

# Safeguarding Policy and Procedures for Children

Edited by Liz Jenkins

**Date: August 2022**

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Version Control: 2.3

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## 1. INTRODUCTION

As staff throughout Alumah CIO may come in contact with children and young people, it is important all volunteers and paid workers are clear about how they and the organisation should respond if somebody has concerns about the safety and wellbeing of a child.

This policy and procedure should be read in conjunction with:

- Code of Conduct
- Confidentiality Policy
- Data Protection Policy
- Safeguarding Adults Policy
- Whistleblowing Procedure
- Photography policy
- Internet use policy
- Health & Safety
- Recruitment
- Lone working Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Alumah CIO.

Partner organisations will be required to evidence that their safeguarding procedures are compliant with Alumah CIO policy as a minimum and this will be a subject of audit and contract compliance.

### 1.1 The purpose of this policy and procedure is:

- to protect children and young people who receive Alumah CIO services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;
- to ensure those children who come to the attention of Alumah CIO receive the protection and support they need if they are at risk of abuse;
- to provide clear direction to staff and volunteers of Alumah CIO if they have concerns that a child is in need of safeguarding. Alumah CIO believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them and to ensuring adequate resources are in place to meet our safeguarding responsibilities.

### 1.2 Principles

We recognise that:

- all children have a right to equal protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them;
- adopting child protection practices through procedures and a code of conduct for staff and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- providing effective management for staff and volunteers through supervision, support and training;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- sharing concerns with agencies who need to know and involving parents and children appropriately.

### 1.3 Alumah CIO staff and volunteers

To ensure the safety of service users and adults and children at risk, Alumah CIO will ensure robust recruitment procedures for all prospective paid staff and volunteers.

It is the responsibility of Alumah CIO to ensure that its staff and volunteers are trained at induction and updated regularly on this policy and procedure and those related to it. It is also the individual responsibility of each staff member to be aware of the procedure and for it to be followed in the event of actual or suspected abuse.

### 1.4 Communicating Safeguarding policies

A key element in an effective safeguarding policy is the communication of attitudes, priorities, rules and procedures to ensure there is a common understanding of the issues, and that information is fed back where there is cause for concern or suggestions on how to improve policies.

As a minimum, the Alumah CIO safeguarding policy and procedure will be reviewed annually.

Alumah CIO's **trustees** act as a staff forum for consulting on changes to policies and procedures, **Safeguarding Lead** communicates changes to individual staff members, collates their views and feeds these back to management for consideration.

**Members** are elected for individual constituencies to ensure all staff are represented. Finalised and updated policies are shared through the Safeguarding Lead and made accessible for all through Alumah CIO website and shared drives. All staff paid or unpaid must read and sign that they are familiar with the policy.

The Alumah CIO's Safeguarding Children and Young people policy and procedure is available on our website for clients, their families and carers to access. We notify our clients that they can see this via the website either at initial triage or first appointment. Clients without internet access will be sent a copy of the policy, upon request.

Team managers have responsibility to ensure staff are fully aware and updated about changes in policies and procedures.

### 1.5 Legislative Background

Relevant legislation shaping the Safeguarding of children and young people include:

- **Data Protection Act 1998 and the General Data Protection Regulation 2018**

- **Safeguarding Vulnerable Groups Act 2006**
- **Every Child Matters and the Children Act 2004**
- **Criminal Justice and Court Services Act 2000**
- **The Protection of Children Act 1999**
- **Children Act 1989**
- **The Equality Act 2010 The United Nations Convention on the Rights of the Child (UNCRC)**
- **Mental Capacity Act and Deprivation of Liberty**
- **The Mental Capacity**
- **Domestic Abuse Act 2021**
- **Working Together 2018**

**For more information see Appendix 1**

## **2. DEFINITIONS**

**Child** - any person under the age of 18 is a child.

Taken from “Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children” (March 2018) HM Government

### **2.1 Safeguarding**

- 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.

### **2.2 Different types of abuse**

**See appendix 2** for more information

**Physical abuse**

**Emotional abuse**

**Sexual abuse**

**Neglect**

### **2.3 Other specific Safeguarding**

**Concerns See appendix 3** (procedures)

**Vulnerable to Radicalisation**

**Honour based Violence**

**Female Genital Mutilation**

**Private Fostering**

**Self-Harm and Suicidal Behaviours**

**Missing Children**

## **2.4 Data Protection and Confidentiality**

The General Data Protection Regulation requires that personal information is obtained and processed, only disclosed in appropriate circumstances; is accurate, relevant, and not held longer than necessary; and is kept securely. The Act allows for disclosure without the consent of the subject in certain conditions, including for the purposes of the prevention or detection of crime, or the apprehension or prosecution of offenders and where failure to disclose would be likely to prejudice those objectives in a particular case.

As per the Code of Conduct and Confidentiality Policy, Alumah CIO staff should be honest with the client about the level of confidentiality they can realistically guarantee. When working with children and young people, Alumah CIO staff cannot promise complete confidentiality, e.g. "If you tell me something about either you or someone else at risk in some way, I'm going to have to talk to someone who can help". Refer to Alumah CIO Confidentiality and Consent Policies.

# **PROCEDURES**

## **3. CHILD SAFEGUARDING CONCERNS**

### **3.1 Ways that abuse might be brought to your attention**

There may be times when you are concerned that there is either a risk of harm, or an actual harm being perpetrated on a child or young person, who the organisation is working with, or who is known to someone we are working with.

### **3.2 Talking to a child/young person who has told you that he/she or another child is being abused**

If a child or young person has spoken to you about abuse, it may have been very difficult for them to have taken the risk of confiding in you. They may fear that you won't believe them, or they may have been threatened with something bad happening to themselves or someone they love if they tell someone. If the abuser is a trusted adult, many people feel frightened of what may happen to the abuser, and yet they also want the abuse to stop. They are likely to have complicated and confusing feelings which will heighten their anxiety.

### **3.3 Helping a child/young person in immediate danger or in need of emergency medical attention**

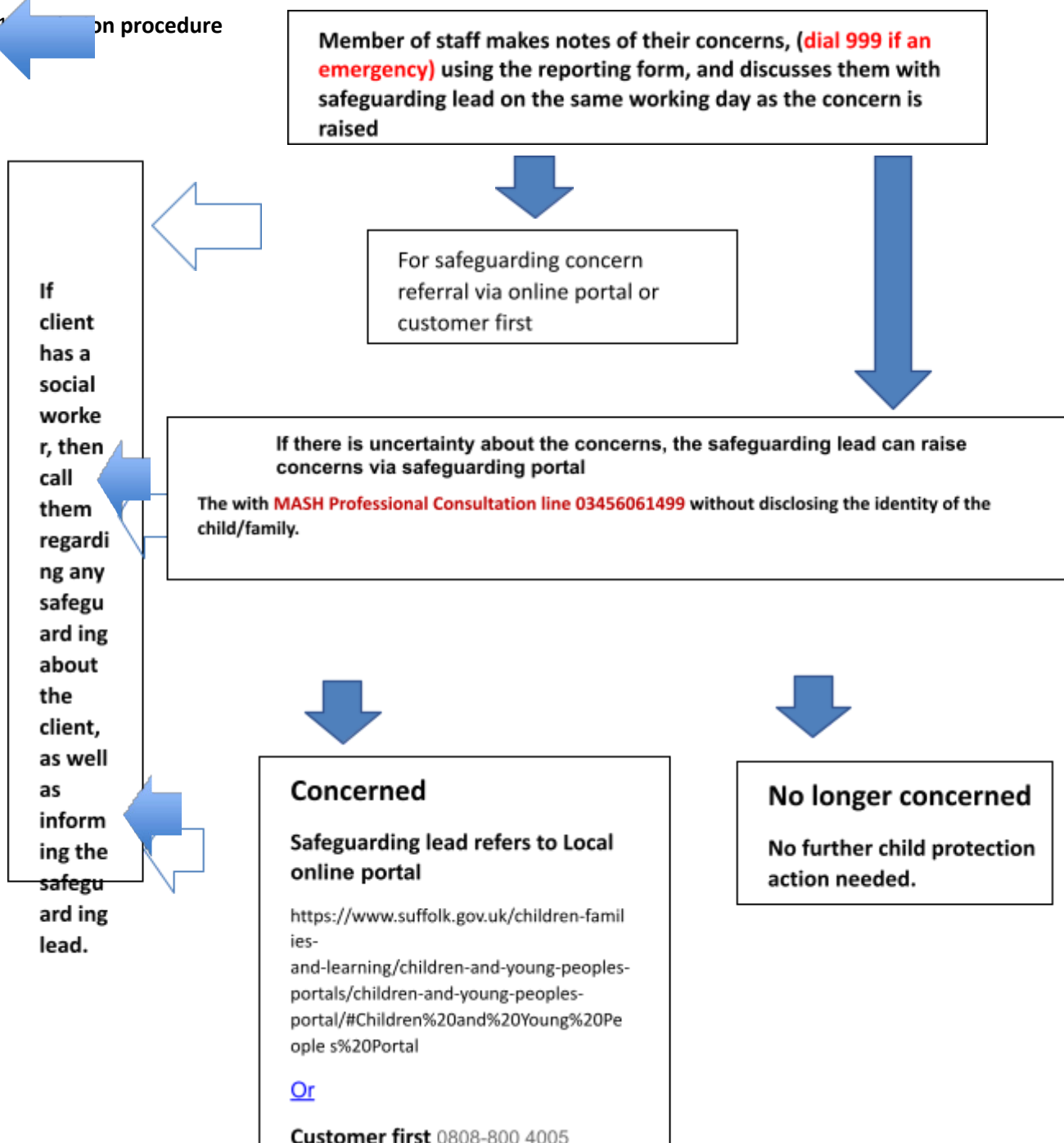
1. If the child is in immediate danger and is with you, remain with him/her and call the police 999.
2. If the child is elsewhere, contact the police (999) and explain the situation to them.
3. If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from a first aider where possible.
4. You must also contact your supervisor/manager or named person for safeguarding to let them know what is happening.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in section 5 below.

## 4. Raising A Concern

All safeguarding issues should be dealt with on the same day as the concern has been brought to your attention, unless agreed otherwise by a supervisor or manager. As part of the decision making and safeguarding processes, where a young person is 16 or over, the application of the Mental Capacity Act must be considered.

### 4.1 Reporting procedure





#### 4.2 Within normal working hours 9am-5pm

Managers should ensure that staff are aware of how to contact them, or a colleague at a management level, in an emergency, during the working day, including ways of interrupting meetings.

If an immediate safeguarding lead is unavailable, the concern should be escalated by the member of staff in possession of the information up through the organisation to another safeguarding lead or trustee.

Any decision to take further action will be made by the relevant Manager. This may be following discussion with the CEO or other Senior Managers.

During working hours staff raise concern with safeguarding lead

**Liz Jenkins** 07770 468698 or [liz@alumah.co.uk](mailto:liz@alumah.co.uk)

**Claudette Racine** 07477936152 or [claudette@alumah.co.uk](mailto:claudette@alumah.co.uk)

**Safeguarding trustee** [Yvonne@alumah.co.uk](mailto:Yvonne@alumah.co.uk)

#### 4.3 Outside normal working hours

Staff should note which Manager is on duty for Out of Hours safeguarding alerts at the start of each week.

Emergency contact numbers for Managers can be found on the Shared calendar list and in the Safeguarding policy appendix.

### 5. Responding to Safeguarding allegations about adults who work in or with Alumah CIO

A safeguarding allegation is one where information comes to light from any source, which suggests that an adult working for or on behalf of Alumah CIO has or may have:

- Committed a criminal offence against a child or adult or
- Behaved in such a way that calls into question their suitability to work with children or vulnerable adults.

This includes historical information about abuse an adult may have experienced as a child whilst in receipt of services from Alumah CIO.

The management of an allegation of abuse may involve one or all of:

- a police investigation of a possible criminal offence
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
- consideration by an employer of disciplinary action in respect of the individual.

5.1 Action from member of staff or volunteer who has a concern about an adult working for or on behalf of Alumah CIO who works with or is in contact with a child or young person.

There may be occasions when a concern is raised about an existing adult working for or on behalf of Alumah CIO who will not have had any issues identified prior to employment, i.e. a clear DBS (enhanced) check and satisfactory references. However, since being employed, the adult's behaviour is now raising some concerns with another colleague, partner or external third party. This could be through 'normal' conversation or becoming aware of patterns of behaviour or through 'hearsay'. These concerns should not be ignored and you should take steps in line with this policy.

Inform your line manager or other responsible manager and the relevant senior manager immediately. Action must have been taken and recorded within 24 hours (including weekends and bank holidays).

It is not your job to investigate the allegation. Your job is to listen, ensure you have the basic details so you can record what was said, and respond appropriately. For further information see Guidelines for responding to Allegations against Adults. If for any reason you do not feel able to alert a line manager then the *Whistleblowing Policy and Procedure* must be followed.

## 5.2 Action: Responsible Senior Manager

Upon receiving information, ensure the safety of any child or young person. If a crime has clearly been committed, police and the local authority child protection services/Trusts/Local Authority Designated Officer (LADO) will need to be contacted as a matter of urgency. If there are other children who could be at risk (e.g. other children in the household/service) these details must also be shared.

The role of the LADO:

- The LADO has management and oversight of the investigation process from beginning to end following an allegation against people in a position of trust who work with children.
- The LADO is not the decision maker – this remains with the employer, but they will provide advice and guidance to employers and voluntary organisations, liaise with police and other agencies and monitor progress of cases to ensure they are dealt with as quickly as possible, consistent with a fair and thorough process.
- The LADO process applies to everyone who works or volunteers with children.

## LADO Referrals\*

If you have concerns about an adult working with a child under the age of 18 that you would like to report, please follow this link for the [Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in a Position of Trust](#) procedure.

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation. The framework for managing allegations is set out in statutory guidance contained in Working Together to Safeguard Children 2015.

This policy applies to allegations against local authority foster carers and local authority residential workers.

Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via:

- Email on **LADO@suffolk.gov.uk** or
- LADO central telephone number **0300 123 2044**

Advice and guidance should be sought from the Senior Management Team. In consultation with the LADO/local child protection services/Trusts, a risk assessment should be conducted within 24hrs to decide whether the person concerned can continue in their role.

Do not inform the member of staff/volunteer against whom the concern/allegation has been made of the nature of the allegation until consultation has been undertaken with the relevant local authority and where necessary police. The responsible Senior Manager must ratify any decision.

If the allegation concerns a volunteer then a decision must be made as to whether to suspend their volunteering activities. This must be confirmed in writing.

Consult with CEO and Employee Manager/Trustee to agree next steps regarding the member of staff/volunteer. Any officer, tasked with undertaking further enquiries or conducting an investigation under disciplinary procedures must be competent in child protection matters and be of sufficient seniority to enter into discussion with external agencies. Any action must be agreed with the Chief Executive or their designated deputy. The Local Authority Designated Officer (LADO) or Social/Health Care Trust. These procedures must be followed in conjunction with Alumah CIO's Disciplinary Procedures.

As soon as possible, agree with the Health/Social Care Trust/Child Protection Agency who will ensure that parents/carers or children are kept informed about the allegation and how they will be kept updated on any progress of the case and its outcome.

Any other local authority with responsibility for the child and any relevant partner agencies must also be notified of the allegation and/or investigation within 24hrs. In some circumstances, the Local Authority or Health and Social Care Trust where the Barnardo's staff, volunteer, or carer resides may become involved if the allegations have implications for the care of their own children.

Ensure the Allegations Against Adults Reporting Form has been completed and signed off by the relevant Manager, as soon as possible (always within 24 hours) and sent to those named in the circulation list.

The reporting form must be monitored and regularly updated by the responsible Manager when there is significant new information, and/or reviewed quarterly and when the outcome of the investigation is known.

Ensure that staff involved with an investigation are aware of the support options available.

Senior managers are responsible for ensuring that any support offered is kept separate from the managers involved in the investigation.

Notify the Local Authority Designated Officer (LADO) at the conclusion of any internal investigation. At the conclusion of a case all required regulatory referrals or notifications must be made.

The responsible director will decide whether the person will be referred to the Disclosure and Barring Service.

5.3 The Thresholds of Need Matrix has been compiled by the Suffolk Safeguarding Partnership and partners. It meets the requirements of the Government's 'Working Together to Safeguard Children 2018'

It is designed to help identify when a threshold has been reached, indicating when a child, young person or family might need support and then to identify where best to get this support from.

Children, young people and their families have different levels of need, and these may change over time.

<https://suffolksp.org.uk/assets/Suffolk-Threshold-Matrix-Updated-V2-June-2022.pdf>

## 6. Reporting of Serious Safeguarding Incidents

A serious safeguarding incident is defined as:

- Unexpected or avoidable death of child/young person/adult at risk in receipt of services from Alumah CIO
- Serious harm to child/young person/adult at risk, where a life-threatening outcome required intervention by

Alumah CIO's staff/volunteers,

- Actions of a service-user which has caused death or serious injury serious harm to another child or adult.
- A 'Near Miss' where an unplanned event or incident did not result in serious injury, harm or illness, but had the potential to do so and only a fortunate/timely break in the chain of events prevented a serious outcome for the child/vulnerable adult.
- An incident likely to result in adverse media attention and/or potential reputational damage for Alumah CIO
- An incident that is serious enough that it may lead to a Serious Case Review, and/or any case which indicates organised crime or large-scale abuse
- A safeguarding incident likely to raise concern about Alumah CIO's policies or procedure

- A safeguarding incident which raises concern about possible radicalisation of any member of staff/volunteer/adult/child/vulnerable adult

Action: **Line Manager**

If a member of your team is involved in a serious safeguarding incident and/or any of the above situations apply, you must complete a Serious Safeguarding Incident Form within 24 hours and send it to your Manager.

If the incident also relates to Health and Safety, an Incident Reporting Form should be completed.

**\*\*Should a serious incident occur in a charity, trustees are expected to follow the correct processes to manage the incident and report it to the appropriate authorities, including the Charity Commission as the charity regulator.**

If a serious incident takes place, charity trustees are required to report what happened to the Charity Commission and explain how it is being managed. An actual or alleged incident must be promptly reported to all the relevant authorities. The Commission's role is to ensure that trustees take appropriate steps to limit the immediate impact of the incident and prevent it from happening again.

## 7. E-safety & Social Media

### 7.1 E-Safety on Alumah CIO

Premises Action: Staff/Volunteers

It is the responsibility of all staff and volunteers to maximise safety when Information Systems (IS) and Social Media are accessed on Alumah CIO premises. The Internet policy provides detailed guidance on use of equipment, email and social media and provides guidance on Online Security and Identity Theft.

### 7.2 Communicating with children and young people as service users via email and text message or instant message Action: Staff /volunteers

The use of e-media should always be within the context of a planned and supervised piece of work, consistent with Alumah CIO's Safeguarding Code of Conduct and Professional Boundaries. Responsible workers and managers must ensure that any use of digital technology is discussed as part of supervision, risk assessed, and any decision recorded on the supervision/1:1 file as appropriate.

Action: Line Manager

- Ensure that any use of digital technology is discussed as part of supervision, risk assessed, and any decision recorded on the CRM client record and supervision file, as appropriate.
- Any contact undertaken with or about a service user via text message must be recorded on the service user's file as a 'contact recording' in accordance with the CRM Standard Operating Procedures and should be from a Alumah CIO issued phone.

### 7.3 Taking and retaining digital images and the use of camera phones refer to photography policy

Action: *Staff/volunteers*

- Where events are taking place and parents, for instance, want to take photographs of their children, staff must apply professional judgement, consistent with our Safeguarding Code of Conduct and this policy and procedure as to whether photography is appropriate in given circumstances, with the agreement of all parties, and after assessing any risk. In relation to staff and volunteers they must only use Alumah CIO's equipment for this purpose.

- Staff and volunteers must gain permission from their relevant line manager on taking and storing digital images and only use Alumah CIO's approved equipment. **Personal equipment is prohibited.**
- All such work in a service context with individual service users must take place within an agreed and supervised plan.
- Photographic data related to work with service users must be stored in a confidential area. If photographs form part of the service user record they must be kept on the service users' record. Any other photographs must have an identified retention period, which reflects the purpose for retaining the images and is in line with Data Protection regulations. When the retention date is reached, they must be securely deleted from electronic storage and corresponding paper/soft copies securely shredded.

*Action: Line Managers*

Managers must give staff and volunteers' information and guidance on what is and is not acceptable in the use of digital images and the use of camera phones.

#### 7.4 Communicating with service users or families on a website which allows two-way communication

*Action: Line Manager*

- Complete a risk assessment.
- Check with the commissioning partners/Local Children's Safeguarding Boards as to their policy on the use of social networking/online community sites (some prohibit the use of these sites by projects they fund or who operate within Suffolk Safeguarding Partnership/Child Protection Committee area).
- Consider the level of vulnerability of the children or young people/adults in the service.
- Forward the completed risk assessment to the relevant Manager and for approval and sign off.
- Any text about the service or Alumah CIO must follow the brand guidance available on Content Server.

Ensure that:

- No unsuitable/inappropriate images of children and young people are posted on the site and that images used have appropriate consents.
- No details or identifying factors that would put individual children and young people at risk are posted on the site.
- The site is moderated for appropriate periods of time according to the needs of the service users
- If service users and their families are to be allowed to submit information for posting, the Service Manager must ensure that they are aware of:
- The aim of the site/pages - communication with service users and their families or publicity about the service and the services it provides.
- General guidance on the allowable content - no images of children and young people are posted on the site and no details or identifying factors of individual children and young people are posted on the site
- Comments and complaints should not be submitted to the site/pages - unless the service is using the site/pages to gather service user feedback. Comments or complaints about individual staff members are not allowed.
- The content on the site must be reviewed at least every three months, to ensure that the content still meets the standards set in this guidance. Any material not meeting those standards or where consent for images has expired must be removed.
- If it is decided that the site/pages can no longer be maintained, then the Service Manager must ensure that all material is deleted and accounts deactivated.

Please refer to [www.getsafeonline](http://www.getsafeonline) for further advice on managing risk associated with using social media and the potential for online abuse.

## 8. Recording Information

- Use the form at the end of this policy to record the information and actions taken.
- Do not take photos.
- Record the information being given, verbatim where possible.
- Record the information at the time of the conversation, or as soon as possible afterwards.
- Record the information objectively. However, do identify where you have been subjective, or where you have interpreted information, particularly if the person has difficulty communicating clearly.
- The record of concern should be recorded as a file note on the relevant case using the file note category Event Record – Safeguarding Alert, and a copy of the safeguarding alert or other relevant records should be recorded on a separate document attached to the case and saved with the name prefixed with the word SENSITIVE to highlight its nature.

## 9. Whistleblowing

9.1 A staff member concerned about safeguarding issues should always report to their line manager. If they do not feel that the manager is following correct procedures, or if they feel there are safeguarding concerns within the organisation, then they must refer to Alumah CIO's Whistleblowing Policy.

9.2 Alumah CIO staff have a responsibility to raise issues or concerns in relation to Alumah CIO services and services provided by other organisations. All potential alerts should be escalated in line with this policy.

## 10. Managing Your Own Feelings

10.1 Hearing accounts of abuse can be distressing and difficult to deal with. Even when you have listened supportively and empathically to the person concerned, and have followed all the guidelines in the Safeguarding Policy, you may still be left feeling helpless, anxious or upset.

10.2 It is important that you know you can get support for yourself by talking to your manager who will be able to support you in accessing organisations or individuals who could provide support to you if you think that would be helpful.

## 11. Key Points

- You must not keep information to yourself.
- You should discuss any concerns with your line manager or another senior manager within Alumah CIO, as described in the escalation procedure.
- It is not the job of individual staff within Alumah CIO to assess if harm is actually taking place.
- Other agencies have a statutory responsibility to investigate allegations of adult and child abuse.
- Our role may be to provide information, where appropriate, to any criminal or Safeguarding investigation.
- You cannot be wrong by raising a concern.

## 12. Review

It is the intention of Alumah CIO that policies and procedures remain current and 'fit for purpose' to reflect changes in legislative, organisational, operational and management arrangements; following formal review of any safeguarding alert and in response to feedback.

If an employee has any concerns about this policy or wishes to provide feedback on the process, this can be addressed either through the Board of Trustees or Safeguarding Lead. All Alumah CIO's workers paid or unpaid can review the safeguarding procedures and propose refinements and improvements in line with legislation and good practice.

Every 12 months, the Alumah CIO Strategic Safeguarding Lead will conduct a formal audit of the appropriateness of the organisation's structure, policies (including the Safeguarding Policies & procedures and preparedness to meet

safeguarding requirements. The audit uses a Red-Amber-Green (RAG) rating system to measure compliance with set criteria and an action plan that specifies the actions required, the person with lead responsibility and timelines for those actions.

Every 2 years, and following any major changes in Policy or Legislation, Alumah CIO will seek external review of the Policy by a suitably qualified external social care professional.

New contracts and partnerships will be assessed under the audit within 6 months to ensure their compliance with Alumah CIO and local safeguarding requirements.

If Alumah CIO's safeguarding practices lead to the raising of concerns or formal complaints, these will be addressed through the formal Complaints Procedure. In doing so, Alumah CIO will use the learning from those complaints to refine and improve its practice and procedures. All complaints are reviewed by the Chief Executive and Alumah CIO's Board of Trustees to ensure that both our systems of Operations and Governance are aware of, and play a key role, in improving standards of practice, including the safeguarding of adults at risk and children.

### 13. Related Policies

Safeguarding Adults

Whistleblowing

Confidentiality

Data protection

Recruitment

Code of Practice

DBS

Personal Safety and Lone Working Procedure and Guidelines

Complaints Policy

Internet Policy

Gifts Policy

Code of Conduct

Photography policy



# Appendix 1

## **Every Child Matters and the Children Act 2004**

In September 2003 the Government set out in the Green Paper 'Every Child Matters' its proposals for the reorganisation of children's services – from hospitals and schools, to police and voluntary groups. In particular, Section 11 of the Children Act 2004 details the duty of all agencies to ensure that their functions are discharged having regard to the need to safeguard children and promote their welfare.

**Criminal Justice and Court Services Act 2000** This Act covers disclosures and child protection issues. It contains the list of convictions that bar offenders from working with children in 'regulated positions'.

**The Protection of Children Act 1999** Under this Act childcare organisations (defined as those that are 'concerned with the provision of accommodation, social services or health care services to children or the supervision of children') must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also do so.

**Children Act 1989** This Act provided legislation to ensure that the welfare and developmental needs of children are met, including their right to be protected from harm.

## **The Equality Act 2010 The United Nations Convention on the Rights of the Child (UNCRC)**

**Mental Capacity Act and Deprivation of Liberty** Safeguards If a young person over the age of 16 is being deprived of their liberty, this must be approved via the Court of Protection.

**The Mental Capacity** Act does not prevent action being taken to safeguard children or adults at risk of abuse or exploitation and the Safeguarding Children policy must always be followed.

**Domestic Abuse Act 2021** An Act to make provision in relation to domestic abuse, to make provision for and in connection with the establishment of a Domestic Abuse Commissioner  
<https://www.legislation.gov.uk/ukpga/2021/17/contents/enacted>

**Working Together 2018** The guidance sets out what organisations must do to safeguard and promote the welfare of all children and young people under the age of 18.  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

## Appendix 2

**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.

**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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 3

**Vulnerable to Radicalisation** is comparable to other forms of exploitation and is therefore considered a safeguarding issue that all staff must be aware of vulnerabilities can make some people more susceptible to supporting or promoting extreme ideologies. Radicalisation can take place via the internet, social networks, print media, meetings, or a person acting alone. If you have concerns about anyone displaying an extreme view which might put them or others at risk, you must speak to your line manager immediately.

**Honour based Violence** There is no specific offence of 'honour'-based violence. However, the Crown Prosecution Service describes 'honour'-based violence as an incident or crime "which has, or may have, been committed to protect or defend the 'honour' of the family and or the community." 'Honour' can be the motivation, excuse or justification behind a range of violent acts against males or females. Forced marriage, domestic violence, sexual harassment and sexual violence threats to kill, social ostracism or rejection and emotional pressure, denial of access to children pressure to go or move abroad, house arrest and excessive restrictions of freedom, denial of access to the telephone, internet, or passport/key documentation or isolation from friends and own family. The emphasis is upon supporting vulnerable children, young people, and adults. There is no expectation that Alumah CIO will take on a surveillance or enforcement role as a result of fulfilling our Prevent duty. The Prevent Concern promotes a multi-agency approach, and Alumah CIO will continue to work alongside Local Safeguarding Children and Adult Boards and Prevent Multi-Agency Groups.

**Female Genital Mutilation** - If you become aware of a case you should raise the matter as a safeguarding alert. Child Sexual Exploitation - If you become aware of a child/young person who may be at risk of CSE, they should report this to your line manager in the first instance. Indicators may include:

- Missing from home or residential setting for periods of time
- Regularly missing school/education
- Appearing with unexplained gifts
- Associating with other young people involved in CSE
- Having older boyfriends/girlfriends

If you have concerns:

- You should refer to your Local Safeguarding Children's Board policy and protocols.
- On receipt of a referral, an initial assessment should be completed with the child/young person. This will ascertain the background, level of risk and future planning for the child/young person. If there are immediate concerns from a child/young person the Police/Social Care Department should be contacted.
- In matters where there are increasing concerns that a child/young person is involved in CSE and may be experiencing significant harm, this should be reported as a serious safeguarding incident.
- Consideration must also be given as to the risk to other identifiable young people and the appropriate agencies contacted.

**Private Fostering** - If you suspect that a child is in a private fostering arrangement you have a statutory duty to notify the relevant Local Authority in terms of ensuring their welfare and protection. If such concerns arise, these should be raised with your line manager or Senior Manager and agree next steps.

**Self Harm and Suicidal Behaviours** – If a young person displays self-harming and/or suicidal tendencies this falls under the safeguarding procedures. People working on behalf of Alumah CIO must then follow the normal reporting routes.

**Missing Children** – Concerns that a child or young person as a result of them suffering harm, being at risk of harm or being in need, must be reported following Local Authority protocols about a missing child or young person must be reported.

Alongside physical, sexual and emotional abuse and neglect this policy includes children affected by: domestic abuse, forced marriage, honour-based violence, young runaways, children exploited by gangs and trafficking and bullying. This list is not exhaustive. Any concerns should be reported to your line manager immediately.

## Appendix 4

### Talking to a child/young person who has told you that he/she or another child is being abused

- Reassure the child/young person that telling someone about it was the right thing to do.
- Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Do not try to investigate or quiz the child. Let the child tell his or her whole story, making sure that you are clear as to what he/she is saying, asking the child to repeat a statement if you are unclear. Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation, such as questioning the child or attempting to investigate the allegation yourself.
- Even if you are shocked by what he/she is telling you, try not to show it
- Do not trivialise or minimise any aspect of abusive behaviour or make negative comments about the alleged abuser
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Let the child know what you are going to do next and who else needs to know about it.
- Remind the child/young person that their confidentiality cannot be kept in this instance because either they or someone else is at risk of harm.
- Give the child/young person the ChildLine phone number: 0800 1111 (national)
- Referral to LADO (Local Authority Designated Officers) [lado@suffolk.gov.uk](mailto:lado@suffolk.gov.uk) or 0345 6061499
- Customer First (outside office hours will divert to duty service) 0808 800 4005

# Raising A Concern Form

Your name:	Your role:
Contact information (you): Address:  Postcode:	Telephone Number:  Email address:
Child's name:	
Child's ethnic origin: <i>Please state</i>	
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <span style="float: right;"><i>Telephone numbers:</i></span>  <i>Postcode:</i> <span style="float: right;"><i>Email address:</i></span>	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	

Are you reporting your own concerns or responding to concerns raised by someone else:

- Responding to my own concerns
- Responding to concerns raised by someone else

If responding to concerns raised by someone else: *Please provide further information below*

Name:

Position within the charity or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Child's account of the incident:

Designated Safeguarding Leads    Claudette Racine [claudette@alumah.co.uk](mailto:claudette@alumah.co.uk) 07477 936152  
Liz Jenkins                            [liz@alumah.co.uk](mailto:liz@alumah.co.uk)                            07770 468698

Designated Safeguarding Trustee Yvonne Devereux [yvonne@alumah.co.uk](mailto:yvonne@alumah.co.uk)

## Useful Contact Details

NAME	JOB TITLE	ORGANISATION	PHONE NUMBER	EMAIL/WEBSITE
Liz Jenkins	CEO	Alumah CIO	07770 468698	<a href="mailto:liz@alumah.co.uk">liz@alumah.co.uk</a>
Claudette Racine	Designated Safeguarding Lead	Alumah CIO	07477936152	<a href="mailto:claudette@alumah.co.uk">claudette@alumah.co.uk</a> <a href="http://www.alumah.co.uk">www.alumah.co.uk</a>
Trustees	Designated Safeguarding Trustee	Alumah CIO		<a href="mailto:yvonne@alumah.co.uk">yvonne@alumah.co.uk</a>
LADO	Local Authority Designated Officers	Local Safeguarding Children's Board (LSCB)	0300 123 2044	<a href="mailto:lado@suffolk.gov.uk">lado@suffolk.gov.uk</a>
	Forced Marriage Unit		020 7008 0151	<a href="mailto:fmf@fco.gov.uk">fmf@fco.gov.uk</a> <a href="http://www.gov.uk/guidance/forced-marriage">www.gov.uk/guidance/forced-marriage</a>
	Customer First	Multi Agency Safeguarding Board (MASH)	0808 800 4005	<a href="http://www.suffolkscb.org.uk">www.suffolkscb.org.uk</a>
		Multi Agency Safeguarding Board (MASH)	Professional Consultation Line 03456 061 499	<a href="http://www.suffolkscb.org.uk">www.suffolkscb.org.uk</a>
		Childline	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
		National Domestic Abuse Helpline	08082000247	<a href="http://www.nationaldomesticabusehelpline.org.uk/">http://www.nationaldomesticabusehelpline.org.uk/</a>

## References:

- <https://www.suffolksp.org.uk/working-with-children-and-adults/children/local-authority-designated-officers-lado/>
- <https://www.charitycommissionni.org.uk/concerns-and-decisions/serious-incident-reporting-a-guide-for-charity-trustees/#:~:text=Should%20a%20serious%20incident%20occur%20in%20a%20charity%2C,Commission%20and%20explain%20how%20it%20is%20being%20managed.>