

# Child Protection Policy, Procedure and Safeguarding Guidance

South Wight Area Youth Partnership

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## ***South Wight Area Youth Partnership***

This policy is accepted by SWAY for all projects, groups and activities operating under its banner. All Codes of Conduct, Risk Assessments and Operating Procedures written for any of projects, groups and activities must abide by this policy. It is an obligation, laid down by the Charity Commission that the Board of SWAY ensure that all projects, groups and activities operating in the Charity's name comply with the policy.

### **Child Protection Policy and Statement**

#### **Purpose**

This Organisation fully recognises its responsibility to safeguard and promote the welfare of children at our organisation. The purpose of this policy is to provide staff, volunteers and others with the guidance they need in order to keep children safe and secure in our organisation and to inform parents and guardians how we will safeguard their children whilst they are in our care.

#### **Context**

We recognise that children have a right to feel secure. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect, emotional, physical or sexual abuse or a combination of such types of abuse. All children have a right to be protected from abuse. Whilst the organisation will work openly with parents as far as possible, the organisation reserves the right to contact Children's Social Care or the Police, without notifying parents if this is in the child's best interests.

#### **Aims**

These procedures apply to all staff, and volunteers working in the organisation. The aim of our procedures is to prevent children from being abused, and to safeguard and promote the welfare of Children and Young People (CYP) at this organisation in the following ways:-

- Raise awareness of child protection and safeguarding roles and responsibilities with staff and volunteers.
- Develop, implement and review procedures in our organisation that enable all staff and volunteers to identify and report cases, or suspected cases, of abuse.
- Support CYP who have been abused in accordance with their agreed child protection plan.
- Support CYP with additional needs, e.g. through the CAF.
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with CYP.
- Establish a safe environment in which CYP can learn, play and develop.
- Ensure that allegations or concerns against staff are dealt with in accordance Local Safeguarding Children's Board (LSCB) and Isle of Wight Council (IWC).

## **Staff & Volunteers Responsibilities**

This organisation recognises that because of regular contact with CYP we are well placed to observe the outward signs of abuse. The organisation will therefore:-

- Establish and maintain an environment where children feel secure, are encouraged to talk and are heard.
- Ensure CYP know that there are adults in the organisation whom they can approach if they are worried about any problems.
- Follow the procedures set out by the LSCB and IWC and take account of guidance issued by the IOWSCB.
- Treat all disclosures with the strictest confidence.
- Ensure that parents have an understanding of the responsibility placed on the organisation and its staff for child protection by setting out its obligations in the organisation prospectus and that parents are offered a copy of the policy on request.
- Notify parents of our concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk.
- Develop effective links with Children's Social Care and co-operate as required with their enquiries regarding child protection matters including attendance at Child Protection Case Conferences.
- If appropriate liaise with other agencies that support young people such as Child and Adolescent Mental Health Service, Locality Team through normal referral routes and the CAF process.
- Ensure that there is a senior designated person/Child Protection Liaison Officer (CPLO).

## **CPLO responsibilities**

**In this organisation the CPLO is Andrew Dorning (also Lead Worker). The Deputy CPLO is Richard Webb. The CPLO will:**

- Ensure that the Trustees understand their responsibilities under sec 11 of the Children Act 1989 & 2004.
- Ensure they have received appropriate training and attend training every 3 years.
- Ensure every member of staff, managers and volunteers knows the name of the designated person CPLO, their role and their contact details.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person CPLO.
- Ensure that whole organisation training occurs every three years so that every member of staff, Trustees and volunteers can fulfil their child protection responsibilities effectively.
- Keep written records of child protection concerns that are kept securely and safe.

## **Responsibilities of adults within the organisation community:**

- All adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child may be in an abusive situation they should record their concerns and report them to the Lead Worker or CPLO as soon as practical.
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- If the disclosure is an allegation against a member of staff they will follow the allegations procedures attached to this policy.

**As an organisation we will educate and encourage Young People to Keep Safe through:**

- The content of the activities provided
- A organisation ethos which promotes a positive, supportive and secure environment and gives young people a sense of being valued
- The "Rights, Respect and Responsibility" agenda (UNCRC):  
<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

**Annual review form**

As an organisation, we review this policy annually in line with, LSCB and IWC guidance.

**Revision History**

The Chair of South Wight Area Partnership Trustees will ensure that the policy is reviewed annually or as required by legislation. Any policy that is changed will be brought before SWAY Board for acceptance to ensure we comply with current legislation and impact assessed against the equality categories.

**Working Together to Safeguard Children (2018)**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Isle of Wight Council - Safeguarding Children Partnership-  
Procedures Manual: Policies, Protocols, Guidance**

[www.iowscp.org.uk](http://www.iowscp.org.uk)

**What to do if you're worried a child is being abused: Advice for practitioners ( DFE-00124-2015)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

**Hampshire County Council Multi Agency Safeguarding Hub (MASH)**

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/mash>

**Guidance: Safeguarding and protecting people for charities and trustees from The Charity Commission Updated October 2019** (What to do to protect people who come into contact with your charity through its work from abuse or mistreatment of any kind.)

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

**Date Approved by:**

**Date Reviewed by: April 2022**

**Next review date:**

## **Child Protection Procedures**

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interests between the child and parent, the interests of the child must be paramount.

These procedures should be read in conjunction with the flow chart (Annex 2).

### **If a member of staff suspects abuse e.g. through physical injury etc. they must:**

1. Record their concerns
2. Report it to the Lead worker or CPLO immediately.
3. Consider if there is a requirement for immediate medical intervention and if so assistance must be called for
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions they were involved in
  - Any injuries
  - Explanations given by the child / adult
  - What action was taken.

The records must be signed and dated by the author.

### **Following a report of concerns from a member of staff, the CPLO must:**

1. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to Children's Social Care.
2. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm they must contact Children's Social Care via the Central Reception Team (CRT) on 0300 300 0901 and make a clear statement of:
  - the known facts
  - any suspicions or allegations
  - whether or not there has been any contact with the child's family

If the CPLO feels unsure about whether a referral is necessary they can phone Children's Social Care (CRT) to discuss concerns. To do so will not constitute a child abuse referral and may well help to clarify a situation.

3. If there is not a risk of significant harm, then the Lead Worker or CPLO will either actively monitor the situation or instigate the Common Assessment Framework (CAF) process.
4. The CPLO must confirm any referrals in writing to Children's Social Care, within 24 hours, including the actions that have been taken. The written referral should be made using the inter-agency referral form, which will provide Children's Social Care with the supplementary information required about the child and family's circumstances.

5. If a CYP is in immediate danger and urgent protective action is required, the police should be called. The Lead Worker or CPLO should also notify Children's Social Care of the occurrence and what action has been taken. The Lead Worker or CPLO should seek advice from the police / Children's Social Care about informing the parents.
6. Normally the organisation should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to Children's Social Care. However, this should only be done when it will not place the child at increased risk. The child's views should also be taken into account.
7. Where there are doubts or reservations about involving the child's family, the Lead Worker or CPLO should clarify with Children's Social Care or the police whether, the parents should be told about the referral and, if so, when and by whom This is important in cases where the police may need to conduct a criminal investigation. Where appropriate, the CPLO should help the parents understand that a referral is in the interests of the child and that the organisation will be involved in the Section 47 enquiry as per the Children Act 1989 & 2004 or a police investigation.
8. When a CYP is in need of *urgent* medical attention and there is suspicion of abuse the CPLO or Lead Worker should take the child to the Accident and Emergency Unit at the nearest hospital, having first notified Children's Social Care. The CPLO or Lead Worker should seek advice about what action Children's Social Care will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention. If the suspected abuse is sexual then the medical examination should be delayed until Children's Social Care and/or the police can liaise with the hospital, unless the needs of the child are such that medical attention is the priority. If a decision is made not to inform the parents there must be a responsible adult with the child at all times, whether from the organisation, Children's Social Care or the police.

**When dealing with allegations against staff, Board Members and volunteers:**

- Report any concerns about the conduct of any member of staff or volunteer to the designated person as soon as possible and within 24 hours
- If an allegation is made against the designated person, the concerns need to be raised with the person nominated for dealing with allegations against the designated person, as soon as possible and within 24 hours.
- In either event the contact should be made with the Local Authority Designated Officer (LADO) on 01962 876364

Further guidance

<http://www.iowscp.org.uk/allegations-against-staff>

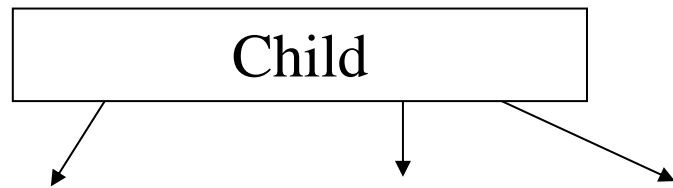
Revision History



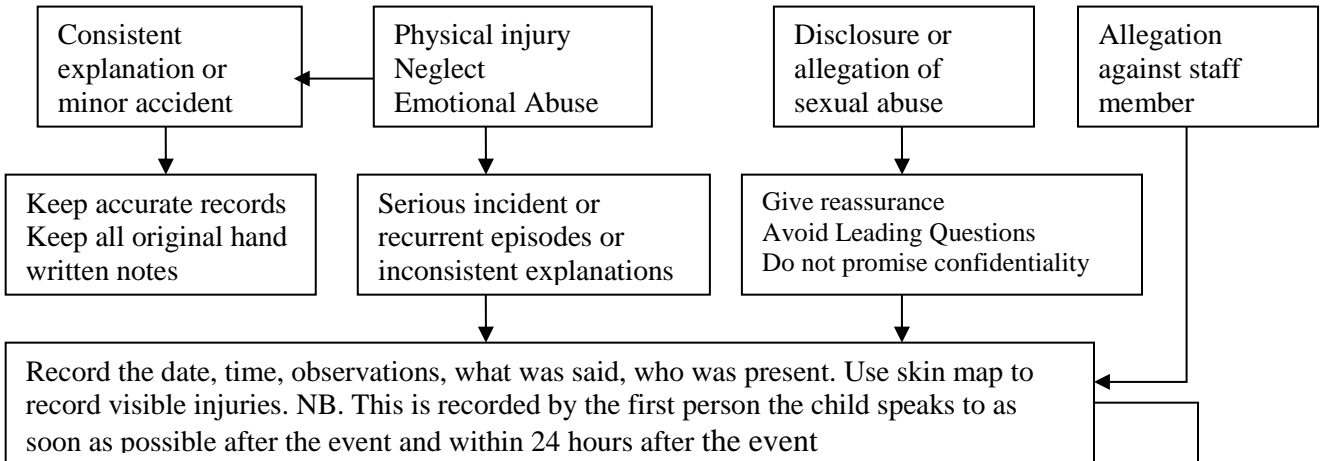
The Chair of South Wight Area Partnership Trustees will ensure that the policy is reviewed annually or as required if by legislation. Any policy that is changed will be brought before SWAY Board for acceptance to ensure we comply with current legislation and impact assessed against the equality categories.

**Annex I**

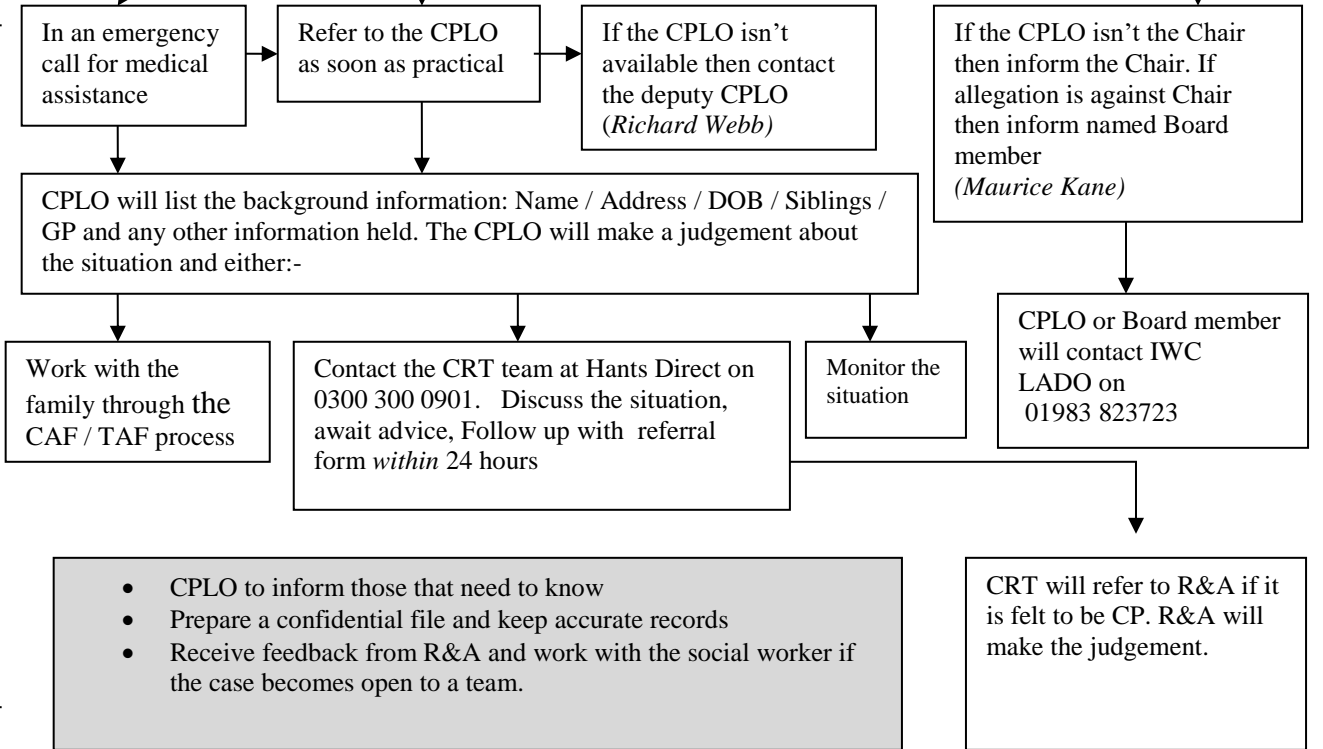
CPLO - Child Protection Liaison Officer  
 R&A – Referral & Assessment  
 CRT – Children’s Reception Team  
 CP – Child Protection  
 CAF – Common Assessment Framework  
 TAF- Team Around Family  
 LADO- Local Authority Designated Officer



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**Model Recording Form**

**Child's Name:**

**D.o.b.**

**Name/title of person raising concern:**

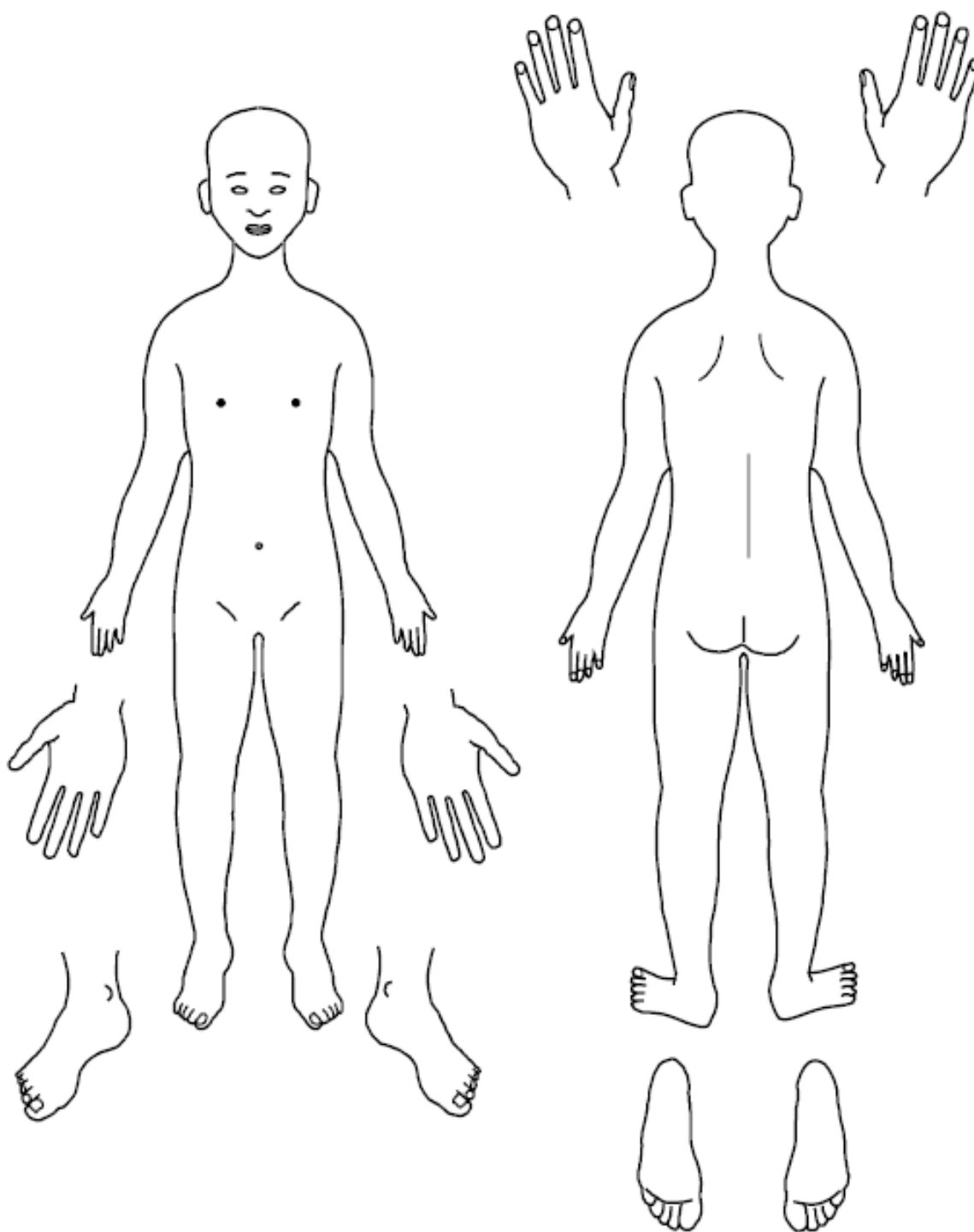
Date and Time	Details of concern	Action taken - To whom and organisation (Has a IARF or referral to Children's Social Care been considered?)	Outcome of action	Further actions required By whom and when	Review Date	Name and signature of person completing entry

**Name:**

**Designation:**

**Copied to:**

**Skin Maps**



Name of Child: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

Name of completer: \_\_\_\_\_



Any additional information

A large empty rectangular box for providing additional information.

## **Child Volunteering Information**

If a child volunteers information about abuse to a member of staff, it may be done obliquely, rather than directly, e.g. through play, drawings etc. Children will talk about their concerns and problems to people they feel they can trust. The person a child talks to will not necessarily be a senior member of staff. The role of the member of staff or volunteer hearing this is to listen but not undertake an investigation of the potential abuse. That is the role of the child protection agencies. Legal action against a perpetrator can be seriously damaged by any suggestion that the child's words have been influenced in any way by the person they told.

### **When a child confides in you:**

#### **Things you should do:**

- Give the child undivided attention
- Show concern, support and warmth but don't show emotions, distress or negative reaction. Be reassuring – (you can say 'that must have been sad/hard for you'; 'it's right to tell someone because you need help'.) Ask if the child has told his/her parents if the alleged abuse is outside the home or the other parent if one parent is implicated
- Rather than directly questioning the child, just listen and be supportive
- It may be appropriate to check that the child is indicating abuse or neglect
- Check if the child is hurt or might be in need of medical attention
- Deal with the allegation in such a way that the child does not have to repeat the information to different people within the organisation; It is important to know if an incident has happened recently and whom the child is saying has hurt her/him
- Make careful records of what was said, put the date and time when the child spoke to you, put the location and names of the people who were present, as well as what was said, using child's own language and colloquialisms. Then sign it, and hand your record to the CPLO straight away
- Keep a copy of your notes
- Look after yourself by seeking some support

#### **Things you should not do:**

- You must not promise a child complete confidentiality – you should explain that you may need to pass information to other professionals to help keep them or other children safe
- Malign the character of the alleged perpetrator
- Jump to conclusions
- Ask leading questions
- Ask for lots of details about the alleged event(s)
- Speculate or accuse anybody yourself
- Make promises you can't keep
- Pre-empt or prejudice an investigation by leading the child with *closed* questions.

## Questioning Skills

To avoid leading questions when clarifying what a child has said, you should use open questions with a child rather than closed questions.

The following table gives some examples of both.

<u>Closed Questions</u>	<u>Open Questions</u>
Do	Tell me
Did	Explain to me
Can	Describe to me
Would	Who
Could	What
Are etc.	When
	Where
	How

Avoid using 'Why'? This can confuse a child and leads to feelings of guilt.

### Initial Responses to child

When a child has made a disclosure, it can be a relief for them, however they are likely to feel vulnerable and confused. Here are some examples of what can be said to a child;

#### Do say:

'Thank you for telling me'

'I am sorry it has happened to you'

'I am going to help you, and will tell you what I am going to do'

'It should not have happened'

'You are not to blame'

#### Do not say:

'It will be all right soon'

Anything which you will not be able to fulfil

It is anybody's fault

### **Safe Working Practice**

It is essential that all staff, trustees and volunteers working in organisations are aware of how to pass on any concerns about other members of staff or volunteers and be conscious of how they should conduct themselves to minimise the risk of finding themselves as the subject of any child protection processes.

#### **In dealing with allegations or concerns against an adult in the organisation all staff, governors and volunteers should:**

- Report any concerns about the conduct of any member of staff or volunteer to the designated person as soon as possible and within 24 hours
- If an allegation is made against the designated person, the concerns need to be raised with the nominated person for dealing with allegations against the designated person, as soon as possible and within 24 hours.
- In either event the contact should be made with the Local Authority Designated Officer (LADO) on 01962 876364.

### **Safe Professional Culture**

#### **All staff, Board Members and volunteers should;**

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress appropriately for your role
- Avoid unnecessary physical contact with children. If physical contact is made:
  - ensure you are aware of and understand the rules concerning physical restraint
  - where it is essential for educational or safety reasons, gain young person's permission for that contact wherever possible
  - to remove a young person from a dangerous situation or an object from a young person to prevent either harm to themselves or others, then this should be recorded on the correct form and reported to the designated person.
  - it should not be secretive, even if accidental contact was made, it should be reported.
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to;
  - accepting regular gifts from children
  - giving personal gifts to children
- Recognise their influence and not engage in activities out of organisation that might compromise their position within organisation,
- Not establish or seek to establish social contact with pupils outside of organisation. This includes;
  - communication with young persons in inappropriate ways, including personal e-mails and mobile telephones
  - passing your home address, phone number, e-mail address or other personal details to young persons.
  - the transportation of pupils in your own vehicle without prior management approval
  - contact through social networking sites.
- Avoid volunteering to house children overnight.



## **Safe working practice.**

### **All staff, volunteers and Board Members should;**

- Only use e-mail contact with young persons via the organisation's system.
- Be careful about recording images of children and do this only when it is an approved activity. This can only be done when parents have given their express permission.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed organisation plan or policy.
- Only arrange to meet with young person in closed rooms when senior staff have been made aware of this in advance and given their approval.
- Not access inappropriate material via the internet
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, out of organisation activities etc.
- Never use a physical punishment of any kind.
- Not attribute touch to their teaching style.

### **Informing the designated person**

#### **All staff and volunteers should inform the designated person if;**

- There are any incidents or issues that might lead to concerns being raised about your conduct towards a child.
- There is any suggestion a young person may be infatuated with you or taking an above normal interest in you.

If a member of staff is the subject of concerns or allegations of a child protection nature they should contact their professional association or trade union for support.

## **Briefing Sheet for Staff & Volunteers**

While working in *SWAY PARTNERSHIP*, you have a duty of care towards the children/ young people here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with your Lead Worker or SWAY Child Protection Liaison Officer (CPLO), who is Andrew Dorning.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the Lead Worker or CPLO. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the designated person/child protection officer, who should contact children's social care if appropriate.

The organisation policy on safeguarding children and young people can be found, together with the local procedures to be followed by all, on Dropbox as part of the Induction.

**Remember, if you have a concern, discuss it with your Lead Worker or CPLO.**

## **Parents & volunteers assisting with transporting children on organisation Activities**

The issue of transporting children has become a sensitive issue for some organisations. Many organisations argue that after organisation activities could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car. To this end please find below a standard letter and declaration form that you may find useful when considering the safeguarding elements of transporting children.

Dear Parent / volunteer

On occasions parents and volunteers are kind enough to help with the task of transporting children to visits and off-site activities arranged by the organisation. (This is in addition to any informal arrangements made directly between parents for after organisation clubs etc.) The organisation is very grateful for this help. In managing these arrangements the organisation would like to put in place sensible measures to ensure the safety and welfare of young people carried in parents and volunteers cars. This is based on guidance from the local authority and follows similar procedures for organisation staff using their cars on organisation business.

Where parents/volunteers cars are used on organisation activities the lead manager should notify parents/volunteers of their responsibilities for the safety of young persons, to maintain suitable insurance cover and to ensure their vehicle is roadworthy.

The Lead Worker will need to consider the suitability of parents or volunteers to carry young people in their car and whether vetting is necessary. It is advisable that parents or volunteers are not put in a position where they are alone with a young person.

All parents are therefore asked to complete and return the attached form to the organisation before they offer to use their car to help with transporting CYP.

This form will only need to be completed once for each driver. However, please inform the organisation if your circumstances change and you can no longer comply with these arrangements.

Many thanks, once again, to all parents and volunteers who have been able to help with the provision of transport. Naturally our primary concern is the safety and welfare of CYP. However, we also want to maintain a wide range of opportunities for young people to participate in off-site activities and visits.

Signed

**Lead person**

## **DECLARATION FORM**

### **Safeguarding statement**

At this organisation, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, young people and parents should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti-bullying and child protection policies, appropriate induction and training, briefing and discussion of relevant issues and relevant learning in line with current legislation and guidelines.

The organisation may require parents or volunteers who have regular or unsupervised access to young people to be checked through arrangements with the DBS

### **All drivers must:**

- . Hold a valid driving licence for the type of vehicle being driven
- . Be fit to drive
- . Have no medical condition which affects their ability to drive
- . Have a valid MOT for any vehicle older than 3 years old
- . Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc
- . Ensure that any vehicle used has current road tax
- . Ensure that they adhere to the appropriate speed limit
- . Ensure that all seat belts are working and worn by everybody in the vehicle.

### **Insurance:**

- . Maintain valid insurance, as a minimum, for third part liability
- . Check with their insurance company and inform them that the driver occasionally conveys children on organisation activities. (This is unlikely to affect the cost of your insurance Premium.)

### **Safety:**

- . Be familiar with, and drive in accordance with, the Highway Code at all times
- . Drive safely and observe the speed limit
- . Before driving not to consume alcohol or drugs which may impair driving
- . Ensure that all passengers wear seat belts as appropriate
- . Use child proof locks on rear doors where necessary
- . Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle.

I have read and understood the above requirements and agree to comply with them.

I agree to inform the organisation if circumstances change and I can no longer comply with These arrangements.

Signature: Date:

Name (Please print)

Number of seats in vehicle:

## **Legislative framework**

This is a brief overview of the Legislation and Guidance that staff can refer to if they want more information

### **United Nations Convention on the Rights of the Child (1989)**

This is an international agreement setting out the minimum standards for protecting children's rights. It was incorporated into the law in the Children Act 1989 & 2004. The Convention refers to all children up to the age of 18 years. In relation to safeguarding children, it states that:

- the best interests of the child should be a primary consideration when action is taken concerning them
- children are to be protected from all forms of discrimination
- every child has the inherent right to life, survival and development
- children should not be punished cruelly or in a way that belittles them
- children have the right to be protected from all forms of abuse and neglect and be given proper care by those looking after them
- children who are victims of abuse are entitled to the care and treatment needed to recover from the effects of their mistreatment.

### **Human Rights Act 1998**

The Human Rights Act applies the European Convention on Human Rights to UK law. Article 8, which covers respect for private and family life, limits state intervention in family life, which must be "...in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others." This ensures that a child's right to protection overrides a family's right to privacy. Article 3 covers the rights of an individual to be free from torture and inhuman and degrading treatment. It effectively imposes an obligation on the authorities to take preventative measures to protect a child at risk of harm.

### **Children Act 1989 & 2004**

The Children Act 1989 & 2004 came into force in October 1991. The Act made it statutory to safeguard and promote the welfare of children across all statutory agencies except education (where it was already statutory – Education Act 2002, s175 and s157). It set up local safeguarding children boards (LSCBs) to oversee the safeguarding of children, and required local authorities to produce annual children and young people's plans and appoint directors and lead members of children's services.

The Children Act 1989 & 2004 is underpinned by the following principles:

- **welfare principle** – the child's welfare is the paramount consideration in any decision which affects them.
- **parental responsibility** – replaces parental rights. Parents share parental responsibility with the local authority for a child in care.
- **partnership** – professionals and families must work together for the welfare of children
- **the child's voice** – a child's wishes and feelings should be sought and taken into account in making decisions affecting them (if they are old enough to understand).
- **family is best** – a child's own family is the best place for a child to be brought up.
- **no order principle** – a court order should not be made unless it is needed to improve the child's life.
- **diversity issues** – racial, cultural, religious and linguistic background must be taken into account in all decisions.

The main safeguarding provisions of the Act are:

- **child protection** (s47) – a local authority has a duty to investigate if a child is thought to be suffering, or is likely to suffer, significant harm.
- **children in need** (s17) – a local authority has a duty to assess and provide services for a child in need if parents wish it.

- **inter-agency working** – health, education and other public sector agencies are required to assist children’s social care in safeguarding and promoting the welfare of children.
- **court orders** – a court can order a child to be taken into care or to be under a supervision order. It can also order a child to be given emergency protection or to be assessed.

The Act puts into practice the proposals for legislation set out in the Green paper *Every Child Matters* (Cm 5860, 2003), including the creation of a Children’s Commissioner for England. It proposed a national framework of change for children focusing on five outcomes:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- achieving economic well-being.

### **Children and Social Work Act 2017 -**

This act strengthens The Children’s Act 2004. The Children and Social Work Act 2017 is intended to improve support for looked after children and care leavers, promote the welfare and safeguarding of children, and make provisions about the regulation of social workers. The Act introduces Corporate Parenting Principles which are intended to change local authority culture so that all staff and departments consider the impact of their work on children and young people for whom the local authority is the corporate parent, as well as on those under 25 who were previously in the care of a local authority.

The Corporate Parenting Principles state that English local authorities (including county, district, borough and combined authorities) must ‘have regard to the need’ to take certain actions in their work for children in care and care leavers. These are:

- to act in the best interests, and promote the physical and mental health and well-being, of those children and young people;
- to encourage those children and young people to express their views, wishes and feelings;
- to take into account the views, wishes and feelings of those children and young people;
- to help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners;
- to promote high aspirations, and seek to secure the best outcomes, for those children and young people;
- for those children and young people to be safe, and for stability in their home lives, relationships and education or work;
- to prepare those children and young people for adulthood and independent living.

### **Adoption and Children Act 2002**

Section 120 extends the definition of significant harm so that actually witnessing violence can also constitute harm.

### **Data Protection Act 2018**

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary

- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences. Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you.

<https://www.gov.uk/data-protection>

### **Safeguarding Vulnerable Groups Act 2006**

The Act establishes the framework for a national vetting and barring scheme to apply to people working with, or having responsibility for, children and vulnerable adults. The scheme applies to voluntary as well as paid work. The Act, to be implemented in 2008, replaces with a single system three lists of barred individuals – List 99, the Protection of Children Act list, and the Protection of Vulnerable Adults list – and Disqualification Orders. An expertly qualified Independent Barring Board (IBB), rather than government officials, will manage the lists and take barring decisions. Work with children – both paid and unpaid – is classified as:

- *regulated*, where contact with children is close and frequent – this includes teachers and foster carers
- *controlled*, where there is some contact with children – this includes NHS workers, support staff in further education, and staff with access to sensitive records about children.

Barred individuals will not be permitted to work in regulated positions, but may be employed (with appropriate safeguards) in controlled activities. It will be an offence for a barred person to apply for, or be employed in, a regulated activity.

### **Sexual Offences Act 2003**

This provides a comprehensive legislative framework for sexual offences. It covers offences against adults (including people with mental disorders), as well as offences against children and sexual offences within the family. It also makes amendments to the laws governing the sex offenders register by introducing a requirement for those cautioned or convicted of specific categories of sexual offences to inform the police of their name and address and any changes to those details. The Act also covers specific offences relating to the *abuse of trust* which applies when the child is under 18. These offences include:

- sexual activity with a child
- causing or inciting a child to engage in sexual activity
- engaging with sexual activity in the presence of a child
- causing a child to watch a sexual act.

The Act lists occupations to which the abuse of trust laws apply. These include staff working in:

- institutions looking after children detained under a court order – e.g., a young offenders institution
- accommodation provided by local authorities and voluntary organisations under statutory provision
- hospitals, clinics, care homes, children’s homes and residential family centres
- educational institutions.

The Act allows for a preventative order to be made to protect children from harm. This includes stopping offenders from visiting places where children may gather – e.g., parks and recreation grounds.

## Guidance

This section deals with government guidance to agencies on safeguarding children and young people.

### ***Working Together to Safeguard Children*** (HM Government, 2018)

This document is the main national reference for safeguarding. It provides guidance on how agencies should work together to protect children. It covers the roles and responsibilities of all professionals who come into contact with children through their work and describes the child protection process.

### ***Framework for the Assessment of Children in Need and their Families*** (Department of Health et al, 2000)

The Framework was developed in relation to supporting children in need and working closely with families. It provides guidance for all agencies that may contribute to the assessment of need for children and families.

### ***What to Do if you're Worried a Child is Being Abused*** (HM Government, 2015)

This advice is non-statutory, and has been produced to help practitioners identify child abuse and neglect and take appropriate action in response. This advice replaces the previous version of What to do if you're worried a child is being abused, published in 2006, and complements Working Together to Safeguard Children (2015) statutory guidance.

It spells out the processes to be followed when there are concerns about a child's welfare, including their safety, and provides clear expectations of everyone working with or coming into contact with children and their parents or carers.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

### ***Information Sharing – practitioners' guide*** (HM Government, 2018)

This guidance explains the principles which should govern the sharing of information between staff and agencies. It includes six key points to guide practitioners and can be found at

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information sharing advice practitioners safeguarding services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

### ***The Voyeurism (Offences) Act, 2019*** (The Crown Prosecution Service)

Commonly known as the Upskirting Bill, came into force on 12 April 2019. Upskirting is distressing and a humiliating violation of privacy for victims. We want victims to know and be confident that reports to the police will be taken seriously.

<https://www.cps.gov.uk/legal-guidance/voyeurism>

### ***Mandatory reporting of female genital mutilation:*** procedural information (Department of Education & Home Office 2015, updated January 2020)

This document gives relevant professionals guidance and an understanding of the female genital mutilation (FGM) mandatory reporting duty, which came into force in October 2015. A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The professional who initially identified the FGM (you), calls 101 (police) to make a report.

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

### ***Revised Prevent duty guidance: for England and Wales*** (Home Office Updated 10 April 2019)

This document gives guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015, to have due regard to the need to "prevent people from being drawn into terrorism".

The Prevent strategy, published by the Government in 2011, is part of our overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism.



The 2011 Prevent strategy has three specific strategic objectives:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- work with sectors and institutions where there are risks of radicalisation that we need to address.

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

***Coronavirus (COVID-19): What you need to do (Gov.uk)***

***Guidance:Coronavirus (COVID-19) guidance for the charity sector*** (The Charity Commission,

7 April 2020)

SWAY will continue to follow the principles in [Keeping children safe in education \(KCSIE\)](#) and government guidelines and regulations SWAY will continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required. SWAY will first consider the terms of your charity's existing charitable objects as to whether they can help the effort to tackle COVID-19 and its severe impact on people right across the country.

Guidance is given to help with running a charity during the coronavirus (COVID-19) outbreak. See the SWAY website for the COVID 19 statement and updates.

<https://www.gov.uk/coronavirus>

**WHAT IS CHILD ABUSE?**

The following definitions are taken from *Working Together to Safeguard Children* HM Government (July 2018)

**What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

**Physical abuse**

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

**Emotional abuse**

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

**Sexual abuse and exploitation**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

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

## **Indicators of Abuse**

### **NEGLECT**

#### **The nature of neglect**

Neglect is a lack of parental care but poverty and lack of information or adequate services can be contributory factors.

Far more children are registered to the category of neglect on child protection plans than to the other categories. As with abuse, the number of children experiencing neglect is likely to be much higher than the numbers on the plans.

NSPCC research has highlighted the following examples of the neglect of children under 12

- frequently going hungry
- frequently having to go to organisation in dirty clothes
- regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- being abandoned or deserted
- living at home in dangerous physical conditions
- not being taken to the doctor when ill
- not receiving dental care.

Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children ([What to do if you're worried a child is being abused: advice for practitioners](#) Ref: DFE-00124-2015) would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need.

Neglect is often linked to other forms of abuse, so any concerns organisation staff have should at least be discussed with the designated person/child protection co-ordinator.

#### **Indicators of neglect**

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm. It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that if you feel unsure or concerned, do something about it. Don't keep it to yourself.

#### **Physical indicators of neglect**

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated
- Looking sad, false smiles

#### **Behavioural indicators of neglect**

- Constant tiredness
- Frequent absence from organisation or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

## **EMOTIONAL ABUSE**

### **The nature of emotional abuse**

Most harm is produced in *low warmth, high criticism* homes, not from single incidents.

Emotional abuse is difficult to define, identify/recognise and/or prove.

Emotional abuse is chronic and cumulative and has a long-term impact.

All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself.

Children can be harmed by witnessing someone harming another person – as in domestic violence.

It is sometimes possible to spot emotionally abusive behavior from parents and carers to their children, by the way that the adults are speaking to, or behaving towards children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

### **Indicators of Emotional Abuse developmental issues**

- Delays in physical, mental and emotional development
- Poor organisation performance
- Speech disorders, particularly sudden disorders or changes.

### **Behaviour**

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation (I'm stupid, ugly, worthless etc)
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour – e.g., wetting
- Eating disorders
- Destructive tendencies
- Neurotic behaviour
- Arriving early at organisation, leaving late

### **Social issues**

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour

- Poor social relationships

### **Emotional responses**

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations (“I deserve this”)
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults
- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression

## **PHYSICAL ABUSE**

### **The nature of physical abuse**

Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries. But accidental injuries normally occur on the *bony prominences* – e.g., shins. Injuries on the *soft* areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present.

A body map (Annex 4) can assist in the clear recording and reporting of physical abuse. The body map should only be used to record observed injuries and no child should be asked to remove clothing by a member of staff of the organisation.

### **Indicators of physical Abuse / Factors that should increase concern**

- Multiple bruising or bruises and scratches (especially on the head and face).
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped).
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head.
- Bruises on the back, chest, buttocks, or on the inside of the thighs.
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette.
- Scalds with upward splash marks or *tide marks*
- Untreated injuries
- Recurrent injuries or burns
- Bald patches.

**In the social context of the organisation or college, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:**

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adults words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault

## **You should be concerned if the child or young person:**

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers.
- has a fear of medical help or attention
- admits to a punishment that appears excessive.

## **SEXUAL ABUSE**

### **The nature of sexual abuse**

Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, people working with the child in organisation, faith settings, clubs or activities.

Characteristics of child sexual abuse:

- it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent
- grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Most people who sexually abuse children are men, but some women sexually abuse too.

### **Indicators of sexual abuse**

#### **Physical observations**

- Damage to genitalia, anus or mouth
- Sexually transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

#### **Behavioural observations**

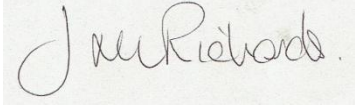
- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Inexplicable decline in organisation performance
- Depression or other sudden apparent changes in personality as becoming insecure or clinging
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly-compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults
- Regressive behaviour, Onset of wetting, by day or night; nightmares

- Onset of insecure, clinging behaviour
- Arriving early at organisation, leaving late, running away from home
- Suicide attempts, self-mutilation, self-disgust
- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed
- Trying to be 'ultra-good' or perfect; overreacting to criticism.



**Who's Who and Useful Telephone Numbers**

Key Personnel	Name (s)	Telephone No.
Safeguarding CPLO	Richard Webb	01983 731873 Mobile: 07788 412733
Safeguarding Deputy CPLO	Andrew Dorning	07552236067
Hampshire and Isle of Wight Safeguarding Children Partnership and Children's Trust  Out of hours	Hampshire Professionals Isle of Wight Professionals	01329 225379 0300 300 0901 email <a href="mailto:scp@iow.gov.uk">scp@iow.gov.uk</a>  0300 555 1373
Emergencies Police (Non Emergency)		999 101
Local Authority Designated Officer (LADO)	Amana Sheen Floor 3, County Hall High Street, Newport, Isle of Wight, PO30 1UD	01962 876364 Email: <a href="mailto:child.protection@hants.gov.uk">child.protection@hants.gov.uk</a>
First Aid	Andrew Dorning	07552236067
Chair Of Trustees	Jo Richards	07854676987

<b>Date approved</b>	
<b>Date reviewed</b>	April 2023
<b>Signed</b>	 (Chair of Trustees)
<b>Minuted</b>	
<b>Date of next review</b>	April 2024