



Learning Partnership West CIC

Safeguarding and Child Protection Policy

September 2019

You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on the shared drive. Those to whom this policy applies, are responsible for familiarising themselves with the latest version and for complying with the policy requirements at all times.

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Safeguarding Summary

Learning Partnership West (LPW) exists to transform young lives. As a school and a provider of youth and play work, we actively promote safeguarding in all our services. We believe safeguarding is everyone's responsibility and that children's welfare is paramount. All children and young people (CYP), without exception have the right to be safeguarded regardless of age, culture, gender, ethnicity, disability, sexual identity, language or beliefs. We also recognise the exceptional vulnerability of some of the CYP we work with, and therefore regard high quality and robust safeguarding is an essential requirement that underpins every aspect of our work.

The Designated Safeguarding Leads (DSLs) in LPW have lead responsibility for child protection and safeguarding.

Within the school, Dan Carter (Acting Head teacher) is the DSL
0117 907 4402 / 07824 550654

Within the Engagement Team, Rob Farrow (Head of Service – Youth People) is the DSL
0117 907 4414 / 07825 734667

Rachel Robinson Chief Executive Officer (CEO) has overall responsibility for safeguarding for LPW and manages any allegations of abuse made about the LPW staff team
0117 907 4401 / 07771 958675

In the absence of the DSL, the Designated Safeguarding Deputies at LPW are:

At the School:

Kate Baynham- Acting Deputy Head Teacher 07776 465181

Keiron Quigley Assistant Head Teacher 07917 013240

Mike Treby Assistant Head Teacher 0117 907 4428 / 07771 773249

Within the Engagement Team: Archie Morrell (Head of Service – Children)
0117 907 4413 / 07717 816862

In the absence of the DSL and deputies, decisions will be made by the most senior member of staff on duty.

The Designated Teacher for Children in Care is Dan Carter (Acting Head teacher).

Board level oversight of LPW safeguarding and child protection arrangements is Heather Beach, non-executive director. The Chair of the LPW Board is John Savage.

Staff should adhere to the safeguarding procedures of the setting they are working in, as well as adhering to LPW safeguarding procedures.

If in any doubt, treat the child as vulnerable and always discuss with your line manager or a DSL.

It is not LPW's responsibility to judge whether or not a case is a Child Protection issue but to report concerns - it is the role of social care and the Police to investigate.

If abuse is suspected, the staff member MUST record and report this to their line manager or a DSL on the same day that concerns are noted.

Allegations about staff should be reported to the CEO on the same day that concerns are noted.

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1.1 Rationale

Learning Partnership West (LPW) exists to transform young lives. As a school and a provider of youth and play work, we actively promote safeguarding in all our services. We believe safeguarding is everyone's responsibility and that children's welfare is paramount. All children and young people (CYP), without exception have the right to be safeguarded regardless of age, culture, gender, ethnicity, disability, sexual identity, language or beliefs. We also recognise the exceptional vulnerability of some of the CYP we work with, and therefore regard high quality and robust safeguarding is an essential requirement that underpins every aspect of our work.

As a Registered CIC that works with children and children and in receipt of public funding, LPW is required to have safeguarding policies in place by statutory safeguarding guidance. Having safeguards in place within an organisation not only protects and promotes the welfare of the children we work with, but also it enhances the confidence of parents, staff, volunteers, board members, members and the general public with regard to our organisation.

This policy has been produced in order to inform everyone associated with LPW of their obligations regarding the safeguarding of children, to assist them in meeting their responsibilities, and to inform them about where they can go for advice and support.

1.2 Aims

We aim to:

- regard the welfare of the child as paramount within our work;
- maintain best practice in regard to safeguarding and comply with our legal responsibilities;
- safeguard all CYP, whilst recognising the exceptional vulnerability of some of those we work with;
- ensure a safe environment is provided for CYP at all times;
- ensure that safeguarding is a key responsibility of every adult involved in our organisation and that everyone who comes into contact with CYP is confident and willing to promote safer practice;
- work sensitively with CYP to empower them, to listen to their voices, to value and respect them, to continually develop a 'child focused approach' in our safeguarding, and to sustain this over a long period of time in our work with them;
- ensure all LPW staff are made aware of issues relating to the welfare of CYP and know their responsibilities to report concerns appropriately;
- ensure CYP receive the right help at the right time to address risks and prevent issues escalating, aiming to intervene at the earliest possible stage;
- take any disclosure of abuse extremely seriously as CYP rarely lie about abuse;
- identify CYP who are at risk of and/or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at LPW premises, at home or elsewhere;
- prevent people with a history of relevant and significant offending from having contact with CYP and continually develop an ongoing culture of vigilance within our staff team that recognises 'it could happen here';
- ensure all suspicions and allegations of abuse by staff and volunteers will be taken seriously and responded to swiftly and appropriately;
- proactively ensure that our processes work holistically to expose the full extent of any abuse, keeping in mind that it's possible that staff in our setting may only have one small piece of the jigsaw; and

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- work collaboratively and cooperatively in partnership with other organisations, CYP and their parents, sharing information appropriately and, where necessary, professionally challenge to ensure best practice.

1.3 Definitions

Safeguarding children is a relatively new term which is broader than 'Child Protection'. It has been defined as:

'The action we take to promote the welfare of children and protect them from harm... everyone's responsibility... defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.' Working Together to Safeguard Children (2018).

Effective safeguarding of CYP therefore includes prevention, early intervention and Child Protection.

Child Protection is a vital part of everyone's safeguarding responsibilities. This is defined as:

'Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.' Working Together to Safeguard Children (2018).

Within legislation the term 'child' refers to anyone up to the age of 18 years.

The term 'staff' in this policy will mainly be used to refer to: paid staff, volunteers, anyone undertaking work experience or a work placement with LPW and our Board members; 'parents' will include 'carers', and 'CYP' children and young people up to the age of 18.

1.4 Safeguarding Leadership

The Designated Safeguarding Leads (DSLs) in LPW have lead responsibility for child protection and safeguarding.

Within the school, Dan Carter (Acting Head teacher) is the DSL - 0117 907 4402 07824 550654

Within the Engagement Team, Rob Farrow (Head of Service – Young People) is the DSL
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In the absence of the DSL and deputies, decisions will be made by the most senior member of staff on duty.

The Designated Teacher for Children in Care is Dan Carter (Acting Head teacher) .

Board level oversight of LPW safeguarding and child protection arrangements is Heather Beach, non-executive director (Board Member for Safeguarding). The Chair of the LPW Board is John Savage.

1.5 Scope

Given the broad definition of safeguarding, this policy recognises all welfare concerns, including safer practice, Early Help and abuse. The policy applies to all staff, volunteers, board members, sessional staff, students or anyone working on behalf of LPW, and in our work with other agencies, including local education authorities, schools, support agencies and employers. We deliver services at various venues, and this policy will apply in all these contexts. We will ensure that the partner organisations we work with will have safeguarding procedures in place and share this safeguarding policy with them.

1.6 Implementation and training

This policy can be accessed via the shared drive, the website and in hard copy on request.

The DSL will ensure that this policy is brought to the notice of everyone throughout their time at LPW, so that they fulfil their duties to co-operate with this policy. All staff will receive this policy, a briefing in safeguarding, and all the other LPW policies related to safeguarding during their Induction within the first three months of their employment. All staff shall be provided with quality annual safeguarding training as well as updates as necessary (for example, via email, e-bulletins and staff meetings) to provide them with relevant skills and knowledge to safeguard effectively. Board members should also be invited to undertake safeguarding training and offered updates. Some members of staff and Board members involved in recruitment should be trained in safer recruitment training from an accredited trainer. The DSL and the Deputy DSLs will undertake advanced safeguarding training for DSLs at least every 2 years.

All staff will receive regular supervision sessions and annual appraisals to ensure they understand and are supported individually with their safeguarding responsibilities. A record of staff training is kept on each member of staff's individual continuing professional development record and on our Single Central Record. Any breach of policy or procedures is treated seriously and could result in disciplinary action; this includes failure to report and maintain safeguarding records as well as inappropriate conduct. It must not be assumed that new staff from partner agencies or other LPW services has up to date/relevant child protection training.

1.7 Other related safeguarding policies

This policy should be read alongside LPW's policies on:

- Attachment Aware & Relationship Building
- Complaints
- Curriculum
- E-Safety
- Equal Opportunities
- Health and Safety
- Protecting and Safeguarding Vulnerable Adults from abuse

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- Prevention of Bullying
- Safer recruitment
- Staff Safeguarding Code of Conduct
- Staff Supervision
- Whistleblowing

1.8 Monitoring

LPW recognises our responsibility for monitoring safeguarding and requires the Board Member for Safeguarding, informed by the CEO and the DSLs, to present an annual report on safeguarding to be submitted to Board members. An annual action plan is then produced which is implemented and monitored by the board. We will carry out safeguarding audits as deemed necessary. Safeguarding will also be a standing agenda item for the Board members and for all staff supervision sessions.

1.9 Review

This policy should be reviewed annually by the DSLs, the CEO and by Board members.

1.10 Law and Guidance

The key statutory guidance LPW adheres is Working Together to Safeguard Children (2018), which highlights two main principles that all settings must adhere to when working with children:

- those working with children should always adopt a child-centred approach to safeguarding; and
- it is everybody's responsibility to keep children safe.

LPW's policy is also based on statutory guidance Keeping Children Safe in Education 2019. Special educational needs and disability (SEND) code of practice: 0 to 25 years (2014) is statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities.

Guidance is based on safeguarding and promoting the welfare of children under the provisions of the Children Act 1989, The Education Act 2002, Children Act 2004 and Children and Social Work Act 2017. In accordance with the Counter-Terrorism and Security Act 2015, there is a statutory duty on LPW to "have due regard to the need to prevent people from being drawn into terrorism", known as the Prevent duty. The Serious Crime Act 2015 places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

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2. Safeguarding Responsibilities

2.1 All staff

All staff at LPW, regardless of their seniority or role, have a responsibility to safeguard the welfare of CYP. All staff should:

- be aware of and understand this policy;
- be familiar with South West Child Protection Procedures website;
- attend appropriate safeguarding and child protection training and read updates;
- promote fundamental British values, challenge extremism, and identify CYP and families who may be vulnerable to radicalisation;
- be aware of indicators of abuse and neglect so that they are able to identify cases of CYP who may be in need of help or protection;
- know what to do if a child tells them he/she is being abused or neglected and how to manage the requirement to maintain an appropriate level of confidentiality;
- be aware of the process for making referrals;
- ensure that if, at any point, there is a risk of immediate serious harm to a child that they make a referral to the emergency services immediately;
- be able to record their safeguarding concerns clearly and appropriately;
- not assume a colleague or another professional will take action and share information that might be critical in keeping CYP safe;
- be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision and share information while maintaining an appropriate level of confidentiality;
- raise concerns about poor or unsafe practice and potential failures in any safeguarding regimes using appropriate allegation, professional challenge, escalation and Whistleblowing procedures;
- maintain an attitude of 'it could happen here' where safeguarding is concerned;
- act in the best interests of CYP;
- comply with appropriate DBS and safer recruitment checks; and
- always speak to the DSL if they are unsure about any aspect of safeguarding.

2.2 Designated Safeguarding Leads (DSLs)

The Board and the CEO should ensure that LPW designates appropriate, experienced, senior members of staff to take lead responsibilities for safeguarding, the DSLs. These people should have the status and authority within the organisation to carry out the duties of the post, including access to needed resources and, where appropriate, the ability to support and direct staff. Actions but not overall responsibility can be delegated to their Deputies. The areas of responsibility for the DSLs within LPW include:

- liaise with local authorities, local safeguarding partners and other appropriate agencies in regard to any referrals, including the Channel programme where there are concerns of radicalisation;
- understand the assessment process for providing early help and statutory interventions;
- provide advice and support to staff on issues relating to safeguarding and child protection;
- ensure that staff and volunteers receive initial safeguarding induction and training and that they are aware of LPW safeguarding and child protection procedures;
- undergo training to develop the knowledge and skills required to carry out their role, updated at least every two years;
- ensure their knowledge and skills are refreshed (via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments) at regular intervals as required, and at least annually;

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- have a working knowledge of how local authorities conduct a child protection case conferences and reviews, and be able to attend and contribute to these effectively when required to do so, and support other staff who attend and contribute;
- be alert to the specific needs of vulnerable CYP;
- ensure that proper records of any child welfare referral, complaint or concern is maintained (even where that concern does not lead to a referral), and if appropriate, share any information with other settings;
- encourage a culture of listening to CYP, taking account of their wishes and feelings in any measures LPW may put in place to protect them;
- ensure all related safeguarding policies are known, understood and used appropriately by staff;
- always be available for staff to discuss any safeguarding concerns (in person, phone, Skype or other such media) and arrange adequate and appropriate cover arrangements for any out of hours activities; and
- ensure that these duties can be carried out by the Deputy DSLs in their absence.

2.3 CEO

The CEO for LPW must:

- coordinate online safety;
- undertake or commission any safeguarding audits as necessary, including audits of the Single Central Record;
- risk assess which posts within the organisation that should have a DBS check;
- manage risk assessments and maintain a risk register;
- ensure that safeguarding policies are reviewed every year (as a minimum) and are accessible to all;
- oversee staff supervision procedures, ensuring that all staff receive consistent high quality supervision;
- monitor breaches of the Staff Safeguarding Code of Conduct, manage initial allegations and complaints, carry out appropriate investigations and share concerns with the local authority designated officer.
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service;
- link with our partners regarding safeguarding matters and ensure our partners meet our safeguarding minimum standards;
- ensure that the DSLs have the time, support and resources to carry out their functions; and
- work with the Board to oversee safeguarding processes at LPW.

2.4 LPW Board

The LPW Board has overall responsibility for ensuring that there are sufficient measures in place to safeguard CYP within LPW. Board members should:

- ensure safeguarding is a key governance priority and know that they will be held responsible for any possible breaches of trust or duties;
- follow relevant safeguarding legislation and guidance;
- set and constantly develop an organisational culture that prioritises safeguarding;
- ensure there are effective and up to date systems in place to safeguard and promote children's and children's welfare and to protect them from abuse and maltreatment of any kind;
- appoint a CEO who will have overall responsibility for allegations and safeguarding, and a Board Member for Safeguarding (BMS);

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- be alert to the possibility that adults may use LPW to deliberately gain access to CYP to abuse them, and responsibly handle all incidents or allegations of abuse and reports of safeguarding risks or procedural failures;
- identify and manage risks and emerging risks, including the risk that the organisation may be used for extremist purposes;
- make reports where necessary to the police, local authorities and other agencies and ensure they are managed, recorded and stored appropriately;
- agree safeguarding policies, making sure they are fit for purpose, adhere to statutory national guidance, are reviewed annually and are accessible;
- discuss and appraise the annual LPW safeguarding report;
- not let one Board Member dominate its work and work together to safeguard children in their care; and
- declare they are not disqualified from Board membership.

2.5 Board Member for safeguarding and child protection

The LPW Board must nominate someone to take leadership responsibility for safeguarding arrangements, the Board Member for Safeguarding (BMS). The BMS should:

- chair any Safeguarding Committees;
- receive reports from the CEO and DSLs of any occasions when there are safeguarding concerns or issues;
- ensure that safeguarding is a standing agenda item at Board meetings;
- give regular verbal updates to the Board concerning safeguarding matters;
- provide the annual review of safeguarding with the CEO to the Board, stating:
 - any changes to the safeguarding policies;
 - safeguarding training undertaken by the DSL and Deputy DSLs, and other staff;
 - the number of incidents and cases (without name or detail); and
 - any other safeguarding issues.
- agree and produce an annual safeguarding action plan which is implemented and monitored by the board.

2.6 Chair of the Board

The Chair of the Board has the responsibility of contacting the local authority designated officer directly if there is an allegation of abuse made against the CEO.

2.7 Designated Teacher (DT)

The DT has a leadership role in promoting the educational achievement of Children in Care (CiC) and newly adopted children using the LPW school. The role should make a positive difference by promoting a culture where the personalised learning needs of CiC and newly adopted CYP matters and their personal, emotional and academic needs are prioritised. The DT should:

- support staff to understand the things which can affect how CiC and newly adopted CYP learn and achieve;
- contribute to the development and review of policies to ensure that they do not unintentionally put CiC and newly adopted CYP at a disadvantage;
- make sure, in partnership with other staff, that there are effective and well understood procedures in place to support a looked after CYP's learning;
- promote a culture in which and newly adopted child are able to discuss their progress and be involved in setting their own targets, have their views taken seriously, are supported to take responsibility for their own learning, and where they can succeed and aspire;
- make sure that CiC and newly adopted CYP are prioritised in any selection of a child who would benefit from one-to-one tuition and that they have access to academic focused study support;

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- promote good home-school links through contact with the child's carer or adoptive parents; and
- have lead responsibility for the development and implementation of the child's Personal Education Plan.

2.8 Teachers

Teacher's duties include:

- safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties; and
- report FGM to the police - those failing to report such cases will face disciplinary sanctions.

2.9 Line managers

The nature of the work of LPW means that line managers may become aware of safeguarding concerns before DSLs. Line managers should:

- provide advice and support to staff on issues relating to safeguarding and child protection, including e-safety;
- report to a DSL any serious Early Help or any child protection concerns on the same day they are noted.

3. Safeguarding Procedures

3.1 Site specific considerations

LPW works with a large number of partner organisations and within a variety of different venues across a broad geographical area. On working in specific settings, LPW staff should find out who the DSL is. They should also make themselves aware of any safeguarding policies, risk assessments, and the first aid, fire evacuation and lockdown procedures. ***Staff should adhere to the safeguarding procedures of the setting they are working in, as well as adhering to LPW safeguarding procedures.***

LPW is working proactively to develop a strong safeguarding culture and every member of staff and partner organisation has a vital role to play within this. LPW will aim to ensure that safeguarding policies and procedures cover all the areas where staff come into contact with CYP. We recognise that some members of staff will have more contact with CYP than others, but we nevertheless maintain that any contact with them, however limited, could prove to be significant. All members of staff should therefore regard their safeguarding duties as an extremely relevant and vitally important part of their work with LPW, whatever their role and wherever they are based.

While working in partner organisations all staff must:

- carry appropriate, easily visible LPW identification at all times;
- record all significant incidents that occur in liaison with the setting, including: accidents resulting in any kind of medical attention, incidents (such as violent or threatening behaviour of children, disclosures of any welfare issue, or near misses);
- request a copy of any incident or concern form they are asked to fill in at a setting, and any subsequent investigation documents, and send to the DSL.
- familiarise themselves with the behaviour policy of each setting – staff should expect CYP to generally behave in a reasonable and considerate manner, and partnership staff should make LPW staff aware of any potential problems with specific CYP, individual needs or requirements that may affect them. .

3.2 Recognising signs of abuse and other welfare concerns

All LPW staff have a key role in recognising any welfare concern they have about CYP, including suspected abuse. Small, as well as more obvious unexplained changes in appearance and behaviour, may indicate a cause for concern. Effective safeguarding means that all welfare concerns need to be taken seriously. Not all concerns about CYP relate to abuse; there may well be other explanations or other welfare issues that do not meet statutory thresholds. It is important that staff keep an open mind and treat every concern with the utmost seriousness.

Abuse in children is defined as: *'a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.'* Working Together to Safeguard Children (2018)

There are 4 recognised broad categories of abuse of children: Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect. These and other complex types of abuse are defined and symptoms laid out in Section 4 of this document. A child may be subjected to a combination of different kinds of abuse. Incidents of abuse may be one-off or multiple, and affect one child or more. Abuse or neglect may be the result of deliberate intent, negligence or ignorance. Staff are not responsible for diagnosing or investigating abuse, however, they do have a clear responsibility to be aware of that all is not well with a child and to be able to recognise the signs of abuse (concerns arising from the appearance and the behaviour of the child and/or the abuser). The possibility of abuse should be reported if there are a number of signs or any of them to a marked degree. It is also possible that

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CYP may show no outward signs and hide what is happening. It must be remembered during any assessment of risk that parents, siblings, friends or “boyfriends” may be directly involved in exploiting CYP.

Staff need to be sensitive in particular to signs of abuse in CYP with limited or non-verbal communication as statistically these and other disabled children are more likely to be abused. Disabled CYP may be more vulnerable since they may experience:

- greater physical and social isolation;
- a lack of control over their life and body (removal of choice and decision making);
- greater dependency on others (including the provision of intimate care);
- increased numbers of carers (more potential perpetrators);
- problems with communication (in particular a lack of vocabulary to describe abuse or to describe body parts).

Staff should also be made aware of any other child who are especially vulnerable (including those with Early Help or Child Protection plans and with care and support needs, children in care, newly adopted CYP, young carers and those with disabled parents) and be extra vigilant.

If staff are concerned about children, they must give children the opportunity to disclose by asking open questions based on what they have observed (e.g. ‘I see you have a bruise...tell me about that.’). If the child does not disclose, staff should report anyway.

3.3 Managing Disclosure

Staff necessarily work towards forming positive and trusting relationships with the children they work with. At times this may mean that children feel that they can confide about aspects of their life that may give staff cause for concern about their general welfare. Staff may also receive a disclosure from a concerned relative or friend about a child. All staff should therefore be alert to possible disclosures. The disclosure may be that a child is being abused – or it may be that they feel vulnerable in other ways that are more general welfare concerns. Effective safeguarding means that any welfare concern needs to be taken seriously.

LPW is committed to ensuring that it meets its responsibilities in respect of safeguarding by treating any disclosure seriously and sensitively. Every child is unique and this must be taken into account. What may appear to be a relatively minor incident can have a devastating effect on CYP, whereas in other instances a child may be less upset by what may appear to be a more serious incident. A disclosure may involve a criminal offence and if poorly handled could increase the risk for the victim and could undermine a potential prosecution. It is therefore important that all staff follow the guidance:

Do

- Keep calm;
- Be accessible and receptive;
- Listen carefully and ask open questions only to clarify;
- Reassure the child that they are right to tell and be guided by what they feel is acceptable to tell you;
- Know that children rarely lie about abuse and indicate that you are taking the matter extremely seriously (without saying they believe them which may compromise evidence).
- Ensure that any questions asked are open;
- Explain the next steps: you must tell the child that you will have to involve others but that you will support them by telling the right people;

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- Remember that the child has chosen you, as a trusted adult, to confide in; they will expect your support;
- When recording Information, use the child's own words and include questions you have asked;
- **Report any disclosure of abuse verbally to your line manager or the DSLs immediately and then send a written record of your report to them by confidential email (see 3.4).**
- Challenge other staff members who ask the child to repeat the disclosure (even if this is the DSL).

Don't

- Over-react; strong emotions, particularly anger or disgust can easily be transmitted and be wrongly interpreted by the Child as being directed at them and not at what has happened to them;
- Jump to conclusions, speculate, or accuse anybody;
- Interrogate, or push for more information, or ask leading closed questions to which the child can only answer yes or no to - it is not the role of staff to investigate but simply to report concerns;
- Ask any leading questions; for example, was it your dad/mum etc? Avoid questions requiring a yes/no response;
- Make any promise you cannot keep including that the disclosure can be kept secret or confidential as subsequent disclosure could lead to feeling of betrayal - explain that you are obliged to inform other people;
- Assume that you will know how the local referral agency will respond to a request for advice or a referral, each case is unique and the information you have may be vital in a new, ongoing or future investigation;
- Ask them to repeat what they have said to another member of staff.

3.4 Recording

Effective record keeping is essential to help us identify needs at an early stage. Often it is only when a number of seemingly minor issues are taken as a whole that any general welfare or abuse becomes clear. *Any* member of staff who has *any* kind of concern relating to the welfare of children must make an accurate record as soon as possible and sending this to the DSLs.

If abuse is suspected, the staff member MUST record this on the same day that the concern is noted.

It is important that staff carefully note their concerns chronologically, in writing. For youth and play work, record concerns on Upshot database, and for LPW school learners, record concerns on CPOMS database. School pupils using engagement activities will have any safeguarding concerns copied from Upshot to CPOMS by the Head of Service on a weekly basis or within the same day if there are concerns relating to abuse. If the child is new to area or not listed on Upshot or CPOMS, a temporary record must be created.

All records must cover these basic facts:

- what was seen, when and where;
- what was said, when, where and who to;
- what was said to the referrer, when, where and who by;
- what was done;
- if there have been any previous concerns within LPW; and
- who the case holder is.

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Staff must keep a record of all contacts with other agencies involved in a case (including phone calls and email correspondence). For each contact record:

- Who was corresponded with (name/agency);
- When the correspondence took place (date/time);
- What the correspondence was about;
- What outcome resulted (action needed/by whom)? If 'No Further Action' is the outcome, record the reasons for this decision.

Staff must save any generated documents such as letters sent to CYP or parents, statements from CYP, documents and correspondence originated by other agencies on Upshot (for youth and play work) or CPOMS (for LPW School learners). Any paper originals must be shredded and disposed of as confidential waste. Remember: all agencies involved will keep copies of documents/correspondence they have originated. Information should be shared only with those who need to have it. Other professionals and parents may have access to the records only by permission of the DSL (who may decide that it is in the interests of the child or professional not to share them).

All records must be kept for six years, after work with the service user has ceased.

3.5 Reporting and Referral

Any concern for children's welfare that makes staff feel uncomfortable in any way is sufficient reason to report to their line manager or the DSLs. Staff spotting the signs of abuse or receiving a disclosure of abuse must report to their line manager or a DSL immediately. If staff and CYP are on a trip or residential, staff can report to the LPW DSL even if this is out of hours. If a DSL is not available, the member of staff MUST report their Deputy DSL, and, if they aren't available, the most senior member of staff they can find. If, in exceptional circumstances, nobody else is available, staff should contact the local safeguarding referral agency directly or the Police in an emergency. In these circumstances, any action taken should be shared with the DSL as soon as is practically possible.

REMEMBER

If in any doubt, treat the child as vulnerable and always discuss with your line manager or a DSL.

If staff are working within another organisation, they should also report to the DSL of that setting. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe.

When reporting abuse, staff should supply the LPW DSLs with a verbal account of what happened which can allow them to ask specific questions as necessary. Staff should then record the incident by email and sending this to the DSL as soon as they can (do not put the name of the child in the email header). If they are working in a setting, staff should send the DSLs a copy of the record made for the setting.

REMEMBER

It is not LPW's responsibility to judge whether or not a case is a Child Protection issue but to report concerns - it is the role of social care and the Police to investigate.

After reporting, possible options for action could then be:

- *Carry on recording incidents and take no further action at the present time.*

If it is decided that a referral should not be made at the current time, it may be important to monitor the child's behaviour closely and carefully record any further concerns.

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- *Discuss with parents, schools and/or other agencies*

Wherever possible it is essential the child's parents are involved in the discussion of concerns at an early stage. Even where parents may state they do not wish to be involved, workers must ensure they are advised, in writing of planned meetings and their outcomes. This provides them with information about their CYP and enables them to become involved if they wish. Schools and/or other agencies could also be contacted at the earliest opportunity to ascertain if there is a known reason for the concern (e.g. a change in family make-up, death of family member). The conversations can be carried out by the DSL or the staff member, whichever is deemed most appropriate. We may need to take no further action in terms of referring after this discussion. The discussion will need to be recorded, including why we are not referring further if that is the case. If staff have concerns that either the child needs more support, but concerns do not reach thresholds, early intervention can be sought directly through seeking help from external agencies. If, after discussion, staff still feel that the child is in need of safeguarding services, they must be referred to local referral agencies or the Police on the same day the concern was noted.

- *Refer*

Referral means sharing information about concerns with outside agencies. A safeguarding referral is normally carried out by a DSL, but any member of staff can refer. If a child already has a social worker, the referral should be made directly to the social worker. Otherwise a child can be referred to the local safeguarding referral agency in the following ways:

- Inform parents that the child will be referred to the local safeguarding referral agency IF IT IS BELIEVED THAT DOING SO PUTS THE CHILD AT NO FURTHER RISK. It is important to make the parents understand that there is a policy in place which must be followed. Staff should tell the parent that our safeguarding policies are designed to provide protection for CYP and help for parents.
- Discuss with the local safeguarding referral agency without informing the parents, IF IT IS BELIEVED THAT DISCUSSING WITH A PARENT WILL PUT A CHILD OR THEM AT FURTHER RISK. If parents haven't been informed, the local safeguarding referral agency will want to know the reasons why.

Note: The local referral agency can be contacted to discuss the family without giving contact details of the family. This is called an 'anonymised enquiry'. Staff will be required to identify themselves as professionals while making an anonymised enquiry. During the course of a call, they may be asked to supply identifying information of the family in order to keep the child safe and they then may ask the staff member to inform the parent that they have been referred. An anonymised enquiry can also be made to the NSPCC, or the Police on 101.

- *Contact the Emergency Services*

Staff, line management and/or the DSL may feel, after discussion, at this stage it is appropriate to contact the emergency services at once (see 3.6 below).

Whatever the course of action decided upon on after reporting a concern, the details and any action agreed must be recorded by the DSL. Where the relevant local authority referral agency decides to take **no further action**, feedback must automatically be provided to the referrer within **one working day**. If necessary, the staff member must follow up within **one working day** after first contact and record on the relevant database the reasons and date of this decision.

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If, after a successful referral for Early Help or Child Protection the child's situation does not appear to be improving, LPW should consider escalating their concerns.

Note: there are specific referral pathways for victims of Domestic Violence and Abuse, Female Genital Mutilation and Radicalisation and these are described in this document under the relevant headings in this policy.

3.6 Emergencies

In some instances staff may be the first people to recognise that the child may need immediate attention resulting from abuse. The emergency procedure can also be applied if the member of staff feels that the child is in immediate danger, or is not satisfied with the action taken by the DSL or local referral agencies to whom the report was made. Depending on the circumstances staff may need to:

- Telephone for an ambulance or the police (dial 999);
- Ask a doctor to call;
- Ask a parent or another professional to take the child to the doctor or the hospital at once;
- Offer to take the child to the hospital/surgery/clinic for immediate medical attention as appropriate; and/or
- Take the child to the hospital/surgery/clinic anyway.

It is important to remember that a child is the legal responsibility of parents and that person (identified on registration forms) must be involved in the matter as soon as practicable, and IF IT IS BELIEVED THAT DOING SO PUTS THE CHILD AT NO FURTHER RISK. Having taken the necessary emergency action, any suspected abuse must be reported to the DSL. A record of an account of the emergency must be written retrospectively when it is possible to do so.

3.7 Allegations

CYP have a right to expect LPW to provide a safe and secure environment and a fundamental right to be protected from harm. LPW acknowledges that people may target our organisation in order to gain access to vulnerable CYP and abuse their position of trust. All allegations of abuse by staff by staff or CYP or parents will be taken seriously and responded to swiftly and appropriately. We are committed to practicing an ongoing culture of vigilance within our organisation that questions poor behaviour in adults and has high expectations of safer conduct. Any breaches of our Staff Safeguarding Code of conduct will be monitored and managed by the CEO.

The following signs and symptoms may mean that staff are involved in abuse:

- Paying an excessive amount of attention to children;
- Providing presents, money or having favourites;
- Seeking out particularly vulnerable children;
- Trying to spend time alone with a particular child or group of children on a regular basis;
- Making inappropriate sexual comments;
- Sharing inappropriate images;
- Being vague about where they have worked or when they have been employed; and/or
- Encouraging secretiveness.

There may be occasions where an individual only feels comfortable raising a concern anonymously and we will always take such concerns seriously. However, anonymous concerns make investigation difficult. Also it can be difficult to assess the extent to which the matter has been raised in 'good faith'. Therefore, there may be instances where, having seriously considered the concern and taken all information available into account, we may not be able to pursue an anonymous concern. This policy, therefore, encourages individuals to disclose their identity to those who need to know it; this

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ensures a thorough investigation and that the matter is dealt with appropriately. It also enables feedback to be provided.

If there is a concern that a staff member may have:

- **behaved in a way that has harmed a child; or**
- **committed a criminal offence against or related to a child, or**
- **behaved in an inappropriate way towards a child or conducted themselves in a way which calls into question their suitability to work with CYP; or**
- **behaved abusively towards their own CYP unrelated to their employment or voluntary work;**
or
- **abused a child some time ago;**

then the allegation should be reported to the CEO on the same day the concern is noted. External agencies, CYP, parents or members of the public should use our Complaints Policy to raise concerns about safeguarding issues within LPW.

Staff must not:

- attempt to deal with the situation themselves;
- make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents;
- keep the information to themselves or promise confidentiality; or
- take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents.

If a child has clearly been injured and/or there is clear evidence of significant harm or risk of significant harm, immediate referral to the police or social care or emergency medical services must be considered by reporting staff, and the CEO informed after referral. Remember that the safety and welfare of CYP is the overriding concern.

The CEO must:

- ensure CYP are safe;
- get written details of the allegation or concern, signed and dated by the person reporting it and countersign and date this record (if it is difficult to get a written report they must make their own written record of the conversation with the referrer and sign and date it);
- collate and record information and personal details about (i) the child, parents, siblings; (ii) the person against whom the allegation has been made; and (iii) details of any known or possible witnesses, including checking on and recording, with times and dates etc., any other incidents or concerns about the child or the member of staff concerned together with actions taken and outcomes. At the same time keep alert for patterns which might suggest the abuse goes further and involves other CYP and adults;
- ensure that the Local Authority Designated Officer (LADO) is contacted within ONE WORKING DAY of receiving the report of an allegation;
- inform the person reporting the allegation or concern what action will be taken, in accordance with local procedures and with regard to local information sharing protocols and the need to maintain confidentiality;
- ensure that the alleged perpetrator or person about whom there is a concern is informed of the allegation or concern as soon as possible after consulting with the LADO and in accordance with any restrictions on information sharing that may be imposed by the police or social care. How enquiries will be conducted and possible outcome, for example, disciplinary action, dismissal, referral to regulatory body must be explained together with sources of support and advice from professional organisations/trade unions etc.;

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- help all parties understand the process throughout;
- assume the member of staff is innocent until proven guilty;
- ensure the member of staff continues to receive line management supervision and support and access to counselling services;
- personally inform the member of staff of each development following the allegation. This must be followed up in writing.

When a report is made to the CEO it will be clear in some cases that an immediate referral must be made to the police for investigation, as a child appears to have been harmed or is at risk of significant harm or a criminal act appears to have been committed.

The LADO will provide advice and guidance and be involved in the management and oversight of all allegations cases including whether to suspend the employee involved with the case on full pay during the course of the investigation. This is not a disciplinary sanction but may be necessary to ensure the investigation can be carried out effectively, and to safeguard the interests of both the child and the member of staff. The same action must be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to CYP.

The CEO must not:

- take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses or informing or interviewing the alleged perpetrator prior to contacting the LADO, (or without the go-ahead from police or social care if a direct referral has been made). The LADO will liaise with the police and/or social care as necessary, as they may want to place restrictions on the information that can be shared;
- automatically suspend or dismiss the member of staff without seeking further advice;
- inform parents until advised to do so by the LADO or a strategy meeting, other than in an emergency situation, such as when a child has been injured and needs medical attention. The LADO will advise on how and by whom parents must be informed and will liaise with police or social care where they are or may need to be involved.

The initial discussion with the LADO will establish that the concern or allegation has, or may have, some foundation and must be dealt with under these procedures. If it does not, no further action will be taken under these procedures and this will be recorded by the LADO. The CEO must decide whether any aspect of the allegation should be then dealt with under the LPW Conduct and Capability Policy. If the allegation is demonstrably false or malicious, consideration must be given to any action that may need to be taken with the person who made the false allegation.

Where it is established that the concern or allegation does fall within the scope of these procedures there are three main routes, which may be taken following initial consideration:

- An investigation may be carried out by the police in respect of a possible criminal offence;
- Local authority social care may carry out an assessment to see if the child needs services as a 'child in need' or carry out enquiries if the child is at risk of significant harm under the 1989 Children Act;
- Consideration of disciplinary action by the employer.

The LADO and CEO must then consider:

- whether further details are needed to enable a decision about how to proceed and how and by whom they may be gathered;
- how and by whom the parents of the child concerned must be informed of the allegation;
- how and when the accused person must be informed;

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- whether a strategy discussion might take place if there is cause to believe a child is suffering or is likely to suffer significant harm. If so, the LADO must contact social care to request the strategy discussion;
- whether the allegation may constitute a criminal offence and needs to be referred to the police for investigation - if so, the LADO must immediately inform the police. In some circumstances it may be advisable to consider convening a meeting between the police, LADO, employer and any other relevant persons (similar to a strategy meeting). If involved, Police and the Crown Prosecution Service must share relevant information, without delay, with LPW at the conclusion of their investigation or any court case, so that appropriate action can be taken;
- if the concern or allegation clearly does not require a police investigation or social care assessment, what steps the CEO may then need to take under employer's procedures. This may range from no further action, to a further investigation, to invoking disciplinary procedures or summary dismissal/decision not to use the person's services in future. If, during the course of an investigation LPW, new information comes to light that raises further concerns or identifies additional risks, this must be shared with the LADO without delay, as a different course of action may need to be taken.

If an allegation made by a child does prove to be demonstrably false after all investigations and assessments, no further action will be taken under these procedures, but the CEO must refer the matter to social care to determine whether the child is in need of services or might have been abused by someone else. If it is established that the allegation has been deliberately invented the LADO must ask the police to consider what action may be appropriate. The CEO will need to consider what support must be offered to the member of staff concerned. Depending on circumstances this may necessitate supporting a return to work and agreeing how contact between the child, about by the allegation was made, and the member of staff will be managed.

All records about allegations about staff should be kept by the CEO in a central and secure location and separate from personnel records. Details of allegations against staff that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a member of staff's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS disclosures reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation resurfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer. The Information Commissioner has published guidance on employment records in its Employment Practices Code and supplementary guidance, which provides some practical advice on employment retention.

If the allegation is substantiated and:

- the person is dismissed, or;
- the employer ceases to use the person's services, or;
- the person resigns or otherwise ceases to work,

consideration will then be given by the CEO and the LADO as to whether the person must be barred from future working with CYP, or have conditions imposed in respect of their work. If referral to the Disclosure and Barring Service (DBS) is made, it must be submitted within ONE MONTH of the conclusion of the dismissal.

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While the allegation is being considered or investigated every effort must be made to maintain confidentiality and guard against publicity. Apart from keeping the child, parents and the accused person up to date on the progress of the case, information sharing must be restricted to those who have a need to know in order to protect CYP, facilitate enquiries or manage related disciplinary or suitability procedures.

3.8 Support for staff

Safeguarding issues may have a disturbing effect on staff and they may feel upset by the details or how a case has been handled. It is important that they get support. Initially, they must seek support from their line manager through staff supervision. Safeguarding forms a regular part of supervisions. Staff may not wait until they next scheduled supervision session to seek support from a supervisor. If the supervisor is not available, they should seek support from another manager. Team meetings also ensure everyone is supported, and are used to share examples of good practice, learning and to provide peer support and learning. An Employee Assistance Scheme is in place that will allow staff the opportunity to speak in confidence to a qualified Counsellor.

3.9 Confidentiality

'Confidentiality' is often misunderstood. An over emphasis on confidentiality can leave CYP in danger of harm. The law does not allow anyone to keep concerns relating to abuse to themselves and confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child. If something is confidential, it therefore does not mean that it cannot be shared. However, it is important to:

- share only what it is necessary to share to protect a child;
- record what you shared, and with whom; and
- record your reasons for sharing.

Once a referral has been made the incident should be considered confidential within LPW, which means the situation should not be discussed with any other member of staff (with the exception of the line manager and the DSL) or outsider. LPW is obliged to work and share information with external agencies charged with the protection of CYP. This includes social care, the police, local schools, and other safeguarding partners, based on the 'need to know' principle. LPW commits to share information with other agencies to ensure that CYP are safeguarded.

3.10 Recruitment

LPW recognises that some people who seek to abuse children will also seek employment and volunteering opportunities which brings them into contact with them. We adhere to safer recruitment procedures as set out in 'Keeping Children Safe in Education' (2018). All staff, unsupervised volunteers and Board members working directly with children or with access to information about children will undertake pre selection checks which should be recorded on our Single Central Record (SCR). A statement about commitment to safeguarding should be incorporated in any job advert and applicants will be supplied with links to this Safeguarding and Child Protection policy. We will ensure that, when requesting references for a paid or unpaid member of staff, the following paragraph will be included: "In commenting on the applicant, please bear in mind that it is the organisation's duty to protect children and children from harm and any information relating to their suitability for this work should be disclosed". At interview, candidates will always be required to explain questions arising from their references. More detailed information on Safer Recruitment procedures appears in our Recruitment and Selection Policy. Existing staff will be encouraged to join the DBS update services to allow checks to be made as necessary.

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3.11 Complaints

Service users can hold LPW to account on delivering its Safeguarding responsibilities. External agencies, CYP, parents or members of the public should use our Complaints Policy to raise concerns about safeguarding issues within LPW. Staff and Board members who have concerns about institutional abuse within LPW should use the Whistleblowing policy. Any allegations about staff should use the allegations procedures stated above. Any accusations of institutional abuse and/or mishandling of allegations by management should be made using the Whistleblowing policy.

3.12 Partnership working

LPW is committed to due diligence when working with other organisations. We will make sure they are suitable by having appropriate safeguarding procedures in place and that there are clear lines of responsibility and reporting between all bodies involved. We will have written agreements in place that will set out our safeguarding expectations, and monitoring and reporting arrangements (see Appendices).

3.13 Escalation and professional challenge

Occasionally situations arise when professionals feel that a safeguarding decision made by someone else is not safe. Disagreements could arise in a number of areas, but are most likely to arise around:

- levels of need;
- roles and responsibilities;
- the need for action; and
- communication.

Staff should feel able to challenge decision-making in regard to safeguarding with other agencies and to see this as their right and responsibility in order to promote best practice. An escalation and professional challenge policy aims to provide workers with the means to raise concerns they have about decisions made by other professionals or agencies by:

- avoiding professional disputes that put children at risk or obscure the focus on the child;
- resolving the difficulties within and between agencies quickly and openly; and
- identifying problem areas in working together where there is a lack of clarity and to promote the resolution via amendment to protocols and procedures.

Effective working depends on an open approach and honest relationships between professionals. Problem resolution is an integral part of professional co-operation and joint working to safeguard children. The safety of individual children is the paramount consideration in any professional disagreement and any unresolved issues should be addressed with due consideration to the risks that might exist for the child. Resolution should therefore be sought within the shortest timescale possible to ensure the child is protected. Disagreements should be resolved at the lowest possible stage, however if there is a risk of immediate harm discretion should be used as to which stage is initiated.

If the disagreement is between a staff member and their manager, then the staff member should consider our Staff Grievance Procedure.

3.14 Support for children and families

We will ensure that that learners can explore a range of different safeguarding themes that will develop their awareness of risks and to learn ways to keep themselves safe and who they can turn to for help. We will include in the curriculum, activities and opportunities which will equip children with the skills and knowledge they need to fulfil their potential. These may be explored within the Personal, Social and Health curriculum or related subjects. In minor incidents it may only be necessary for staff and partner agencies to offer help, advice and support to CYP and families

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affected by safeguarding concerns. In cases where matters have been referred to police or the local safeguarding referral agencies, these agencies have, or regularly call upon, support agencies and groups who will help CYP and families through this traumatic part of their life. Referral agencies may be consulted and agreement made regarding this delicate process.

3.15 Child protection conferences

A child protection conference will bring together family members, the child where appropriate, and those professionals most involved with the child and their family. Staff may be asked to attend such meetings and this is entirely consistent with their role. Staff must expect to give an opinion on whether the child must be subject to a child protection plan. All those providing information must take care to distinguish between fact, observation, allegation and opinion. As with all information sharing, information shared must be both factual and/or based on professional assessment, supported by evidence and/or a rationale for the assessment.

In preparing for attendance at a child protection case conference staff must:

- consult with their line manager;
- discuss the information they will share with the child and parents where appropriate;
- contact the Chair of the case conference prior to the meeting to clarify processes, expectations and your role and information to be shared with regard to confidentiality;
- consider their views on child protection registration for the child, and the supporting evidence for these views, and be prepared to share these at the conference;
- ensure the child understands the staff's role at the conference; and
- it is good practice for contributors to provide, in advance, a written report to the conference that will be made available to those attending.

4. Safeguarding concerns including abuse and other risks to CYP's welfare

It is not possible to identify all welfare concerns; however, LPW feels strongly that some attempt to identify those risks currently apparent should be made; the following list is a guide to the sort of issues that give rise to concern.

4.1 Bullying including cyber bullying

Bullying can seriously damage confidence and self-esteem and lead to serious and prolonged emotional damage. Those who conduct the bullying or witness it can also experience emotional harm. Bullying is therefore a key safeguarding concern. It is important that incidents of bullying are distinguished from isolated incidents. Bullying is considered to be repeated violence, mental or physical, conducted by an individual or a group and directed against other individuals and can take place between CYP, between CYP and staff, or between staff. Bullying can occur for a variety of reasons, all of which should be taken equally seriously and dealt with appropriately. Bullying may also occur outside of LPW activities, or through social networking sites.

There are a number of signs that may indicate that someone is being bullied:

- behavioural changes such as reduced concentration and / or becoming withdrawn, clinging, depression, tearful, emotionally up and down, absenteeism;
- a drop off in performance;
- physical signs such as; stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, or damaged clothes;
- bingeing for example on food, cigarettes or alcohol; and
- shortage of money or frequent loss of possessions.

Bullying of any kind is not acceptable within our organisation. If bullying does occur, victims should be able to tell and know that incidents will be dealt with promptly. Staff should inform their line manager or a DSL of bullying incidents. More information can be found in our Anti-bullying and Online Safety policies.

4.2 Child Criminal Exploitation (County Lines)

Criminal exploitation of CYP is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit CYP to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the CYP may have been trafficked for the purpose of transporting drugs and a referral to the Police should be considered.

County lines exploitation:

- can affect any child under the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence in person or online;
- can be perpetrated by individuals or groups, males or females, and adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Criminal exploitation is a form of abuse and extremely serious; staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.3 Child Sexual Exploitation and Trafficking (CSE)

CSE 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 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. CSE does not always involve physical contact; it can also occur online. Signs of CSE in a child include:

- unexplained gifts or new possessions;
- association with other CYP involved in exploitation;
- older boyfriends or girlfriends;
- sexually transmitted infections or become pregnant;
- changes in emotional well-being;
- misuse of drugs and alcohol;
- going missing for periods of time or regularly come home late; and
- regularly missing sessions.

Some CYP are groomed through partners who then force them into having sex with others. On rare occasions CYP can be trafficked over different parts of the country by organized gangs of exploiters. The vast majority of CYP who enter prostitution do so as a result of coercion or desperation. All CYP (male and female) under the age of 18 years who are involved in prostitution are being sexually exploited, must be regarded as CYP in need at risk of significant harm and must therefore be subject to an child protection referral' this may also include CYP who are trafficked into the UK.

Child sexual exploitation is a form of abuse and extremely serious; staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.4 CYP Missing Home or Care

Anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be the subject of crime or at risk of harm to themselves or another can be regarded as missing. If CYP are not at a place where they are expected or required to be they are regarded absent. Going missing is a dangerous activity and can have short and long term consequences. All staff have a responsibility to report a child to their line manager or a DSL if they are missing. If a parent does not report a child missing within a reasonable timescale when their whereabouts are unknown, this should be seen as displaying compromised parenting and also reported. It is imperative that services working with CYP are able to and actively do identify those who are commencing a pattern of running behaviour and provide the appropriate interventions at the earliest opportunity to prevent future incidents which may place them, or others, at risk.

Research has identified the following risk factors that can precede a missing incident in CYP:

- Arguments and conflicts at home including being told/forced to leave;
- Poor family relationships including specific step-parent issues;
- Physical and emotional abuse including Domestic Violence and Abuse;
- Personal wellbeing – feeling depressed, needing someone to talk to;
- Problems with alcohol and/or drugs; and
- Problems at school.

There are particular concerns about the links between CYP and the risks of sexual exploitation. Missing CYP may also be vulnerable to other forms of exploitation, to violent crime, gang exploitation, or to drug and alcohol misuse. Children in Care missing from their placements are

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particularly vulnerable. The police will prioritise all incidents of CYP categorised as ‘missing’ from home or care as medium or high risk, depending on the circumstances and the vulnerability of the CYP. When a child is found, the attitude of professionals towards them can have a big impact on how they will engage with subsequent investigations and protection planning. However “streetwise” they may appear, they are children and may be extremely vulnerable to multiple risks. A supportive approach, actively listening and responding to a child’s needs, will have a greater chance of preventing them from going missing again and safeguarding them against other risks.

Staff must also bear in mind when working with CYP and families where there are outstanding child protection concerns that a series of missed appointments or abortive home visits, without any other form of contact, may indicate that the family has suddenly and unexpectedly disappeared. If such concerns arise this must be reported to a line manager or a DSL as a Child Protection concern.

4.5 CYP Missing from Education

All staff should be aware that CYP going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns.

All CYP, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of CYP of compulsory school age who are missing education in their area. The law requires all schools to have an admission register and an attendance register and all pupils must be placed on both registers. All school staff should be aware of the school’s unauthorised absence and child missing from education procedures. LP will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

LPW will inform local authorities of any child who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- have been permanently excluded.

Notification should be done as soon as the grounds for deletion are met, but not later than deleting the pupil’s name from the register. It is essential the school complies with this duty so that local authorities can, as part of their duty to identify CYP of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

4.6 CYP and the Courts

CYP are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. Making arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be extremely difficult for CYP and staff should offer appropriate support.

4.7 CYP with Family Members in Prison

Approximately 200,000 CYP have a parent sent to prison each year. These CYP are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for thme. Staff should offer appropriate support.

4.8 Contextual Safeguarding

Staff must be able to spot the risks of abuse facing CYP outside the domestic sphere. This is known as contextual safeguarding, or considering the wider environmental factors present in a child's life that may pose a threat to their safety and/or welfare, including online threats. Social care assessments should consider such factors so it is important that LPW provides them as much information as possible as part of the referral process when called to do so. This will allow any assessment to consider all the available evidence and the full context of any abuse.

4.9 Domestic Violence and Abuse (DVA)

DVA is the abuse of one person over another who is, or has been, in a relationship. The abuse may be verbal, sexual, physical, emotional or financial, and is usually, but not exclusively, perpetrated by men against women. It occurs in all groups and sections of society and may be experienced differently to, and compounded by racism, sexuality, disability, age, religion, culture or class. The current government definition describes DVA as:

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.' Source: Home Office, *Domestic Violence: A National Report (2012)*.

LPW is committed to supporting the wellbeing and safety of CYP and acknowledges the profound and damaging effects of DVA on them. CYP are always damaged by living or witnessing DVA. It is estimated that 90% of CYP are in the same or next room when abuse occurs. CYP over the age of 16 (and younger) may also experience DVA within their own relationships. Teenagers experience as much relationship abuse as adults. Several independent studies have shown that 40% of teenagers are in abusive dating relationships. Domestic violence is still a 'hidden' issue in our society; and it is even more so for teenagers. This is exacerbated by the fact that adolescents can be more accepting of, and dismissive about, this form of behaviour than adults. We are committed to taking positive action against DVA and to actively support all victims and to protect CYP affected by it. We will work towards creating an environment that raises awareness of DVA, and communicates to CYP that it is a safe place to ask for help.

Staff should be able to recognise the signs of DVA, which include:

- victim tries to hide injuries, or minimises their extent or cause, appears frightened, overly anxious or depressed and/or is submissive or afraid to speak in front of the partner;
- partner always attends unnecessarily and may refuse to leave, and/or may be aggressive or dominant; and
- CYP showing the signs and symptoms of physical, emotional, sexual abuse and/or neglect.

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If they suspect DVA, staff should take the initiative and ask direct questions to suspected victims and not assume someone else will ask about it. They must always be guided by the need to keep a victim safe, and the fact that everyone who is being abused by someone close to them is the subject of a crime. Staff should never ask about DVA when anybody else from the family is present; this includes partners, CYP or other family members. CYP or other family members should never be used as interpreters. Staff should never accept culture or religion as an excuse for DVA. They should think of the DVA conversation as the start of the process, not a one-off event, as not all victims are going to open up the first time they realise that someone thinks that they are being abused. A victim might deny or play down DVA as part of a coping mechanism. Staff should accept 'no' as an answer and continue to be supportive, and if possible discreetly offer a leaflet with helpline numbers. They should be prepared to ask again in the future.

If staff has serious concerns about a victim's situation, they should report to the line manager or a DSL on the same day who may refer the case to a local Independent Domestic Violence Advisor (IDVA). IDVAs can refer to the local MARAC. If staff have concerns about the safety of CYP exposed to DVA, they should contact their line manager or DSL the same day they become aware of it.

4.10 Drugs

'Drugs' are taken here to mean substances that may be legal for CYP, such as alcohol, tobacco and solvents, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD and illegally supplied prescription drugs etc. Drugs (illegal substances, prescribed medication and solvents/aerosols) and alcohol use in itself does not necessarily indicate that a child may be suffering or likely to suffer significant harm. The risks arising from substance misuse must always be assessed from a holistic standpoint and in light of the facts of each case.

Possession and/or use of drugs by anyone at LPW is inappropriate. In incidents involving drugs, action will proceed as follows:

1. Any medical emergencies will be dealt with accordingly by our first aiders.
2. LPW staff can search (outer clothing or possessions) for any item if the person agrees. There must be a witness (also a staff member) and, if at all possible, they should be the same sex as the person being searched (unless where there is a reasonable belief that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff).
3. Staff can seize any prohibited item found as a result of a search which they consider harmful or prohibited. Any illegal drugs or suspected drugs discovered must be delivered to the police as soon as possible, but may be disposed of if there is a good reason to do so.

In cases of drug misuse or supply within LPW:

By a child: the case will be discussed with the child and a written record taken. If a child admits to using or supplying substances off the premises, the appropriate action will be to inform the DSL who will inform the parents. We must then decide the appropriate action.

By an adult: safeguarding will be informed by the DSL. Advice will be taken from these services and implemented as necessary.

While there is no legal obligation to inform the police, they may also be involved at the discretion of staff who may know the child well.

4.11 Early Help

Early Help for CYP has been defined as *'providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early Help can also prevent further problems arising; for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse.'* Working Together to Safeguard Children (2018)

We should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited; and
- is a privately fostered child.

It is important that CYP in need of early intervention receive this support in a timely fashion to prevent the escalation into abuse and to lessen the risk of harm or impairment. Staff who think that a child requires an Early Help intervention can contact their line manager or a DSL who may refer for an Early Help plan for that family. LPW aims to work with existing Early Help services to prevent families reaching crisis point by working with those that are struggling at an early stage.

4.12 Emotional Abuse

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

Signs and symptoms of emotional abuse include:

- CYP who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents who withdraw their attention from the child, giving the child the 'cold shoulder'; Parents blaming their problems on their child; and
- Parents who humiliate their child, for example, by name-calling or making negative comparisons.

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Emotional abuse is extremely serious and staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.13 Fabricated and Induced Illness Syndrome (FIIS)

FIIS is a form of mental disorder in a parent, usually the mother. Staff may be concerned at the possibility of a child suffering significant harm as a result of having illness fabricated or induced by their carer. Possible symptoms observed may include:

- discrepancies between reported and observed medical conditions, such as the incidence of fits;
- attendance at various hospitals, in different geographical areas;
- development of feeding / eating disorders, as a result of unpleasant feeding interactions;
- child developing abnormal attitudes to their own health;
- non organic failure to thrive - a child does not put on weight and grow and there is no underlying medical cause;
- speech, language or motor developmental delays;
- dislike of close physical contact;
- attachment disorders;
- low self-esteem;
- poor quality or no relationships with peers because social interactions are restricted;
- poor attendance; and
- parent (likely to be the mother) who expresses an unnatural concern for the health or welfare of their child.

FIIS is a form of abuse and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.14 Faith Abuse

Faith abuse is abuse linked to faith or belief. This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through CYP or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of CYP is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in CYP to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. Faith abuse is confined to one faith, nationality or ethnic community. Examples have been recorded worldwide among Europeans, Africans, Asians and elsewhere as well as in Christian, Muslim, Hindu and pagan faiths among others. Faith abuse is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.15 Female Genital Mutilation (FGM)

FGM is a form of physical abuse against CYP. FGM is also known as female circumcision or female genital cutting. FGM has no health benefits. It involves removing and damaging healthy and normal female genital tissue, and interferes with the natural functions of girls' and women's bodies. The procedure may be carried out when the girl is newborn, during childhood, adolescence, at marriage or during the first pregnancy. However, in the majority of cases FGM takes place between the ages of 5-8 and therefore girls within that age bracket are at a higher risk. It can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth. They can also often suffer severe psychological trauma, including flashbacks and depression.

The Female Genital Mutilation Act 2003 made it illegal to: practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country; and aid, abet, counsel or procure the carrying out of FGM abroad. In 2015 the Serious Crime Act came into force and with it new legal powers to deal with FGM. 'Regulated' professionals

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(including teachers) now have the statutory duty to report to police any instance where they 'discover' that FGM has been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Anyone who fears that someone is at risk of FGM can apply to a family court for a FGM Protection Order. This includes people who think they could be victims themselves or who are already victims, local authorities, teachers, doctors, social workers or other third parties. FGMPOs will help to safeguard girls who are at risk of FGM at home or abroad. If the court makes a FGMPO, the specific conditions could include confiscating passports or travel documents to prevent girls from being taken abroad, or stopping someone from bringing a 'cutter' to the UK for the purposes of committing FGM on a girl. Signs that a child or child may be at risk of FGM could be: child is female, from a culture where FGM is practised, and an extended summer holiday to the country of origin is imminent. FGM is a form of abuse and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.16 Forced Marriage and so-called Honour Based Violence

There is a clear distinction between a forced marriage and an arranged marriage. Forced marriages are illegal in the UK and is a marriage conducted without the full consent of both parties and where duress is a factor. When either party is under 18 it is child abuse and should always be treated as such. The terms 'honour crime', 'izzat' or 'honour-based violence' embrace a variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or community. They are being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour. In transgressing against this correct code of behaviour, the person shows that they have not been properly controlled to conform by their family and this is to the 'shame' or 'dishonour' of the family. If there are concerns that a child (male or female) is in danger of a forced marriage, staff should report to the DSL on the same day the concern is noted. All those involved should bear in mind that mediation as a response to forced marriage can be extremely dangerous. Refusal to go through with a forced marriage has, in the past, been linked to so-called 'honour crimes' including murder, rape and serious physical and emotional abuse. Forced marriage is a form of abuse and staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.17 Gangs and youth violence

Staff may observe early warning signs that CYP may be at risk of getting involved in gangs and gang culture, which can quickly escalate and become entrenched. Staff worried about a child's involvement in, or at risk from, gangs can call the NSPCC helpline on 0808 800 5000 for more information. The police should always be informed if the child is in possession of a knife or other weapon.

4.18 Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. CYP can be groomed online or in the real world, by a stranger or by someone they know. Groomers may be male or female and could be any age. Many CYP don't understand that they have been groomed, or that what has happened is abuse. Groomers will hide their true intentions and may spend a long time gaining a child's trust. They may also try to gain LPW of the whole family so they can be alone with the child. Groomers do this by:

- pretending to be someone they are not;
- offering advice or understanding;
- buying gifts;
- giving the child attention;
- using their professional position or reputation;
- taking them on trips, outings or holidays; and

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- using secrets and intimidation to control CYP.

Once they have established trust, groomers will exploit the relationship by isolating the child from friends or family and making them feel dependent on them. They will use any means of power or control to make the child believe they have no choice but to do what they want. Groomers may introduce 'secrets' as a way to control or frighten their victim. Sometimes they will blackmail the child, or make them feel ashamed or guilty, to stop them telling anyone about the abuse. Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a child. They can spend time learning about a child's interests from their online profiles and then use this knowledge to help them build up a relationship. It's easy for groomers to hide their identity online - they may pretend to be a child and then chat and become 'friends' with CYP they are targeting. Groomers may look for:

- usernames or comments that are flirtatious or have a sexual meaning; and/or
- public comments that suggest a child has low self-esteem or is vulnerable.

Groomers don't always target a particular child. Sometimes they will send messages to hundreds of CYP and wait to see who responds. Groomers no longer need to meet CYP in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity. Grooming CYP in order to abuse them is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.19 Hate Crime

CYP can be vulnerable to negative, extremist views. LPW aims to be a place that inspires and engages young minds. We believe in democracy and the laws of the country, where every individual has a voice that is heard and respected, no matter what their faith or belief. We value discussion, debate and learning from others. We recognise that hate speech is a crime and believe that there is no place for extremism in our organisation. Hate speech in person and online should be reported by staff to their line manager or to a DSL on the same day it is witnessed.

4.20 Hidden Harm

Hidden Harm refers to CYP who are affected by their parents' drug or alcohol abuse, domestic abuse and mental illness. It is estimated that between 30-60% of people with a severe mental illness have CYP. Parental problems can and do cause serious harm to CYP at every age from conception to adulthood. Effective treatment of the parent can have major benefits for the child. By working together with other services, LPW should take many practical steps to protect and improve the health and well-being of affected CYP, including the possibility of an Early Help plan. Staff should report Hidden Harm to their line manager or a DSL.

4.21 Historical abuse

There may be occasions when a child or adult will disclose abuse which occurred in the past, termed historical abuse. This information needs to be treated in exactly the same way as a disclosure of current abuse as the abuser may still represent a risk to CYP now. Historical abuse is extremely serious and LPW staff who have a concern should contact the DSL the same day they become aware of it.

4.22 Homelessness

Being homeless, or being at risk of becoming homeless, presents a real risk to a child's welfare. Indicators that a family may be at risk of homelessness include:

- household debt;
- rent arrears;
- DVA and anti-social behaviour;

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- as well as the family being asked to leave a property.

LPW aims to work with existing services to prevent families reaching crisis point by working with those that are struggling with homelessness at an early stage. Staff aware that CYP are homeless should report to their line manager or a DSL on the same day it is noted. The DSLs should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, this does not, and should not, replace a referral into CYP's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases staff will be encountering homelessness in the context of CYP who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents, for example through their exclusion from the family home, and this will require a different level of intervention and support. Staff should always report homelessness to their line manager or to a DSL. The DSLs should ensure appropriate referrals are made based on the child's circumstances.

4.23 Invisible Children

LPW staff need to be aware of CYP who may not be known to services. There are CYP who may be 'trafficked' and many cases of neglect and abuse involve CYP from other countries. CYP who are invisible to services are extremely vulnerable; LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.24 Medical Conditions

LPW will make ourselves aware of any medical conditions affecting the CYP in their care and work with parents to ensure that CYP's needs are addressed appropriately.

4.25 Mental health and resilience

In order to help CYP to succeed, LPW has a role to play in supporting them to be resilient and mentally healthy. We will intervene early to support CYP experiencing difficulties in mental health.

4.26 Neglect

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

Signs and symptoms of neglect include:

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- CYP who are living in a home that is indisputably dirty or unsafe;
- CYP who are left hungry or dirty;
- CYP who are left without adequate clothing, e.g. not having a winter coat;
- CYP who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- CYP who are often angry, aggressive or self-harm;
- CYP who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their CYP are ill or are injured.

Neglect is a form of abuse and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.27 Online Abuse

LPW recognises Information and Communications Technology (ICT) is now an integral part of CYP's lives and provides them with access to a wide range of information and increased opportunities for instant communication and social networking. Using ICT can benefit CYP's education and social development, but it can also present several risks. CYP are often unaware that they are as much at risk online as they are in the real world, and professionals may not be aware of the actions they can take to protect them. We are committed to developing an effective approach to online safety to empower staff and our partner organisations to protect and educate CYP in their use of IT and establish mechanisms to identify, intervene and escalate any incident where appropriate. Serious breaches of online safety should be reported to line managers or a DSL. More information is available in our Online Safety Policy.

4.28 Peer Abuse

We recognise that CYP are capable of abusing their peers. Peer abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Peer on peer abuse can take many forms, and can manifest itself in many ways, including sexting, online abuse, bullying and cyber bullying and sexual abuse. We recognise that peer abuse is frequently gendered. Girls are more likely to be sexually touched or assaulted and boys are more likely to be subject to initiation/hazing type violence. Accordingly concerns of peer on peer abuse will be taken extremely seriously and investigated and dealt with. Peer abuse is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.29 Physical Abuse

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

- children with frequent injuries;
- children with unexplained or unusual fractures or broken bones; and
- children with unexplained bruises or cuts; burns or scalds; or bite marks.

Physical abuse is extremely serious and LPW staff who have a concern should contact the DSL the same day they become aware of it.

4.30 Private fostering

A private fostering arrangement is one that is made without the involvement of a local authority for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative, with the intention that it should last for 28 days or more. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child. Private fostering arrangements can be a

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positive response from within the community to difficulties experienced by families but nevertheless privately fostered CYP can be very vulnerable. Overarching responsibility for the welfare of the privately fostered child remains with the parent but it is the duty of local authorities to satisfy themselves that CYP who are privately fostered within their area are satisfactorily safeguarded and promoted. Staff should report to their line manager or a DSL if they become aware of a private fostering arrangement.

4.31 Race and Racism

CYP from Black, Asian and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. However, this may be categorised as emotional abuse under child protection procedures. Racism is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.32 Radicalisation

LPW complies with the Counter Terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”, known as the Prevent duty. The Prevent Duties for registered settings include:

1. Identifying children who may be vulnerable to radicalization.
2. Aware of what to do when vulnerable children are identified.
3. Promoting fundamental British values and challenging extremist views.
4. Offering appropriate training and development.

Extremism is defined in the 2015 Prevent Duty Guidance as:

‘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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.’

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

LPW has a clear approach to implementing the Prevent duty and keeping CYP and staff safe from the dangers of radicalisation and extremism. We tackle any instances of discrimination, and aim to be alert to potential risks from radicalisation and extremism. The promotion of equality, diversity and fundamental British values is at the heart of our work and they are demonstrated through all our practice. Fostering fundamental British values means actively promoting democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. These values are embedded in our day-to-day work. We will aim to build CYP’s resilience by providing a safe environment for debating controversial issues and helping them to understand how they can influence and take part in decision-making. We will challenge extremism in our work with CYP. We undertake due diligence to ensure that visiting speakers are appropriate, supervised at all times and not allowed to speak to CYP without a member of staff being present. Staff must not invite speakers into sessions without first obtaining permission from a DSL. We ensure that our partner organisations are clear about their Prevent duties.

We are aware of the increased risk of the radicalisation of people through the use of social media and the internet. Those at risk of radicalisation may display different signs or seek to hide their views. Staff will use their professional judgement in identifying CYP and adults who might be at risk of radicalisation and act proportionately. Even very young CYP may be vulnerable to radicalisation by

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others, whether in the family or outside, and display concerning behaviour. Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes;
- glorifying violence, especially to other faiths or cultures;
- making remarks or comments about being at extremist events or rallies;
- evidence of possessing illegal or extremist literature;
- advocating messages similar to illegal organisations or other extremist groups;
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that CYP can come across online so involvement with particular groups may not be apparent.);
- secretive behaviour;
- online searches or sharing extremist messages or social profiles;
- intolerance of difference, including faith, culture, gender, race or sexuality;
- graffiti, art work or writing that displays extremist themes;
- attempts to impose extremist views or practices on others;
- verbalising racist, anti-Western or anti-British views; and
- advocating violence towards others.

Staff with concerns of radicalisation should contact their line manager or a DSL the same day the concern is noted. The DSLs should contact the local referral agency and the Police to find out whether a Channel referral may be appropriate. The Channel programme is part of Prevent - early intervention to protect and divert people away from the risk of being drawn into terrorist related activity. If there is a terrorist related emergency, staff should contact the Police immediately.

4.33 Self-harm

Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body for example:

- cutting, scratching, scraping or picking skin
- Swallowing poisonous substances or objects
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair pulling
- Banging or hitting the head or other parts of the body
- Scouring or scrubbing the body excessively
- Unusual eating patterns
- Excessive alcohol/drug intake

Self-harm is not usually triggered by one isolated event but rather set of circumstances that leave CYP overwhelmed and unable to manage their feelings. It is not the core problem but a sign and symptom of underlying emotional difficulties, used as a way of coping. For some CYP the experience of pain of self-harm reassures them they're still alive, or gives temporary relief and/or a sense of control over their lives, whilst bringing its own very serious problems.

If a child has disclosed to specific staff member whom they trust and have a good relationship with, they may be the best placed person to provide initial support and also finding out the information needed to assess the immediate/long term level of risk. This can be done over several sessions. Always remember that it is important to listen to the child, to stay calm and empathic and to not over load them with questions. Every child's situation is different, however questions you can ask to assess severity of self-harm might include:

- Where on your body do you typically self-harm?
- What do you typically use to self-harm?

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- What do you do to take care of your wounds?
- Have you ever hurt yourself more severely than you intended?
- Have you ever seen a doctor because you were worried about a wound?
- How often do you tend to self-harm?

When assessing risk consider that CYP who self-harm do not normally wish to kill themselves, but staff must always follow the child protection process where they feel a child is at risk of significant harm and report to their line manager or a DSL.

4.34 Sexting

'Sexting' is the exchange of self-generated sexually explicit images, through mobile picture messages or webcams over the internet. There are many reasons why a child may want to send a naked or semi-naked picture, video or message to someone else. These reasons include:

- joining in because they think that 'everyone is doing it';
- boosting their self-esteem;
- flirting with others and testing their sexual identity;
- exploring their sexual feelings;
- to get attention and connect with new people on social media; and/or
- they may find it difficult to say no if somebody asks them for an explicit image, especially if the person asking is persistent.

Sexting is often seen as flirting by CYP who feel that it's a part of normal life, but in fact it is a crime. The law in the UK currently states that the creating or sharing explicit images of a child is illegal, even if the person doing it is a child. As of January 2016, if a child is found creating or sharing images, the police can choose to record that a crime has been committed but that taking formal action isn't in the public interest. In addition crimes recorded this way are unlikely to appear on future records or checks, unless the child has been involved in other similar activities which may indicate that they're a risk. Sexting is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.35 Sexual Abuse

Sexual abuse involves forcing or enticing a child 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.

Signs and symptoms of sexual abuse include:

- CYP who display knowledge or interest in sexual acts inappropriate to their age;
- CYP who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- CYP who ask others to behave sexually or play sexual games; and
- CYP with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Sexual abuse is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.36 Sexual violence and sexual harassment

Sexual violence and sexual harassment can occur between two CYP of any age and sex. It can also occur through a group of CYP sexually assaulting or sexually harassing a single child or group of CYP and CYP at risk. CYP who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, CYP with SEND and LGBT CYP are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts.

Dismissing or tolerating such behaviours risks normalising them. As is always the case, if LPW staff witness sexually violent behaviour in CYP they should speak to their line manager or a DSL on the same day it occurs.

4.37 Sexually Active CYP

Staff working with CYP who are sexually active and under 18 must do as much as they can to provide a safe, accessible and confidential service whilst remaining aware of their duty of care to safeguard them and promote their well-being. Decisions in this area can often be challenging and must always be made on a case-by-case basis, taking into consideration all relevant information. Where staff believe that CYP may be subject to coercion or exploitation, existing child protection guidelines must be followed. Staff with concerns must report to their line managers or a DSL on the same day if they suspect abuse.

4.37 Trafficking and modern slavery

Modern slavery is a serious crime. It encompasses slavery, servitude, and forced or compulsory labour and human trafficking. Modern slavery victims can often face more than one type of abuse and slavery, for example if they are sold to another trafficker and then forced into another form of exploitation. A person is trafficked if they are brought to (or moved around) a country by others who threaten, frighten, hurt and force them to do work or other things they don't want to do. The Universal Declaration of Human Rights 1958, states that: “No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.”

Signs of trafficking include people who are:

- not in possession of a passport, identification or travel documents;
- acts as if instructed or coached by someone else or allows others to speak for them when spoken to directly;
- recruited for one purpose and forced to engage in some other job;
- transport paid for by facilitators, whom they must pay back through providing services;
- receives little or no payment for their work - someone else was in control of their earnings;
- forced to perform sexual acts;
- does not have freedom of movement;
- threatened with harm if escapes;

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- under the impression they are bonded by debt, or in a situation of dependence;
- harmed or deprived of food, water, sleep, medical care or other life necessities;
- cannot freely contact friends or family; and
- limited social interaction or contact with people outside their immediate environment.

There is no typical victim of slavery. Victims can be men, women and CYP of all ages and cut across the population, but it is normally more prevalent amongst the most vulnerable, minority or socially excluded groups. The Home Office predicts that there may be as many as 13,000 victims in the UK alone. Trafficking and modern slavery is extremely serious and LPW staff who have a concern should contact their line manager or a DSL the same day they become aware of it.

4.39 Violence Against Women and Girls (VAWG)

VAWG covers a range of unacceptable and deeply distressing crimes, including domestic violence and abuse, sexual violence and child sexual abuse, stalking, so called 'honour-based' violence - including forced marriage and female genital mutilation (FGM), gang related violence, and human trafficking. We recognise that these crimes are disproportionately gendered. Violence can affect women and girls regardless of their age, race or religion, their socioeconomic background, sexual orientation or marital status. Violence takes place in every locality across the UK and can happen in relationships, in families, and in communities. We will work to ensure that awareness of VAWG is raised within our organisation where possible.

4.40 Young Sex Offenders

We may not always have information about whether a child has been convicted of a sex offence against another young person, or that there are concerns about a child being a sex offender. It is particularly important to consider these possibilities when involved in arranging work placements (for example, where there are children), taking CYP on a trip or residential activity or supporting them to access alternative accommodation (post-16) where other children are living. Social care will generally be able to provide information to the general question 'is there any reason why this young person must not be placed with/work with younger CYP?', including members of their family. Note: ensure information sharing protocols are adhered to and the CYP has agreed to this contact being made. The DSLs should contact the local Area Youth Offending Teams for more information.

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5. Useful Numbers

In the event of an emergency call **999**

Police: 101 (non-emergency calls)

Local referral agencies:

Bristol:

First Response Team – (8.30-5pm Mon-Thurs and 8.30-4.30 Fri) 0117 9036444

North Somerset:

Child Protection Team - 01275 888 808 **Bath and North East**

Somerset:

Children, families and assessment team - 01225 396312 or 01225 396313

South Gloucestershire:

Office hours - 01454 866000 Out of hours - 01454 615165

Emergency Duty Team (Nights, Weekends and Bank Holidays) 01454 615 165

National Association for the Prevention of Cruelty to Children (NSPCC) for adults concerned about a child 24 hour Helpline: 0800 800 5000 (free from a landline)

NSPCC Asian Languages Helpline: 0808 800 5000 (free from a landline)

NSPCC Text helpline: 88858 (service is free and anonymous)

Childline, helpline for children who are being abused: 0800 1111 (open 24 hours)

Brook Advisory Centre: 0117 929 0090

Bristol Sexual Health Centre: 0117 342 6900

Charlotte Keele Health Centre: 0117 951 2244

Forced Marriage Unit: 020 7008 0151

Forward FGM: 0208 960 4000

Ashiana Project (London) www.ashiana.org.uk: 020 8539 0427

Next Link - 0117 925 0680

Bristol Domestic Abuse Helpline: 0800 6949 999

ARA Addiction Recovery agency : 0117 930 0282

BDP Bristol Drugs Project (www.bdp.org.uk). Telephone number 0117 987 6000

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WECIL (www.wecil.org.uk): 0117 903 8900

Base Barnardo's against Sexual Exploitation: 0117 934 9726

One25 Project (over 18's): 0117 909 8832

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6. Useful websites and links

Local safeguarding partners are defined by the following groups, in LPW's areas of work:

Bristol - <https://www.proceduresonline.com/swcpp/bristol/index.html>

North Somerset - <http://www.northsomersetsafeguarding.co.uk/>

Bath and North East Somerset -

<https://www.proceduresonline.com/swcpp/banes/index.html>

South Gloucestershire - <https://www.proceduresonline.com/swcpp/southglos/index.html>

South West Child Protection Procedures: <https://www.proceduresonline.com/swcpp/>

TES: <https://www.tes.com/>

NSPCC: <https://www.nspcc.org.uk/>

Guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/ or require accommodation: <https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets>

DBS: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Forward (Foundation for Women's Health Research and Development), fighting FGM:
<http://www.forwarduk.org.uk>

Information Sharing Guidance: Advice for practitioners providing safeguarding services to children and parents:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Keeping Children Safe in Education (2018) statutory guidance for schools and colleges:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf

NSPCC Whistleblowing Helpline: <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

South West Child Protection Procedures, provide detailed online information on all aspects of Child Protection throughout the southwest including local safeguarding referral agencies:

www.swcpp.org.uk

What to do if you're worried a child is being abused (2015) Easy to read summary of key safeguarding procedures:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Working Together to Safeguard Children (2018), Department of Education:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

7. Appendices

Partner Minimum Safeguarding Standards

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Partner Minimum Safeguarding Standards

Safeguarding	Disseminate clear safeguarding policy and procedure standards.
	Ensure up to date and appropriate child protection/safeguarding training for all staff and volunteers and that they are confident to recognise abuse and other welfare concerns, record, report and, if necessary, refer to safeguarding agencies.
	Ensure a clear Code of Conduct for all staff and volunteers is in place, together with clear procedures to manage any allegations.
	Provide a Designated Safeguarding Lead and Deputy to lead on safeguarding.
	Ensure that through positive interactions, all children can learn respect for themselves and for each other in a creative, safe and tolerant environment.
	Ensure that staff are aware of their statutory Prevent duties, including their duty to promote fundamental British values, challenge extremism and identify children and families who may be vulnerable to radicalisation.
	Ensure that Safer Recruitment policies, checks and systems are in place, including maintenance of a Single Central Record for all staff and regulated volunteers.
	Ensure that there is a clear and agreed behavior management policy in place, all staff and volunteers use appropriate behaviour management strategies, and that bullying and disrespectful behavior between children and children are always appropriately challenged.
	Ensure that all premises used are safe and secure, with clear evacuation and lockdown procedures in place which are communicated to all.

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	<p>Ensure that the organisation works in partnership with relevant safeguarding organisations and fully understands its duty to cooperate to safeguard children.</p>
	<p>Ensure that there are robust internal recording and reporting arrangements in place in response to any welfare concerns.</p>
	<p>Ensure that the organisation has robust online safety systems in place to address online risks.</p>
	<p>Ensure that safeguarding arrangements during residentials and other activities which take place out of hours are appropriately robust to address increased risks.</p>