

**NAYC & ACUK Safeguarding Policy**  
**Activity Centre/Department: All Centres/Departments**  
**Head of ACUK: Mr John Whittaker**

Calendar Year	Designated Senior Person	Deputy Designated Senior Persons
2014	Garryl Willis	Phil Houston, Graham Hughes, Karen Anderson
2015	Shaheen Sheikh	Phil Houston, Graham Hughes, Karen Anderson
2016	Shaheen Sheikh	Richard Buckingham, Graham Hughes, Karen Anderson
2017	Shaheen Sheikh	Richard Buckingham, Graham Hughes/Garryl Willis, Karen Anderson
2018	Shaheen Kamran	Richard Buckingham, Karen Anderson, Andrew Damant
2019	Richard Buckingham	Karen Anderson, Andrew Damant

**Policy Review Dates**

Review Date	Changes Made (Yes/No)	By Whom	Date Shared With Staff
July 2014	No	GW/PH/GH/KA	31/7/14
October 2015	Yes	GH/KA/SS	27/10/15
October 2016	Yes	GH/KA/SS	October 2016
January 2017	Yes	GH/KA/SS/RB	January 2017
December 2018	Yes	SK/RB/KA/AD	January 2019

**Dates of Staff Training and Details of Course Title and Training Provider**

	Date of Training	Training Provider
Designated Senior Person	April 2018 (AD, SK, RB) November 2018 (KA)	Thirty-one: eight (formerly CCPAS)
Centre Awareness Raising	January 2017, August 2016, (Pioneer) June 2017, June 2015, (King's Park) January 2017, February 2016, April 2015 (Whittemoor)	Sue Cordwell

## **Contents**

Introduction

Organisation's Commitment

Essential Contacts

### Providing a Safe and Supportive environment

1. Safer Recruitment and Selection
2. Safe Working Practice  
Behaviour and conduct
3. Partnership with others
4. Staff training and staff induction
5. Support, advice and guidance for staff
6. Related Centre policies
7. Information Sharing, Confidentiality, Child/Young Person Information
8. Roles and Responsibilities  
Head of ACUK  
Centre Manager  
Designated Senior Person/ Designated Safeguarding Children's Officer (OSCO)  
All staff
9. Online safety

### Identifying Children who are suffering or likely to suffer Significant Harm

Definitions

### Taking action to ensure that Children are Safe at the Centre

1. Staff will immediately report
2. Responding to disclosure
3. Action by Designated Senior Person
4. Action following a Safeguarding Referral
5. Recording and Monitoring
6. Supporting the Child

### Allegations against People who Work with Children and Young People

1. Managing Allegations
2. Whistle Blowing

## Appendices

Appendix 1 - Categories and signs and indicators of abuse - children

Appendix 2 - Categories and signs and indicators of abuse - adults

Appendix 3 - Child Sexual Exploitation, Female Genital Mutilation (FGM), Grooming

## Introduction

'Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver.

Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Sports clubs and organisations including voluntary and private sector providers that deliver a wide range of sporting activities to children ... should have the arrangements to safeguard children and should collaborate to work effectively with the safeguarding partners

Staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.'

(Working together to safeguard children, 2018)

## Organisation's Commitment

1. N.A.Y.C/Action Centres UK believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- Safeguarding is everyone's responsibility

The purpose of the policy:

- To provide protection for the children and young people who receive
- N.A.Y.C/Action Centres UK's services, including the children of adult members and users.
- To provide staff with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff and Trainees including senior managers and Board of Trustees, or anyone working on behalf of N.A.Y.C/Action Centres UK.

## Essential Contacts

Designated Safeguarding Children's Officers

Richard Buckingham- NAYC & ACUK : 01604 499699

Thirtyone:eight (formerly CCPAS) : 0303 003 1111 (24/7)

NSPCC : 0808 800 5000

Northampton Children's services : 0300 126 1000

Police : 101 (non-emergency) 999 (emergency)

For Non- Northampton based, The following link will help locate the relevant children services:

<https://www.gov.uk/report-child-abuse-to-local-council>

## Providing a Safe and Supportive Environment

### 1 . Safer Recruitment and Selection

NAYC & ACUK pays full regard to DFES guidance *'for Safer Working Practice for those working with children and young people in education settings'* DCSF October 2015 and also the *Working together to safeguarding children and young people guidance of 2018*. We ensure that all appropriate measures are applied in relation to all employees who are likely to be perceived by the children and young people as a safe and trustworthy adult including e.g. staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, gaining reasons for any unsubstantiated gaps or inconsistencies and ensuring that a

candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including the completion of an enhanced disclosure with the Disclosure and Barring Service (where relevant). An assessment is carried out on each specific role to determine if it falls into the definition of 'regulated activity' as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006. Where it is deemed that a specific role does meet the requirements an enhanced DBS check as well as a check of the barred list will be carried out.

Please refer to the Recruitment Policy for additional details.

### Safer Working Practice

NAYC & ACUK has adopted '*Guidance for Safer Working Practice for those working with children and young people in education settings*' DCSF October 2015.

Safe working practice ensures that children and young people are safe and that all staff are aware that the nature of their work places them in a position of trust.

### Behaviour and Conduct

NAYC & ACUK staff and freelance contractors work with children and young people in challenging activities and settings, managing complex relationships with both children and young people and with their leaders and/or staff. Many children and young people undertaking challenging activities for the first time are anxious and excited.

Many of the activities undertaken require physical contact between staff and freelance contractors and children and young people.

Staff and freelance contractors will ensure that:

- Whilst recognising that physical contact with children and young people is sometimes appropriate and necessary this should be appropriate to the activity being undertaken and the level of anxiety or distress displayed by the children or young people taking part in the activity.
- Whilst recognising that physical contact with children and young people is sometimes appropriate this should only take place in public situations.
- They will avoid being alone with individual children and young people especially in the following circumstances/locations: bedrooms; toilets and washrooms; vehicles; areas indoors or outdoors where they are not readily visible to others. This includes cleaning and housekeeping duties in toilets, washrooms and common areas.

- These procedures are overridden only where there is an overriding safety requirement to do so.

NAYC & ACUK aims to provide a setting and activity programme for children and young people that will build the confidence and self-esteem of the children and young people that are resident at an Activity Centre or attending NAYC clubs and activities. To this end all staff and freelance contractors should aim to adhere to the following code of conduct:

- Treat all children and young people with sensitivity and respect
- Listen to children and young people
- Value children and young people as individuals
- Avoid making negative comments or 'jokes' about a child or young person's competence in an activity, their appearance or their physique.
- Avoid making comments or 'jokes' that relate to an individual child or young person's age, race, gender, sexuality or physique.
- Avoid making suggestive remarks or gestures, even in fun
- Encourage and praise children and young people
- Involve children and young people in decision making where that is appropriate
- Respect children and young people's right to privacy
- Avoid being drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Avoid showing favouritism to any individual child or young person

In addition, NAYC & ACUK recognises that the planning and organisation of the centre and the ways of working adopted by the staff, freelance contractors all contribute to creating the right environment for the safeguarding of children and young people.

NAYC & ACUK will, therefore, through its operating procedures, policies and practices aim to:-

- Plan activities where possible with more than one adult present and avoid 1 :1 activities out of sight and hearing of others.
- Create an environment where children, young people and adults feel comfortable and caring enough to identify behaviour they don't like or feel comfortable about.

## **2. Partnerships with others**

NAYC & ACUK wants to ensure that, through effective partnership working, all the children and young people with whom they work are supported to be healthy, safe and able to enjoy and achieve so that they will make a positive contribution throughout their lives and achieve economic well being.

The organisation agrees that it is essential to establish positive and effective working relationships with other agencies.

### **3. Staff Training and Induction**

Induction summary to be completed by all new staff on day 1 of employment/commencement and signed to confirm completion (see attached Appendix 1)

Staff and Trainees-basic awareness day 1 of induction  
Agency Staff - Safeguarding Briefing Document

Staff directly/ indirectly working with young people - 1/2 day course

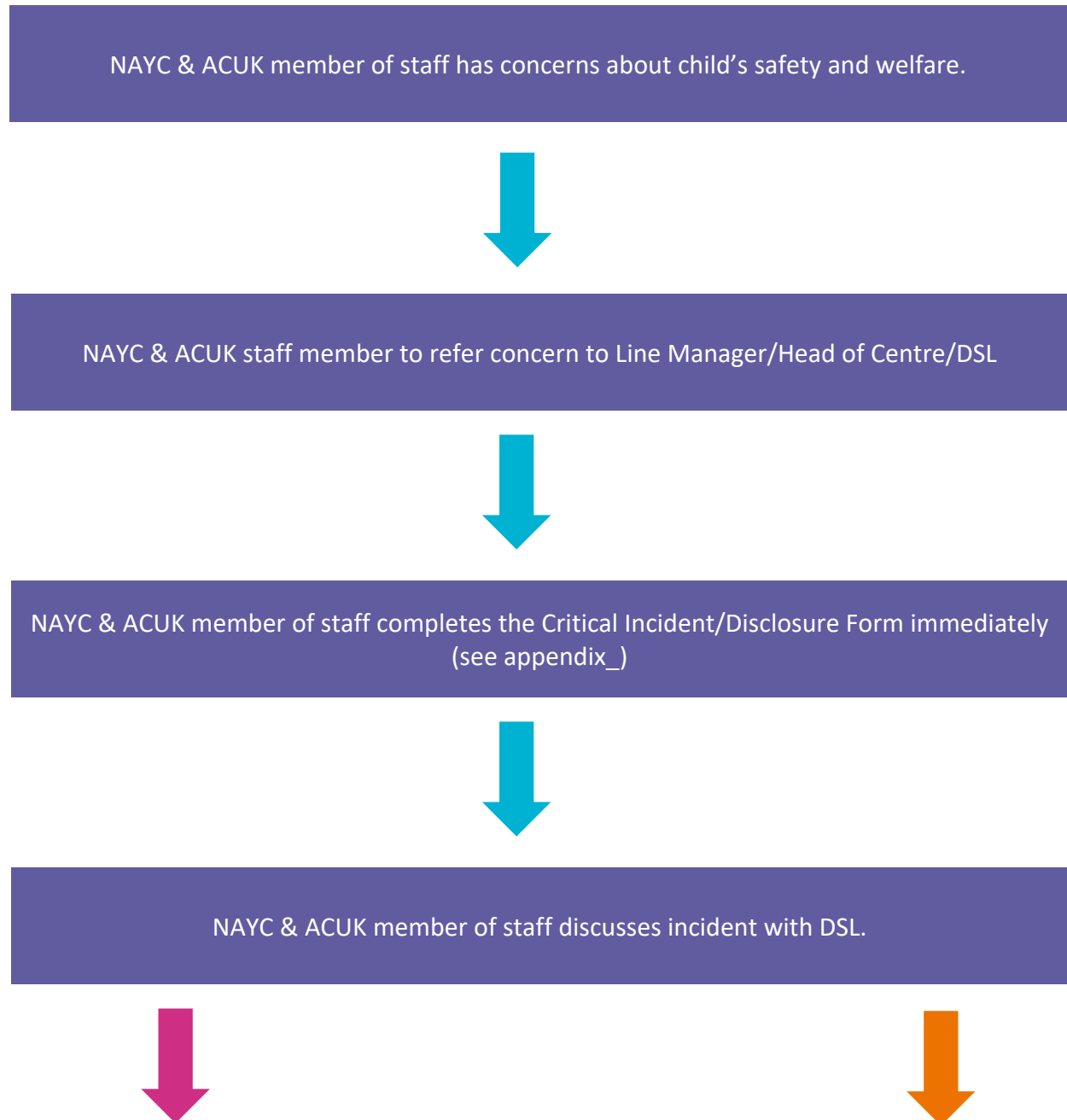
1. Staff directly working with young people -1/2 day course (Instructors/YD team/GST staff/Maintenance team/senior staff)
2. Staff indirectly working with young people - 1/2 day course

### **4. Support, Advice and Guidance for Staff**

Staff are supported by 4 nominated Designated Safeguarding Children's Officers (DSCO). Support is always available from:

- Education Welfare Service
- Children and Young People's Service Initial Contact Team
- Northamptonshire Conference Review and Quality Assurance Service
- Police Child Abuse Investigation Team
- Designated Officer
- Thirtyone:eight (formerly CCPAS) - 0303 003 1111 (24/7)

## **NAYC & ACUK Referral Procedures Concern of Child's Safety and Welfare**





Still has concerns



DSL refers to Social Services and following up in writing within 48 hours



Social Services acknowledges receipt of referral & feedback to referrer on next course of action

No longer has concerns



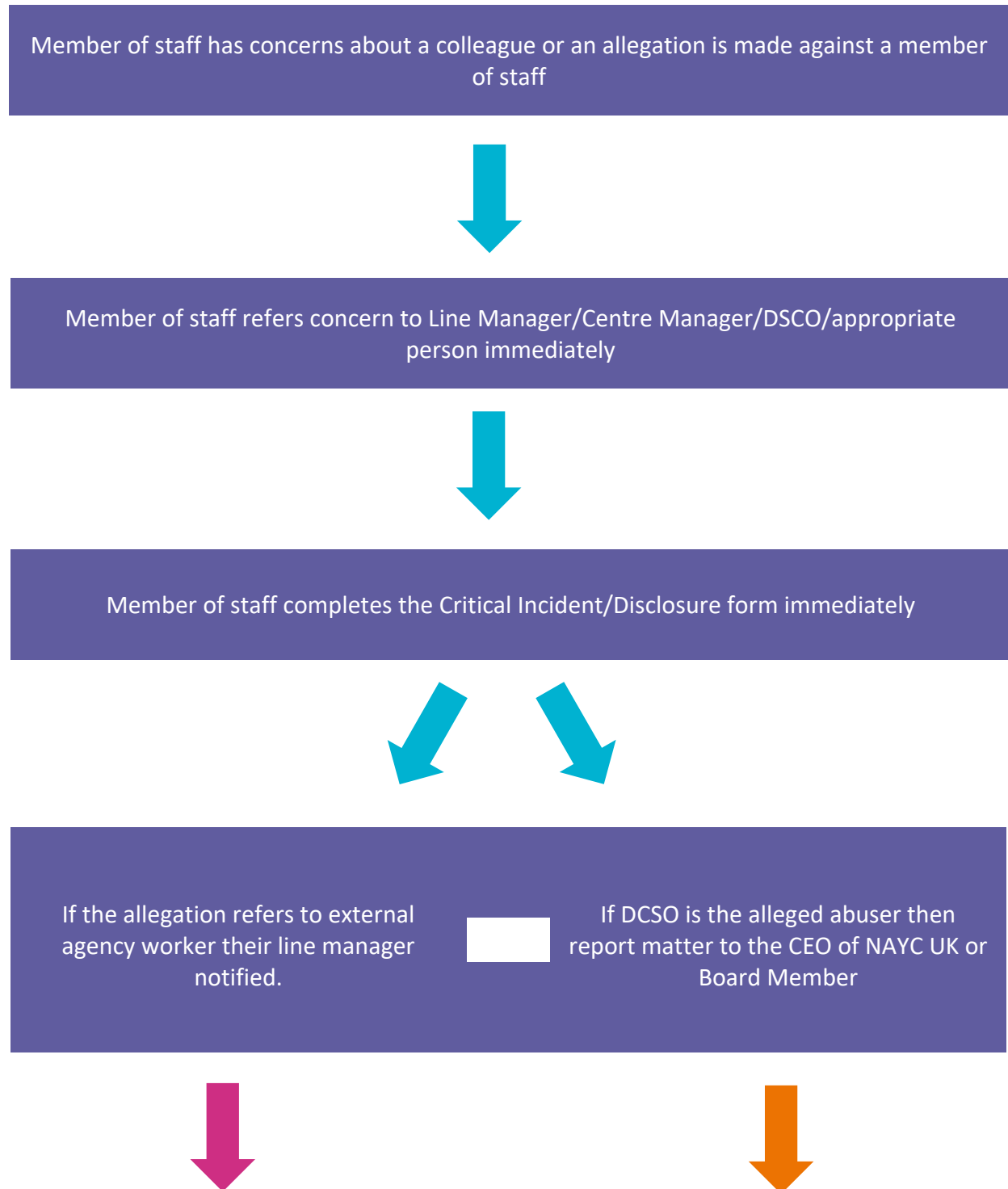
No further child protection action, although may need to ensure services provided



No further LA children's' social care involvement at this stage, although other action may be necessary e.g. onward referral, common assessment

Written log maintained throughout all parts of the process

## **NAYC & ACUK Referral Procedures** **Concern About Colleague or Allegation Against Staff Member**





#### 4. Related Centre Policies

NAYC & ACUK recognises that a number of other policies and procedures developed and operated by the organisation form part of the wider agenda of safeguarding and promoting children and young people's welfare.

This encompasses issues such as eg. Safety; health and safety; medical needs; the security of buildings used by NAYC & ACUK; providing first aid; racist incidents; drugs and substance misuse etc.

#### 5. Information Sharing/Confidentiality, Child/Young Person's Information

**"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration."**

NAYC & ACUK adheres to the "Information Sharing: Advice for Practitioner's" Guide HM Government, 2018

Institutions using Activity Centres to provide:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from the centre (if different from above)
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

**The activity centre will collate, store and agree access to this information and ensure all staff are aware of and adhere to agreed procedures**

#### 6. Roles and Responsibilities

**Chief Executive of NAYC & ACUK** should ensure that:

- All areas of the organisation have a Safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to visiting institutions on request;
- All areas of the organisation operate safer recruitment procedures and make sure that all appropriate checks are carried out on staff who work with children;

- All areas of the organisation have procedures for dealing with allegations of abuse against staff that comply with guidance from the local authority and locally agreed inter-agency procedures;
- A senior member of the youth development/activity centre's leadership team and a deputy/deputies are designated to take lead responsibility for safeguarding
- All staff undertake appropriate training;
- Staff remedy, without delay, any deficiencies or weaknesses regarding Safeguarding arrangements;
- The Head of NAYC & ACUK is to be responsible for liaising with the DO (Designated Officer) and /or partner agencies in the event of allegations of abuse being made against a Centre Manager.
- Where services or activities are provided on the Centre premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and liaises with the body on these matters where appropriate.

#### **Designated Safeguarding Children's Officer**

Will ensure that the policies and procedures adopted by NAYC & ACUK are fully implemented, and followed by all staff;

- Will ensure that sufficient resources and time are allocated to enable the OSCO and other staff to discharge their safeguarding responsibilities
- Will ensure that all staff feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies
- Liaise with Local Authority's Designated Officer when managing all allegations made against members of staff

#### **Broad Areas of Responsibility**

##### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Act as a source of support; advice and expertise within the centre
- Liaise with Head of NAYC & ACUK to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

## Training

- Ensure all staff access appropriate safeguarding training which should include recognising signs of abuse and what action they should take (i.e. inform OSCO of any concerns). This training should be updated at least every 2 years.
- Understand the importance of signs and indicators of abuse and how 'minor' concerns when seen within a cumulative context can form a picture of significant harm.
- Recognise when it is appropriate to make a referral
- Have a working knowledge of how LSCBs\* operate, the conduct of a Safeguarding case conference and be able to attend and contribute to these;
- Ensure that all staff have access to and understand the NAYC & ACUK Safeguarding policy;
- Ensure that Safeguarding is included in induction training;
- Ensure all staff have access to standardised recording format for reporting concerns
- Keep detailed, accurate, secure, written safeguarding records and know how to transfer and archive these records
- Attend relevant multi agency training

\* The LSCBs are going to be phased out by 2020 following the recent Working together to safeguard children, 21018, guidance.

## Raising Awareness

- Ensure the Safeguarding policy is updated and reviewed annually
- Ensure all staff fully comply with the centre's policies and procedures

## All Staff

- Fully comply with the NAYC & ACUK policies and procedures
- Attend appropriate training
- Inform the OSCO or their line manager of any concerns (See contact Tel. Numbers on display in the office)

## Identifying Children who are suffering or likely to suffer Significant Harm

Instructors, youth workers and other adults working for NAYC & ACUK are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm.

The relationships between staff and children and young people which foster respect, confidence and trust can lead to disclosures of abuse, and staff being alerted to concerns.

## Definitions

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

Please see Appendix 1 for details of the various categories of abuse outlined within the Working together to safeguard children and young people, 2018 Guidance document.

## Taking action to ensure that children are safe at the centre

**It is not the responsibility of the staff to investigate concerns or to determine the truth of any disclosure or allegation.**

### 1. Responding to suspicions or concerns regarding a child or young person

**Staff will immediately report to their line manager, who will then report to the OSCO**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation for injury given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)

- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or indicators of abuse or neglect
- any significant changes in a child's presentation
- any concerns regarding person(s) who may pose a risk to children
- record concerns in the appropriate form which can be accessed from the relevant Designated Safeguarding Officer.

## **2. Responding to a child or young person making an allegation of abuse**

Children and young people who are being abused will only tell people they trust and with whom they feel safe. Youth workers and instructors often share a close relationship with participants and may therefore be someone in whom a child/young person might like to place their trust. They want the abuse to stop. By listening and taking what a child/young person says seriously you will already be helping to protect them.

1. Don't panic. React calmly so as not to frighten the child/young person;
2. Show that you have heard what they are saying, and that you take their allegations seriously, and that they were right to confide in you;
3. Reassure them that they are not to blame;
4. Allow them to talk, do not prompt or ask questions. Do not interrupt them when they are recalling significant events. Don't make them repeat their account. Make sure you understand what they are saying;
5. Be honest straight away and explain what actions you may have to take, in a way that is appropriate to their age and understanding;
6. Do not promise to keep what you have been told a secret, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust;
7. Do not allow shock or distaste to show;
8. Do not confront the abuser;
9. Write down what you have been told, using exact words if possible;
10. Write down all you have been told or seen on an incident form;
  - The reason for the concern
  - What was said or witnessed and details of any other persons present
  - Dates and times of incidents and when the notes were made
11. Report your concerns to the OSCO or most senior member of staff on the premises



Don't worry that you may be mistaken. You will always be taken seriously by Social Services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

### **3. Procedure to be followed by the OSCO following the reporting of a disclosure**

The Duty Officer of the Social Services in the Local Authority within which the child lives should be notified immediately

You must then complete that Local Authority's referral form. This must be sent to Social Services within **2 working days** including details of the date, time, place and people who were present at the discussion.

### **4. Recording and Monitoring**

- Ensure you record concerns relating to a child or adult on the appropriate Incident report form within one hour of receiving an allegation or disclosure.
- This can be accessed from the relevant designated safeguarding officer
- Ensure that you record only facts and as far as possible verbatim of what was shared and hand it to the Designated Safeguarding Children's Officer as quickly as possible (submitted in person or emailed, as is appropriate).
- Any copies of written notes should be securely handled and stored.
- In discussion with your OSCO and line Manager, discuss arrangements for monitoring and if needed pastorally supporting the child or young person. Do not make your own arrangements no matter how well-meaning the motivation.

### **5. Action following a Safeguarding referral**

This will include taking the lead from Social Services or other statutory agencies that may be involved i.e. police, LADO, Adult social services etc. Often times an assessment of risk and need will be initiated by the intervening agency and where appropriate information shared with the referring organisation should there be an on-going need for further support.

### **6. Supporting a child/survivor of abuse**

NAYC & ACUK is committed to considering appropriate arrangements for pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the organisation.

Thirtyone:eight have defined the following pointers (Standard 8: Pastoral Care, Safe and Secure) to consider as a code of practice for those who may offer pastoral care whether to a child or adult:

- Avoid any behaviour that may give the impression of favouritism or a 'special' relationship.
- When providing mentoring and/or coaching roles this should be clearly defined
- Be aware of the pitfalls of over-dependency in pastoral relationships. This dependency can apply both ways. Ensure adequate supervision with your line manager.
- Workers should be aware of the limits of their ability/competence and seek further help when faced with situations outside their expertise.
- Pastoral relationships have been known to develop into romantic attachments (both ways). If this becomes an issue, the worker should declare this to their supervisor/manager and another worker should be appointed. This is because all pastoral relationships are ones in which the worker is in a position of power and influence by virtue of their work or nature of the activity.

## **Allegations against people who work with children and young people**

**All staff should take care not to place themselves in a vulnerable situation with a child.**

### **1. Managing Allegations**

Where there is either a concern or an allegation is made against, any person working in or on behalf of the organisation that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

**All concerns and allegations are taken seriously and investigated properly and in line with agreed procedures.**

#### **Initial Action**

- The person who has received an allegation or witnessed an incident will immediately inform the OSCO and make a record. (If the person receiving information or witnessing an incident is from an external service or agency then they should also notify their own line manager.)
- In the event that an allegation is made against any OSCO the matter will be reported to the Head of NAYC & ACUK who will proceed with guidance and support from the remaining OSCO's.
- The OSCO will take steps, where necessary, to secure the immediate safety of children and attend to any urgent medical needs
- The OSCO may need to clarify any information regarding the allegation, however no person will be interviewed at this stage

#### **Initial Consideration**

- The OSCO will have an initial consultation with the Local Authority Designated Officer (DO)

#### **Recording and Monitoring**

The OSCO should ensure that:

- Accurate records are kept and clearly distinguish between observation, fact, opinion and hypothesis. All records should be signed and dated, any information given will be

recorded verbatim, where possible and a note made of the location and description of any injuries seen.

- All safeguarding documents are kept in a Child Safeguarding file. This will be stored securely and only accessible to the OSCO and the Centre Manager.
- A log should be kept of all communications with other agencies regarding the referral including e-mails, telephone calls, letters, face to face meetings etc.

## What Happens Next

The Duty Social Worker will report to the County Safeguarding Coordinator/Designated Officer. They will report to the Senior Management Team within Social Services, consider the referral and co-ordinate a response. This includes notifying the relevant senior manager at your centre and discussing the referral with the police.

The County Safeguarding Co-ordinator /DO will consider, with the police, whether immediate suspension of the member of staff is needed to safeguard Children. If this is necessary, the relevant senior manager in your facility will be notified without delay.

At the earliest opportunity, after consultation with the police, and provided it does not prejudice the criminal investigation, the member of staff must be informed by their line manager verbally and in writing that an allegation of abuse has been made.

## **Safeguarding Adults at risk/with care and support needs and Young People and children with additional needs**

### **Adults with care and support needs/at risk**

The Care Act 2014 applies to an adult who

- Needs care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or at risk of, abuse or neglect; and

As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. The rights of adults to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, an adult's right to life is protected; their right to be protected from inhuman and degrading treatment; and their right to liberty and security.

## What is abuse?

Abuse can be defined as the mistreatment of an individual or group by another individual or group, often resulting in a violation of human rights. The abuse can vary from treating someone in a disrespectful way which significantly affects the person's quality of life, to causing actual physical suffering.

Abuse can happen anywhere - in a person's home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment, in supported housing or in the street.

Please see **Appendix 2** for various categories and signs and indicators of abuse in relation to adults

The following six key principles are designed to apply across the board, from voluntary agencies, churches, to local authorities and other statutory services. No matter who is supporting someone, they should have regard to these principles.

**Empowerment** - people being supported and encouraged to make their own decisions and informed consent.

**Prevention** - Provide information and advice on seeking help. Helping the adult to understand the potential risks to their wellbeing, encouraging them to seek early help. This also includes inform the individual of their options.

**Proportionality** - This includes taking the least intrusive response appropriate to the risk presented. It is important to weigh up wishes and feelings against potential risks and only involving those needing to be involved.

**Protection** - Providing the adult with clear, simple information about how to recognise signs of abuse and when to seek help. It also involves responding immediately to concerns and taking action to protect a vulnerable person from a harmful situation. This should consider and take into account the least restrictive form of intervention.

**Partnership** - Exploring local solutions through services working with their communities. The process should be led by what the individual wants and where appropriate, considering the wishes of those they trust.

**Accountability** - Being clear on everyone's role, and who they can contact and services or support that can be provided. It is important to be accountable and transparent through this process. There should be a mechanism to report and communicate safeguarding policy and practice to all adults within the context.

## **Who might be causing the abuse?**

The person who is responsible for the abuse is often well known to the person being mistreated or exploited and could be:

A paid care worker or volunteer

A health worker, social care or other worker

A relative, friend or neighbour

Another resident or service user

An occasional visitor or someone who is providing a service

People who exploit adults at risk

An unpaid carer

Another adult at risk

## **The role of the ACUK Centre**

All ACUK workers should be aware of the above and when working with adults with care and support needs/those at risk should be aware of the rights of the adults and these should shape their practice and approach to the adults. They should note any unexplained injuries, concerns voiced by the adult, behaviours which suggest unexplained fears or anxieties and any observations which give the ACUK worker cause for concern. The safeguarding procedures should then be followed.

## **Online Safety**

All children and young people are at risk of online sexual exploitation. We will ensure that our online-safety procedures are robust, and that children and young people are confident to report any concerns about themselves or others to NAYC & ACUK staff. See also Online safety policy.

## Appendices

### Appendix 1

#### Categories and signs and indicators of abuse – children

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.

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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

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

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 and clothing, 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 2

### Categories of abuse in adults include

Physical abuse: this is usually the use of force to cause pain such as hitting, pushing, pinching, shaking, misusing medication, scalding, restraint, hair pulling

Sexual abuse such as rape, sexual assault to which the adult at risk has not or could not have consented or to which they were pressured into consenting.

Psychological or emotional abuse such as threats of harm or abandonment, being deprived of social or any other form of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, being prevented from receiving services or support.

Financial or material abuse such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefit.

Neglect such as ignoring medical or physical care needs and preventing access to health, social care or educational services or withholding the necessities of life such as food, drink and heating.

Discriminatory abuse such as that based on race or sexuality or a person's disability and other forms of harassment or slurs

Institutional/organisational/ acts of omission abuse can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affect the whole of that service.

## Appendix 3

### Child Sexual Exploitation

Northamptonshire Safeguarding Children Board defines CSE as: "The sexual exploitation of children and young people is a form of child sexual abuse.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability"

In 2008 the NWG and the Children's Society elicited young people's own definition as follows (NWG-Network, 2008):

In all cases, those exploiting the child/young person have power and control over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. "Someone taking advantage of you sexually, for their own benefit. Through threats, bribes, violence, humiliation, or by telling you that they love you, they will have the power to get you to do sexual things for their own, or other people's benefit or enjoyment (including touching or kissing private parts, sex, taking sexual photos.)"

### Female Genital Mutilation

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) stated that:

"Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is

medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth."

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

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 FGM duty came into force on 31 October 2015.

## **Grooming**

What is grooming?

The NSPCC defines it as follows (NSPCC, What is grooming, 2014):

The grooming process within CSE involves recruiting, controlling and then exploiting the young person as follows:

- The vulnerable young person is targeted,
- There is a period of befriending and building trust
- The groomer makes the young person feel special and understood.
- The groomer enters into a relationship with the exploited child,
- The groomer then builds dependency while isolating the young person from their family/carers/school/peers.
- The result is that the groomer has gained control of the young person, by manipulation, coercion, threats and intimidation. In some cases there is no grooming phase with the victim being moved straight into the exploitation phase due to the location or circumstances the young person finds themselves in.

NAYC & ACUK will promote the right children have to:

- feel safe
- development of healthy friendships and relationships
- an awareness of how children can get help swiftly when interactions begin to feel unsafe.

This will be achieved through a range of means, including and not limited to:

- our whole service ethos
- safeguarding policies, including Online – Safety

NAYC & ACUK will communicate with the whole service community, ensuring all staff are aware of how the children and young people with whom we work are encouraged to keep themselves feeling safe.

NAYC & ACUK will work in partnership with parents, carers and families to support with online safety at home and children feeling safe in the community, and while socialising with peers to enable potential situations of Child Sexual Exploitation to be identified rapidly and ensure a swift response follows.

The response will be in line with Northamptonshire Safeguarding Children Board (NSCB) procedures so that clearly defined interventions can be put in place without delay.

Northamptonshire Safeguarding Children Board has an online toolkit which can support professionals and practitioners who feel concerned about a child. All partners are expected to be familiar with the toolkit and to use it whenever a child is considered at risk of CSE.

The results of the completed toolkit are to be submitted with a referral into the MASH should the concerns meet threshold for Level 4.

The online toolkit can be accessed in Chapter Two of the Northamptonshire CSE Prevention Toolkit. Concerns with evidence which indicate possible CSE in children under 13 years old, must result in an immediate referral into the MASH. The agreed NSCB procedures for responding to concerns around Child Sexual Exploitation can be found at:

[http://northamptonshirescb.proceduresonline.com/chapters/p\\_sq\\_cyp\\_sex\\_exploitation.html](http://northamptonshirescb.proceduresonline.com/chapters/p_sq_cyp_sex_exploitation.html)

### **The Designated Safeguarding Lead:**

Will take the lead on CSE and will attend appropriate training and ensure up to date training is provided for all staff, which includes understanding the risks and indicators of Child Sexual Exploitation and what to do if they think a child is at risk of CSE.

## **The Staff**

1. Must read and understand the Safeguarding and Safeguarding policy and the Northamptonshire CSE Prevention Toolkit
2. Will play an active role in supporting the service in its commitment to promoting the safety and welfare of all children and young people.
3. Will demonstrate through their actions their awareness of risk of Child Sexual Exploitation and their ability to identify potential indicators that a child may be at risk of grooming or experiencing early effects of the grooming process.
4. Will model behaviour which promotes children's and young people's right to feel safe and helps them to behave towards each other in ways that respect each other's right to feel safe.
5. Will ensure that timescales are adhered to and any issues concerning Child Sexual Exploitation are passed onto the Designated Safeguarding Lead immediately, within the hour.
6. If the Lead is off-site, he/she must be contacted by telephone.

## **Designated Safeguarding Lead**

The Designated Safeguarding Lead will ensure that all staff are aware of the risk factors, signs and indicators, useful resources and details of local services, and have received training to increase their knowledge and develop confidence. Lead/s are responsible for ensuring that the voice of the child is enabled where risk of Child Sexual Exploitation is identified, and that this is done in a safe and sensitive way documenting in the child's own words what is happening for them.

The child can choose who supports the documenting of the child's voice, though the Designated Safeguarding Lead needs to make sure this happens and oversee the work/documentation, and check the child feels satisfied that the written transcript is accurate. Designated Safeguarding Leads need to be aware that some of the lessons learned which have emerged from CSE around the country include a lack of information sharing. As with any safeguarding issue, the service's Designated Safeguarding Leads will be mindful of information sharing protocols and also their duty to safeguard children and young people when working with possible cases of CSE.

## **Procedures to Follow**

What to do if a child is identified as at risk of child sexual exploitation.

1. The Designated Safeguarding Lead will complete the online toolkit which is referred to in the section above.
2. The OSCO will also contact the MASH.

3. If a child discloses and there is evidence to suggest that a crime has been, or may have been committed against the child, contact the police and report the crime, noting the incident number.
4. Send in a referral to MASH, following the procedures in the Thresholds and Pathways document. Attach the completed CSE assessment as supporting evidence to the referral form itself and submit them electronically.

Upon a concern about CSE being raised in relation to a child or young person by a staff member or a member of the public, DSCOs will need to complete the following actions as soon as possible and within 2 hours

1. Speak with the child/young person if appropriate
2. Complete the online CSE assessment
3. Contact the MASH or equivalent local body
4. Submit a referral into MASH with the completed assessment attached
5. If a child or young person goes missing at any point during this process, the MASH and the Police must be contacted immediately and the Missing protocols must be followed which can be found at: [http://northamptonshirescb.proceduresonline.com/pdfs/missing fr home or care pr.](http://northamptonshirescb.proceduresonline.com/pdfs/missing%20fr%20home%20or%20care.pdf)

NAYC & ACUK staff will access training as determined by the OSCO.

Staff will uphold their duty of care, ensuring they are vigilant at all times, and mindful of the early indicators that a child might be involved with socialising with people who are older, or even the same age, and might be at risk of being Sexually Exploited.

Staff will endeavour to create a safe environment, where children and young people feel safe and confident to fully participate in discussions.

Safe environments for children and young people will be created by:

- Agreeing ground rules with young people, including confidentiality. Confidentiality should be maintained in line with the safeguarding policy
- Modelling behaviour and being aware of values and attitudes, preconceptions and feelings.
- Staff will be prepared to challenge any inappropriate language and attitudes including stereotyping and will recognise diversity and gender within their groups
- Building trusting relationships which will help to reinforce positive relationships

- Ensuring each child and young person knows of 3 and preferably 4 adults that they could approach to talk with and perhaps ask for help if they felt unsafe.