



## CHILD PROTECTION/SAFEGUARDING POLICY

### Introduction

Henderson Trust is committed to ensuring the safety and wellbeing of children. This policy is about prevention, protection and support and applies to all children, visitors, volunteers and staff.

A child is someone under the age of 18 years.

We will always work to:

Protect children/vulnerable adults from maltreatment

Prevent impairment of children's health or development

Ensure children are growing up in circumstances consistent with the provision of safe and effective care

Take action to enable all children to have the best outcomes

We want children to feel safe and able to voice any concerns and know they will be listened to. All staff/volunteers/regular visitors will know how to recognise a disclosure and what to do if this happens. We will not say we can keep secrets. We will explain what we will do following a disclosure to the child.

We will work with parents/carers and colleagues if it is in the best interest of the child and does not put them at further risk. Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, what, how and with whom, their information will be shared. You should seek consent where an individual may not expect their information to be passed on. When you gain consent to share information, it must be explicit, and freely given. There may be some circumstances where it is not appropriate to seek consent, because the individual cannot give consent, or it is not reasonable to obtain consent, or because to gain consent would put a child's or young person's safety at risk

The Trust has a Designated Lead Officer. This is: Outreach Manager **Sally Fox**

[sally.fox@henderson-norwich.org](mailto:sally.fox@henderson-norwich.org) **07932 589068**

If she is unavailable then the Deputy Designated Officer, Chief Executive **Nick Craig**

[nick.craig@henderson-norwich.org](mailto:nick.craig@henderson-norwich.org) **01603 251691** should be contacted.

## **General Procedures**

All new staff/volunteers/visitors will be told of the safeguarding arrangement. They will be given a copy of the policy and told who the Designated/ Deputy Officers are. They will be shown the recording form and given information on how to complete it and who to pass it to.

Everyone will have an induction period that will include safeguarding information and training. They will be told of their responsibilities and the remit of the Designated Officer/Deputy.

All staff/volunteers will be asked to read the policy yearly after it has been reviewed (and updated if necessary). They will sign to say they have read and understood the policy.

The flowchart for the referral procedure in child protection/safeguarding issues will be on display in each department and office.

Visitors will be told where the policy is kept and given a set of safeguarding procedures. They will be told who the Designated Lead Officer is, the alternate staff members they can report concerns to and what the recording and reporting procedure is.

When parents/carers sign consent forms/member forms for children to attend groups/activities they will be directed by the staff member dealing with them to our website or given a copy of our safeguarding policy. They will be informed of their legal duty to assist our colleagues in other agencies with child protection enquiries and what happens if we make a referral.

Parents/carers will sign a consent form at the start of their child's involvement with Henderson Trust, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only.

## **Recruitment**

To ensure safer recruitment we will

Have at least 1 staff member on the selection and interview panel who has attended Safer Recruitment Training

Ensure the job description and person specification are fit for purpose.

Advertise vacancies widely.

Have an information pack for applicants.

Ask for a written application form which will be signed.

Define our selection criteria.

Ask for a written declaration of criminal convictions, spent or otherwise.

Ask for I.D.

Ask to see originals of any qualifications.

Conduct interviews with at least 2 people present.

Ask for at least 2 references, including the last employer if applicable.  
Gain a standard or enhanced DBS checks as appropriate.  
Organise a comprehensive induction period which includes familiarisation with our safeguarding policies and procedures and safeguarding training through the Safer programme.

## **What is Abuse and Neglect?**

### **Working Together 2018**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. 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.

## **Signs of 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 the 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 emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs of this abuse can include

Disruptive, withdrawn or abusive behaviour

Telling lies

Difficulty bonding

Nervousness, attention seeking or running away

Sudden or significant changes in patterns of behaviour or in looks

Very low self esteem

Statements made, particularly in certain contexts

Strange values or morals

Recurrent physical symptoms for which there is no clear explanation

### **Neglect**

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: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs  
Signs of this abuse can include

Being hungry, malnourished, small in size

Inappropriately dressed

Left alone at home

Parents/guardians never present

Dirty, smelly, unkempt

Tired or hyperactive

Truancy from school

Lack of possessions

Lack of interest in special occasions i.e. birthdays

Recurrent or lingering illnesses which are not attended to

### **Physical Abuse**

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

Signs of this abuse can include

Presence of cuts, burns or bruises, particularly if consistent or poorly explained

Fear of being touched or touching others

Unusual, withdrawn, disruptive or abusive behaviour

Scared of going home

Reports of possible abuse from other people

### **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.

Signs of this abuse can include

Re-enactment of abusive behaviour

Self-mutilation

Withdrawal or aggression

Pregnancy

Paying particular attention to adults

Early sexual relationships

Sore genitals

Fear of being touched

Actively seeking touch

## **Reporting Abuse**

All staff have a responsibility to report any case where it is suspected that a child or adult at risk is being abused. Children's Services (CADS) has a duty to investigate all cases of suspected child abuse, the Police and NSPCC also have the powers to investigate child abuse. Henderson Trust staff do not have any authority to investigate child abuse unless there is an allegation against a staff member, however staff should co-operate with any investigation undertaken. Clear, factual records must be kept with appropriate dates, times, actions taken and the names and designations of people contacted.

Referrals of possible child abuse should go to the Designated Officer/ Deputy Officer or their manager. If we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral.

Full details on this process can be found at [www.norfolkscb.org](http://www.norfolkscb.org) under 'How to Raise a Concern'.

We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on [www.norfolkscb.org](http://www.norfolkscb.org) and contact the Safer Programme for more advice on this process.

Any concern, referral or consultation will take place immediately it is important not to delay.

All staff must be aware of the confidentiality policy and understand that they cannot promise to keep any disclosure of abuse, whether from the victim or another person, a secret and have a responsibility to report any disclosure. Employees must consult with the Designated Lead or Deputy Officer and their line manager if they have a suspicion of abuse and certainly before contacting the police or CADS. If an emergency situation arises and contact with the lead officer or line manager cannot be made the employee must notify CADS or the Police, as appropriate, and complete a report detailing the events that led to that action being taken.

If there is a risk of immediate harm then the Police can be contacted on 999.

### **Safeguards**

Where possible staff should not spend time alone with children or adults at risk. If a private conversation is necessary the employee must inform another staff member about where they will be.

Staff must avoid touching children and adults at risk, where this is unavoidable the employee must consider how their behaviour may be construed by others.

Avoid showing favouritism, treat everyone fairly and do not give gifts.

Avoid giving children or adults at risk lifts outside of work organised activities and always tell a colleague where you are going, who you are taking and how long you expect to be.

Do not invite children or adults at risk into your home.

See Safer Working Practice for more details

### **Disclosure of Abuse**

Should a child disclose abuse to an employee/volunteer, that person must:

Stay calm

Listen and be supportive

Not ask any leading questions, interrogate the child, put ideas in the child's head or jump to any conclusions  
Do not stop or interrupt the person who is recalling significant events  
Do not criticise the alleged perpetrator  
Reassure them that it was right to tell  
Explain that you will have to tell the appropriate people so that help can be given to keep them safe and how this will happen (the safeguarding process must be followed)  
Record what was said immediately as close to what was said as possible. Record what was happening before the disclosure. Sign and date the record in ink.  
Contact the Designated Officer/Deputy immediately  
Seek support

### **Additional safeguarding issues**

**Any concerns of the following nature should be reported to the Child Protection Officer or Deputy immediately.**

### **County Lines**

A term used to describe gangs and organised criminal networks, involved in exporting illegal drugs into one or more importing areas of the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

### **Child Criminal Exploitation**

A term used to describe where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

A, in exchange for something the victim wants or needs; and/or

B, for the financial or other advantage or the perpetrator or facilitator; and/or

C, through violence or the threat of violence.

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

### **Female Genital Mutilation**

FGM is a procedure where the female genitals are deliberately cut, injured or changed, but there is no medical reason for this to be done.

FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extra marital sexual acts.

It is illegal to carry out FGM in the UK. It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out.

### **Forced marriage**

People have the right to choose who they marry, when they marry or if they marry at all.

Forced marriage is when some face physical pressure to marry or emotional and psychological pressure.

Forced marriage is illegal in England and Wales. This includes:

Taking someone overseas to force them to marry.

Marrying someone who lacks the mental capacity to consent to the marriage

### **Honour Abuse**

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of a family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence may be committed against people who:

Become involved with a boyfriend or girlfriend from a different culture or religion

Want to get out of an arranged marriage

Want to get out of a forced marriage

Wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour based violence however it can also affect men and boys. Crimes of honour do not always involve violence.

Crimes committed in the name of honour may also include:

Domestic abuse

Threats of violence

Sexual or psychological abuse

Forced marriage

Being held against your will or taken somewhere the victim doesn't want to go

Assault/killing

## **Prevent**

The 2011 Prevent strategy has 3 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.

Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them. The government has defined extremism in the Prevent strategy as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.

## **Allegations of Abuse By Staff/volunteers**

Should allegations of abuse by staff or volunteers be made an immediate investigation will be carried out with the employee suspended, on full pay, during the investigation. This action does not assume that the employee is guilty but is for the protection of the employee.

An investigating officer will be nominated who will have access to all relevant information. All adults who come into contact with children and adults at risk will be made aware of the steps that will be taken if an allegation is made. A referral will be made to the LADO using the referral form from the NSCP website within 1 working day.

Contact with the LADO needs to be made before any contact is made either with the person subject to the allegation or the child and parent/carer. This is to ensure that the correct action is taken which will not impede the disciplinary or investigative processes. The LADO will discuss the matter with the employer and where necessary obtain further details of the allegation and the circumstances in which it was made.

If the LADO criteria and threshold is not met, the LADO will offer advice and guidance to the employer/agency and the referral will be closed as a consultation. It remains the employer/agencies' responsibility to inform the person subject of the referral that there was a consultation with the LADO.

For ongoing cases the number for the LADO is 01603 223473. Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated Officer or Deputy, this will be reported by the staff member or volunteer raising the concern directly to the LADO. See flow chart for referrals for full details.

If the investigation upholds the allegation or shows that the employee has behaved inappropriately the disciplinary procedure will be followed.

## **Training**

Staff and volunteers will attend Safer safeguarding training at least every 3 years which is relevant to their role/responsibilities. As a minimum they will attend the Introduction to Child Protection training within 3 months of starting.

## **Records, Confidentiality and Record Sharing**

The welfare of the child/vulnerable adult is a priority and if there are concerns then you must not promise confidentiality. Any concerns on the welfare or safety of a child or vulnerable adult will be recorded immediately on the report form, signed, dated and passed on to the Designated Officer/ Deputy.

It will be kept in a separate named file, in a secure cabinet, which is in a locked room and not with the child's/adults file. These files will be the responsibility of the Designated Officer and information will only be shared within the organisation on a need to know basis for the protection of the child/vulnerable adult. Copies of referrals will be kept in the file.

Personal information is confidential but if there is a safeguarding/child protection concern information can be shared with the Police or Children's Services. This also includes information about when a crime has, or may be, committed.

Information will be kept in line with the Data Protection Act 2018 and GDPR.

### **Roles and Responsibilities**

The Designated Officer will work with Children's Services CADS/ MASH/Police/LADO and other agencies as necessary and make referrals.

Any concern will be recorded and given to the Designated Officer who will ensure staff/volunteers are aware of the policy and procedure they need to follow.

The Designated Officer will ensure all staff/volunteers/ regular and repeat visitors have received appropriate child protection information during the induction and have been trained by the Safer programme.

The Designated Officer will review the relevant policies annually. Our policies have been written in consultation with the Safer programme.

The Designated Officer will ensure safer recruitment practices are followed.

Henderson Trust will undertake to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to our attention.

### **Relevant Guidance and Legislation**

Working Together 2018/ 2020 Covid update

What to do If You're Worried a Child Is Being Abused 2015

Children Act 2004

Children Act 1989

Framework For Assessment of Children In Need and their Families

Data Protection Act 2018 and GDPR

Norfolk Threshold Guidance

### **Other Relevant Policies/Documents**

Safer Recruitment

Anti- Bullying

Safer Working Practice

Code of Conduct

Health and Safety

Whistle Blowing  
Complaints  
First Aid  
Young Person's Online Safety Agreement

### Useful Contacts

Children's Advice and Duty Service (CADS)	0344 800 8021
Norfolk Police	101
In An Emergency	999
LADO - this number is for ongoing cases only.	01603 223473
Norfolk Safeguarding Children Partnership	<a href="http://www.norfolkscb.org">www.norfolkscb.org</a>
Safer Programme	01603 228966
NSPCC	<a href="https://www.nspcc.org.uk/keeping-children-safe">https://www.nspcc.org.uk/keeping-children-safe</a>
CEOP Online safety/reporting	<a href="https://www.ceop.police.uk/safety-centre">https://www.ceop.police.uk/safety-centre</a>

### Named Designated Child Protection Officer

Designated Officer	Sally Fox	07932 589068	<a href="mailto:sally.fox@henderson-norwich.org">sally.fox@henderson-norwich.org</a>
Deputy	Nick Craig	01603 251691	<a href="mailto:nick.craig@henderson-norwich.org">nick.craig@henderson-norwich.org</a>

### Policy Review

We will make any changes immediately to our procedures in line with Norfolk Safeguarding Children Partnership guidance on [www.norfolkscb.org](http://www.norfolkscb.org)