then inform us by contacting the Office

The Volunteer Service at Baytree is responsible for:-

- Creating and implementing risk assessments
- Maintaining contact with volunteers whilst they are in the community.
- Raising an appropriate level of alarm if a volunteer cannot be contacted or does not check in with the office after their session has ended.
- Ensuring volunteers and Staff are trained and aware of these

8.3 Safe working with children in a one-to-one situation

This guideline seeks to reconcile the need for privacy with the need for protection for staff when working 1:1 with children.

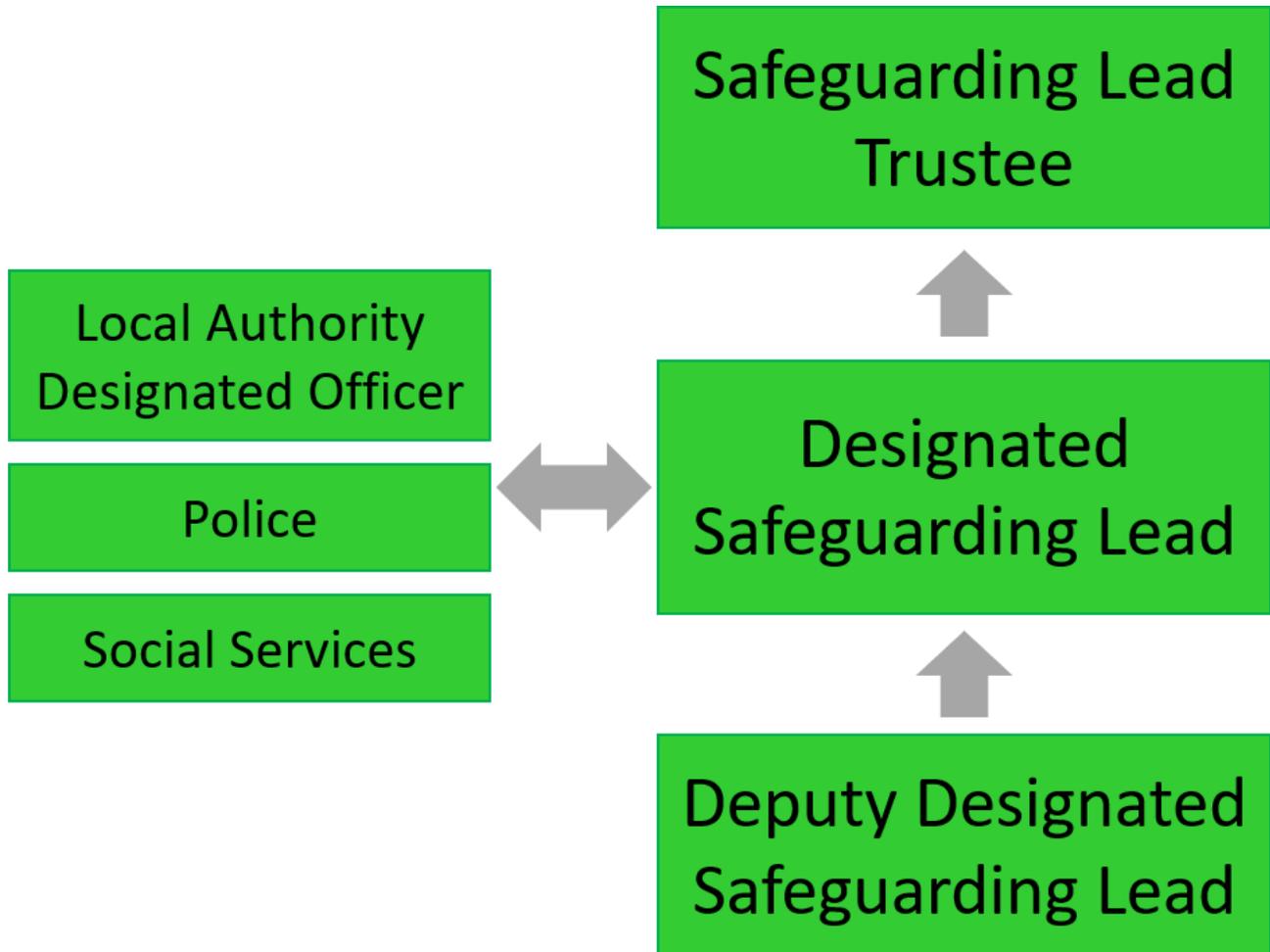
- 1:1 work should normally only take place with the agreement of the parent/carer or the school for older children. Any exception to this must be agreed by the Baytree line manager beforehand.
- Workers should only use designated areas within the building.
- The room should have glass in the door or the door should be kept open or another adult should be made aware that an interview is taking place.
- The worker should sit opposite the child unless a specific task (e.g. reading) necessitates sitting alongside.
- **Physical contact with a child should always be within the context of Baytree's policies.**
- Youth Workers should be clear on the borough's policy on physical restraint. It should be adhered to. Normally staff should not restrain a child but should seek help from another member of staff.
- Workers should consider the suitable seating arrangements in a one to one situation for instance; there may be children who should sit nearer the door and vice versa. This is a particular consideration where there is a history of actual or suspected violence with the child and/or family.
- 1:1 sessions should always be recorded with an indication of the nature of the discussion/activity.
- Workers should log and report any incident about which they feel uneasy. (E.g. if a child/young person leaves a session alleging inappropriate physical contact).

- Children should not be transported in staff cars at any time

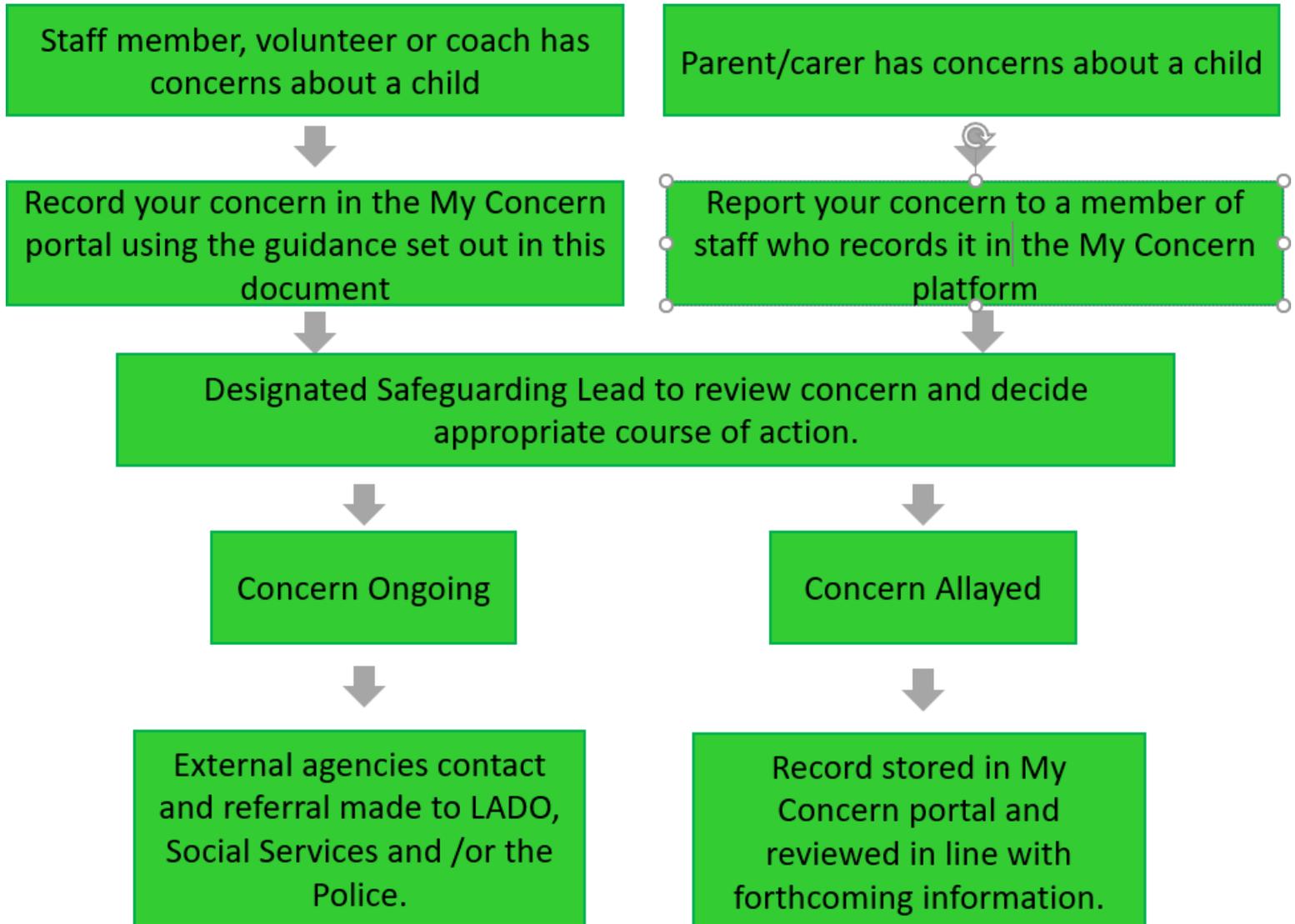


Appendices

Appendix 1 – Safeguarding Responsibility Structure



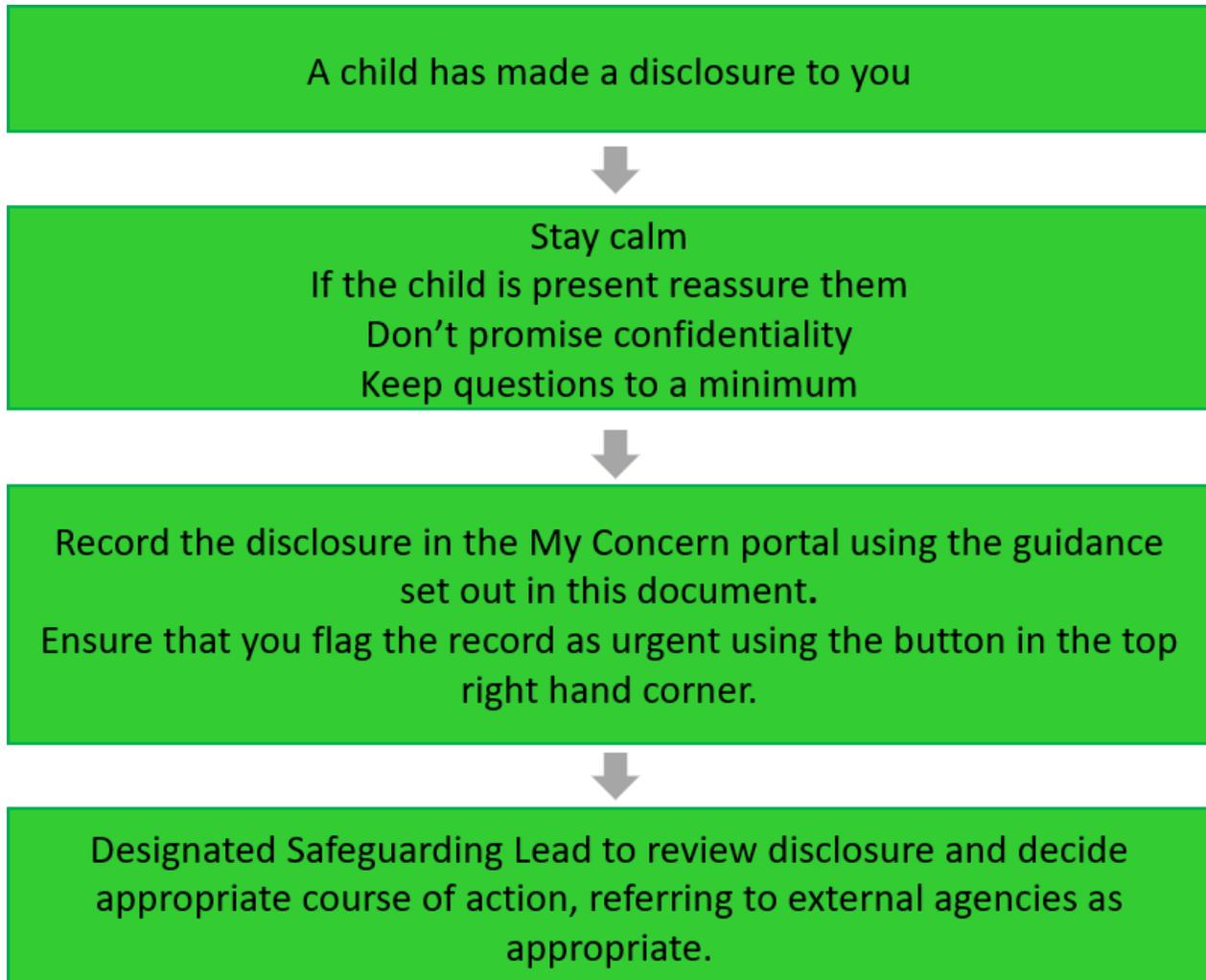
Appendix 2 – Guide for Dealing with Safeguarding Concerns



Volunteers and some members of staff will need to be granted access to the My Concern portal to record information.

If you do not have a user ID for the platform contact Angela Parkes for Volunteers (angela@baytreecentre.org.uk) or your Service Lead, who will provide this.

Appendix 3 – Guide for Dealing with Safeguarding Disclosures



Volunteers and some members of staff will need to be granted access to the My Concern portal to record information.

If you do not have a user ID for the platform contact Angela Parkes for Volunteers (angela@baytreecentre.org.uk) or your Service Lead, who will provide this.

Appendix 4 – Guide for Reporting Safeguarding Concerns Relating to Staff and Volunteers

Concerns arise about the behaviour of a member of staff, session worker or volunteer towards a child/children.



Individual alerted to concerns reports incident or concern within My Concern portal. Ensure that you flag the record as urgent using the button in the top right hand corner



Designated Safeguarding Lead (if appropriate in consultation with LADO, Children’s Social Care, or Police) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree). Designated Safeguarding Lead to report outcome of above processes to be reported to Trustee Safeguarding Lead who may in some cases need to make a Serious Incident Report to the Charities Commission



Appendix 5 - Definitions of Abuse

There are four types of child abuse. They are defined in the UK Government guidance Working Together to Safeguard Children 2010 (1.33 – 1.36) as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this factsheet.

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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

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

(including cyberbullying), 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

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 or carer 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the

activities and social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced antibullying strategies.

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. The physical signs of abuse may include: 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: 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 it is the child's behaviour that 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 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 can also be perpetrated by other children or young people. 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: 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. Child protection fact sheet Definitions and signs of child abuse © NSPCC 2010 7 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 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 6 - Safeguarding Children and Young People Vulnerable to Violent Extremism (PREVENT DUTY)

“Protecting children from the risk of radicalisation should be seen as part of childcare providers’ wider safeguarding duties”.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

As with managing other safeguarding risks, the organisation should be alert to changes in children’s behaviour that could indicate that they are in need of protection.

Baytree staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. This may include making a referral to the Channel programme (Keeping Children Safe in Education, Department for Education, July 2015) Full detail can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

Our organisation safeguarding policy therefore complies with the later years childcare providers under Section 26 of the Counter Terrorism and Security Act 2015 in accordance with the Government’s Prevent Duty Departmental Advice, June 2015:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Appendix 7 - Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is a form of violence against women and girls and it is considered **child abuse** and is **illegal**. It comprises of all procedures involving partial or total removal of the external female genitalia for non-medical reasons. It may be carried out at any time in a girl's life, from baby to womanhood, but the most common age for those FGM cases where the age is known is 5 to 9 year old girls. FGM can be seen as a pathway to womanhood and can also be a condition of marriage. Some communities believe that if a girl has not had it done she is deemed unhealthy, unclean, or unworthy. Parents can have very strong beliefs, genuinely thinking they are doing the right thing for their daughter, and in communities where all females have the procedure it can seem normal, then making it very difficult for girls to challenge this tradition. The FGM leaflet and FGM passport in Resources below can be supportive means for families.

FGM is child abuse and should be dealt with as part of existing child and adult safeguarding/ protection structures, policies and procedures. Please refer to the FGM Safeguarding Flowchart (Department of Health).

https://www.lambethscb.org.uk/sites/default/files/2016-12/FGM_Safeguarding_Flowchart.pdf

In the UK, anyone found guilty of an FGM offence or of helping somebody commit one, faces up to 14 years in prison, a fine, or both, regardless of where in the world the FGM takes place. Anyone found guilty of failing to protect a girl under the age of 16 from risk of FGM faces up to 7 years in prison, a fine, or both.

As of 31st October 2015 it has been **mandatory to report** cases of "known" FGM to the Police. The duty applies to all regulated professionals working within health or social care, and teachers. This mandatory requirement to report to police applies to 'visually identified' cases (the person observes physical signs on a girl appearing to show that an act of FGM has been carried out) or 'verbally disclosed' cases (a girl informs the person that an act of FGM – however described – has been carried out on her) of FGM in girls under 18. The mandatory reporting does not apply to suspected cases

or where a child might be 'at risk' of FGM. **Here is the NHS flowchart for the mandatory reporting process of FGM.**

Possible signs

...someone may be at risk of FGM:

- knowing both that the family of a girl belongs to a community in which FGM is practiced and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school
- a child may also talk about being taken "home" for a special visit to become a woman or a special procedure/ceremony that is going to take place
- a child may say an older female relative is coming specially to see her

...someone might have undergone FGM:

- prolonged absence from school or other activities with noticeable behaviour change on return, they may become withdrawn and possibly with bladder or menstrual problems
- find it difficult to stand or sit still and look uncomfortable, or may complain about pain between their legs
- talk of something somebody did to them that they are not allowed to talk about
- spend longer in the toilet than usual; because of bleeding and/or infection. Have frequent vaginal, urinal, or pelvic infections
- have blood born infections, including Hepatitis B & C, and HIV
- be reluctant to undergo any medical examinations
- may ask for help, but not be explicit about the problem due to fear or embarrassment
- develop emotional and mental health problems; self-harm or signs of child abuse

What to do if you are concerned about someone who might be at risk:

- Talk to them about your concerns, but use simple language, straightforward questions and be sensitive. Let them know that they can talk to you again.
- **If the risk is immediate, call 999**
- Call the free 24 hour FGM helpline anonymously on 0800 028 3550 or email fgmhelp@nspcc.org.uk for advice, support or to report a concern (NSPCC)
- Call the local Gaia Centre on 0207 733 8724 or email lambethvawg@refuge.org.uk for help, this is a Lambeth service that supports girls and women who experience gender-based violence such as FGM
- Call Africa Advocacy Foundation on 020 8698 4473 who work in Lambeth providing drop-in confidential counselling and advice as well as discussions through group meetings for women
- Suggest they carry a 'FGM passport' with them, especially when they go abroad. It is a Statement opposing FGM available in several languages. They can show it to their family, it makes it clear that FGM is a serious criminal offence in UK
- Make a referral to Children's Social Care on 0207 926 3100; if you are a professional please fill in the **Multi-Agency Referral Form (MARF)** and forward it to helpandprotection@lambeth.gov.uk or help.protection@lambeth.cjsm.net (secure email)
- Health and social care professionals can complete the e-learning session 'Communication Skills for FGM consultations' at www.e-lfh.org.uk which provides advice and training to support these discussions. Other professionals can watch a video on NHS Choices where women who have had FGM discuss how they would like to see professionals hold sensitive conversations about FGM: NHS.uk
- Go to www.fco.gov.uk/fgm for more information

RESOURCES



- Further information from Lambeth
<https://www.lambethscb.org.uk/sites/default/files/2018-07/FGM%20Document%20Lambeth%202017%20-%20final.pdf>
- Lambeth's FGM Leaflet:
https://www.lambethscb.org.uk/sites/default/files/2018-06/FGM_A5_leaflet%20Lambeth.pdf

Appendix 8 - Gangs and County Lines /Serious Youth Violence

What is a street gang?

A gang is usually considered to be a group of people who spend time in public places that

- see themselves (and are seen by others) as a noticeable group, and
- engage in a range of criminal activity and violence.
- They may also have any or all of the following features
 - identify with or lay a claim over territory,
 - are in conflict with other, similar gangs

Why do young people want to belong to a gang?

Here are some of the reasons young people might give for being in a gang:

- identity
- a sense of belonging
- they think it will make them safer
- they think they will make money

Bonding and group identity are an important part of social life and growing up. But when a bond is based around crime, violence is usually not far away.

Children and young people involved with, or on the edges of, gangs might be victims of violence or they might be pressured into doing things like robbery or carrying drugs or weapons. They might be abused, exploited or put into dangerous situations.

What is 'County lines'?

'County lines' is the term used to describe the approach taken by gangs originating from large urban areas, who travel to locations elsewhere such as county or coastal towns to sell class A drugs. Gangs typically recruit and exploit children and vulnerable young people to courier drugs and cash. Typically, users ask for drugs via a mobile phone line used by the gang. Couriers travel between the gang's urban base and the county or coastal locations on a regular basis to collect cash and deliver drugs. Gangs recruit



children and young people through deception, intimidation, violence, debt bondage and/or grooming. Gangs also use local property as a base for their activities, and this often involves taking over the home of a vulnerable adult who is unable to challenge them.

County lines cuts across a number of issues including: drug dealing, violence, gangs, exploitation, safeguarding, modern slavery and missing persons. It is critical that practitioners working directly with children and vulnerable adults are aware of what county lines is, how to identify those at risk or involved in county lines exploitation and what action to take. Please read more in the core brief from the DfE (March 2017) in Resources below and in the [Home Office Guidance about County Lines](#) (July 2017).

How can you help a child involved in a gang?

- Support groups and specialist organisations such as [St Giles Trust](#), [Safer London Foundation](#), [XLP](#) and [Gangsline](#) can help.
- Suggest to the child or young person to call Childline on 0800 1111 for support and advice - it's a free 24/7 confidential helpline for children - or they can access more information about gangs on the [Childline website](#)
- Call NSPCC [helpline](#) for more advice about how to help, which is specific to the child's or young person's situation.
- [Redthread](#) has programmes such as 'Gangs exit' and a Youth Violence Intervention programme based in A&E.
- #knifefree campaign provides information on [consequences of carrying a knife](#), [real stories](#) of real people affected by knife crime and [how to go #knifefree](#).

Always consider other often related risks such as CSE, going Missing from home or care or radicalisation when you have a concern about gang affiliation or county line involvement. Please see the Young People at Risk Strategy below.



If you are worried about a child, contact the Integrated Referral Hub:

- **Professionals' Line: 020 7926 3100**
- **Public Line: 0207 926 5555 (24 hours)**
- **Email: helpandprotection@lambeth.gov.uk or help.protection@lambeth.cjsm.net (secure email)**

If you are a professional, please always follow up your referral in writing by filling in the **Multi-Agency Referral Form (MARF)** and forward it to the email address above.

If a child is at immediate risk of significant harm, please dial 999

Young People at Risk Strategy

The Lambeth Safeguarding Children Board published a Young People at Risk Strategy which sets out our ambition and resolve for young people to be free from the risk of

- CSE
- Missing from home, care or education
- Serious Youth Violence
- Involvement with gangs and/ or County Lines
- Radicalisation

Youth People At Risk (YPaR) Strategy 2017-19

https://www.lambethscb.org.uk/sites/default/files/2017-12/LSCB%20YPAR%20STRATEGY%20FINAL%202017_for%20print.pdf

It was launched at the YPAR conference in October 2017, please see the keynote speaker presentations below and a brief video from the conference:

- [Annie Hudson, Strategic Director Lambeth Children Social Care](#)
- [Dr. Helen Beckett from University of Bedfordshire \(CSE\)](#)
- [Junior Smart \(SOS, St Giles\)](#) and watch '[Breaking the cycle](#)' (SOS project)
- [John Poynton and Lucy Knell-Taylor from Redthread \(SYV\)](#)



- Robyn Marsh, Safer London (Missing children/Return home interviews)

For more resources visit

<https://www.lambethscb.org.uk/professionals/gangs>

Appendix 9 – So- Called Honour Based Violence and Forced Marriage

The National Police Chiefs' Council (NPCC), formally ACPO definition of Honour Based Violence is:

'A crime or incident which has, or may have, been committed to wrongly protect or defend the perceived honour of the family and / or community.'

It should be noted that Honour Based Violence does not and should not stand alone. It is inexorably linked with domestic abuse and is part of the wider Government strategy to reduce violence against Women and Girls (VAWG). It should also be recognised that HBV occurs across a range of differing and diverse communities for a number of different reasons. HBV is a fundamental abuse of Human Rights. It is a collection of practices, which are used to control behaviour within families to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

Women are predominantly (but not exclusively) the victims of HBV, as violence may also be visited upon, for example, the male sexual partner of a woman who is perceived as having brought dishonour to the family/community, or a person perceived to have connived at or assisted such a relationship.

Honour Based Violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and / or collusion from family and / or community members.

A Forced marriage is defined as:

'a marriage conducted without the valid consent of one or both parties, where duress is a factor. Duress includes emotional pressure as well as criminal actions such as assault and abduction.'

It is distinct from an arranged marriage which is defined as:

‘A marriage where the families of both spouses arrange the marriage but the choice to accept remains with the individuals. They give their full and free consent.’

The majority of cases of forced marriages in the UK involve South Asian families but there are also cases involving families from the Far East, the Middle East, Europe, Africa and also Gypsy Roma Travelers. The issue of forced marriages should not be used to stigmatise any community. Some forced marriages take place in the UK with no overseas element whilst others involve a partner coming from overseas or a British citizen being sent abroad. Most cases involve young women and girls aged between 13 and 30 years, although there is evidence to suggest that as many as 15% of victims are male.

Forced Marriage is a Human Rights abuse. It can constitute both child abuse and sexual abuse. The United Nations considers it a form of trafficking, sexual slavery, and exploitation. Some, however, still see it as a private, personal, domestic, family, religious, or cultural issue. It is none of these – it is an example of abuse.

HBV, like Domestic Abuse, is not a specific statutory offence. The terms is used to describe a range of criminal offences including murder, unexplained death (suicide), rape, removal from education, kidnapping, false imprisonment, threats to kill, assault, harassment, forced abortion and others. It may be classed as Domestic Abuse or child abuse. This list is not exhaustive.

HBV and FM can and does affect both genders. It is also important to be aware that both practices are not linked to religion, but are a result of cultural influence.

The legal basis for this guidance is the Human Rights Act 1984 and the common law duty to protect life.



The legitimate aim of this guidance is to identify when a serious risk to life exists, but taking into account Article 2 'The right to a private life and Article 8 the right to respect for private and family life'.

These issues are legislated under the following:

- Forced Marriage Civil Protection Act 2007.
- Anti-Social Behaviour, Crime and Policing Act 2014.

There are also Multi-Agency Practice Guidelines published by HM Government available:

<https://www.gov.uk/government/publications/handling-cases-of-forced-marriagemulti-agency-practice-guidelines-english>

Appendix 10 - Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

The definition of child sexual exploitation is as follows: 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 through the use of technology.

Like all forms of child sexual abuse, child sexual exploitation:

- can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- may occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of

incidents over time, and range from opportunistic to complex organised abuse; and

- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Child sexual exploitation is a complex form of abuse and it can be difficult for those working with children to identify and assess. The indicators for child sexual exploitation can sometimes be mistaken for 'normal adolescent behaviours'. It requires knowledge, skills, professional curiosity and an assessment which analyses the risk factors and personal circumstances of individual children to ensure that the signs and symptoms are interpreted correctly and appropriate support is given. Even where a young person is old enough to legally consent to sexual activity, the law states that consent is only valid where they make a choice and have the freedom and capacity to make that choice. If a child feels they have no other meaningful choice, are under the influence of harmful substances or fearful of what might happen if they don't comply (all of which are common features in cases of child sexual exploitation) consent cannot legally be given whatever the age of the child.

Child sexual exploitation is never the victim's fault, even if there is some form of exchange: all children and young people under the age of 18 have a right to be safe and should be protected from harm.

One of the key factors found in most cases of child sexual exploitation is the presence of some form of exchange (sexual activity in return for something); for the victim and/or perpetrator or facilitator.

Where it is the victim who is offered, promised or given something they need or want, the exchange can include both tangible (such as money, drugs or alcohol) and intangible rewards (such as status, protection or perceived receipt of love or affection). It is critical to remember the unequal power dynamic within which this exchange occurs and to



remember that the receipt of something by a child/young person does not make them any less of a victim. It is also important to note that the prevention of something negative can also fulfil the requirement for exchange, for example a child who engages in sexual activity to stop someone carrying out a threat to harm his/her family.

Whilst there can be gifts or treats involved in other forms of sexual abuse (e.g. a father who sexually abuses but also buys the child toys) it is most likely referred to as child sexual exploitation if the 'exchange', as the core dynamic at play, results in financial gain for or enhanced status of, the perpetrator.

Where the gain is only for the perpetrator/facilitator, there is most likely a financial gain (money, discharge of a debt or free/discounted goods or services) or increased status as a result of the abuse.

If sexual gratification, or exercise of power and control, is the only gain for the perpetrator (and there is no gain for the child/young person) this would not normally constitute child sexual exploitation, but should be responded to as a different form of child sexual abuse.

Useful Contacts:

One in Four

<https://www.oneinfour.org.uk/>

Telephone Support Line | Freephone 0800 121 7114

Opening Hours 10am-12pm, 2pm-4pm & 6pm-8.30pm Available from November 2020 until March 2021

Appendix 11 - Online Abuse

Children and young people might experience different types of online abuse, such as:

Cyberbullying

Cyberbullying or online bullying is any type of bullying that happens online. Unlike bullying that takes place offline, online bullying can follow the child wherever they go and it can sometimes feel like there's no escape or safe space.

Our bullying and cyberbullying page has more information on online bullying, including the types of cyberbullying, the signs and what you can do to protect your child.

Emotional Abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child and this can happen both on and offline.

Grooming

Grooming is when someone builds a relationship with a child so they can sexually abuse, exploit or traffic them. Children and young people can be groomed online or face-to-face by a stranger or by someone they know. If you're worried a child is being groomed online you should report it online to CEOP.

Sexting

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexual messages. It's online abuse if a child or young person is pressured or coerced into creating or sending these types of images.

We've got **advice on sexting**, including the risks and how to talk to your child about it.

Sexual Abuse



Sexual abuse is when a child or young person is forced or tricked into sexual activities. Sexual abuse can happen online - for example, a child could be forced to make, view or share child abuse images or videos or take part in sexual activities on conversations online.

Sexual Exploitation

Child sexual exploitation is a type of sexual abuse. When a child is sexually exploited online they may be persuaded or forced to create sexually explicit photos or videos or have sexual conversations.

Signs of online abuse

A child or young person experiencing abuse online might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Effects of online abuse

Online abuse can have long-lasting effects on children and young people. It can lead to:

- anxiety
- [self-harm](#)
- eating disorders
- [suicidal thoughts](#).

Some of the signs of online abuse are similar to other abuse types:

- cyberbullying
- grooming
- sexual abuse
- child sexual exploitation.

Appendix 12 - The Baytree Centre Safeguarding Training Matrix (Only approved safeguarding training courses can be attended)

Category	Level of Training	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
		All Trustees	All Staff & Volunteers	Service User Facing Youth Workers	Service User Facing Coaches & Tutors	Service Leads & SMT	Designated Safeguarding Lead Deputy Safeguarding Lead Safeguarding Lead Trustee
Safeguarding Essentials	E-Learning (Induction – Level 1)		Safeguarding Training (LSCP – Online) Intro to Safeguarding Children (LSCP Online)				
	E-Learning (Induction - Level 2)	NSPCC Trustee Safeguarding Training (Online)	iHasco (Online)				
	Vulnerable Adults Safeguarding Training			X (Face to Face TBC)	X (Face to Face TBC)	X (Face to Face TBC)	
	Children’s Safeguarding Training			X (Face to Face TBC)	X (Face to Face TBC)	X (Face to Face TBC)	
	Multi-Agency Safeguarding Training			X (Face to Face : LSCP)	X (Face to Face : LSCP)	X (Face to Face : LSCP)	X (Face to Face : LSCP)

	Designated Lead Professional						X (Face to Face : LSCP or NSPCC)
	Learning from Serious Case Reviews						X (Face to Face : LSCP)
	Prevent		X (Online : TBC)	Face to Face training (booked via Prevent Team)			

Specialist Safeguarding Training	If relevant the following specialist training can be attended with the prior approval of the Service Director						
	Neglect						
	Domestic Violence						
	Child Sexual Exploitation						
	Safeguarding Across Faiths and Cultures (Awareness of Forced Marriage; FGM; VAWG)						
Safeguarding					X		

for Managers and Supervisors	Reflective supervision for Managers				(Face to Face : LSCP)		X (Face to Face : LSCP)
	Safer Recruitment and Safer Culture				X (Face to Face : TBC)		X (Face to Face : TBC)
	Managing Allegations Against Staff				SMT (Face to Face : LSCP)		X (Face to Face : LSCP)

Lambeth Safeguarding Children Partnership (LSCP)

<https://www.lambethsaferchildren.org.uk/training>NSPCC

<https://learning.nspcc.org.uk/>