

Louie's Helping Hands

SAFEGUARDING POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND
SIGN TO THE EFFECT THAT THEY HAVE READ AND
UNDERSTOOD ITS CONTENT**

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Louie's Helping Hands

Safeguarding Policy

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2015, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2015. The guidance makes reference to 'Keeping Children Safe in Education' 2015.

This is the only Safeguarding Policy and Procedure for Louie's Helping Hands. All staff and volunteers working at Louie's Helping Hands must follow the procedures outlined in this policy

1. Aims

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the Charity, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the charity which will be followed by all members of the community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check, and a central record is kept for audit.
- A recruitment checklist is created once a new staff member has been appointed. This list is followed to ensure that all necessary checks are completed prior to an individual starting. Only then is an HR Personnel file created.

2. TERMINOLOGY

- **Safeguarding** and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.
- **Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.
- **Children in Need:** Those children who require multi-agency support, e.g. CAMHS, TAF, TAC (pupils with eating disorders, depression etc.)
- **Children at Risk:** Those children who suffer from an acute problem or may be at significant risk of immediate harm. They require an immediate referral to Children's Social Care, LADO support or the Police.
- **Staff** refers to all those working for or on behalf of the charity, full time or part time, in either a paid or voluntary capacity.
- **Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

3. SAFE SCHOOL, SAFE STAFF

- The charity operates Safer Recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training.
- The charity updates its Safer Recruitment Policy annually.
- As there are children under 8 years old receiving therapies, Louie's Helping Hands pays due regard to the Disqualification by Association under the Childcare Act 2006 (March 2015). The Charity does not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they or others who live and work in their households are 'disqualified'.
- The Charity informs relevant people of this legislation and takes steps to gather sufficient and accurate information.
- There is a named **Designated Safeguarding lead (DSL)** in her absence The Charity will ensure there is a member of staff who has the knowledge to deputise
- All other staff have Safeguarding training updated as appropriate (at least every 2 years).
- Any weaknesses in Safeguarding procedures are remedied immediately when identified by a particular case or problem.
- The Safeguarding policy is available to all parents.
- An enhanced DBS check is in place for all staff
- All members of staff and volunteers are provided with child protection awareness information at induction, including the following documents in their staff pack:
 - The Charity's Safeguarding Policy which gives details of who to discuss a concern with
 - Staff Code of Conduct
 - Kent Safeguarding Children and Child Protection
 - Copy of Keeping Children Safe in Education
 - Copy of What to do if you're worried a child is being abused
- Induction training in Child Protection is given by the DSL

- KCC Safeguarding Newsletters, issued three times/year are available to all staff in the office.
- The Charity* does not require parental consent before reporting allegations. Parents will be informed of the situation as long as this does not in itself pose a risk to the child.
- The name of the Designated Safeguarding Lead, is clearly advertised in the charity.

4. RESPONSIBILITIES

Safeguarding and promoting the welfare of children in the community is everyone's responsibility, even if they do not have specific organisational responsibility or statutory authority to intervene in the lives of children and their families.

All staff and volunteers have an integral responsibility for being alert to the signs of abuse and ensuring that the charity environment is safe and secure for children, and that

Care must be taken to differentiate between safeguarding children who have suffered or are likely to suffer significant harm and those who are in need of additional support from one or more agencies. The former should be reported to Children's Social Care immediately; the latter should lead to inter-agency assessment using local processes, including use of Early Help on 03000 41 92 22 and Team around the Child/Family (TAC/TAF) approaches. TAC / TAF meetings are arranged through the relevant Children's Services through liaisons with the different agencies involved in a particular case, and can be hosted at the school if necessary by the DSL.

5. SUPPORTING CHILDREN

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the charity may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

The Charity* will support all children by:

- Taking all suspicions and disclosures seriously.
- Avoiding asking leading questions.
- Nominating a link person who will keep all parties informed and be the central point of contact.
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- Relevant content in the curriculum.
- Promoting a positive, supportive and secure environment and gives pupils a sense of being valued.

*The charity refers to Louie's Helping Hands

- Enforcing the relevant school policies.
- Storing records securely.
- Offering details of helplines, counselling or other avenues of external support.
- Encouraging self-esteem and self-assertiveness through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

6. RECOGNITION OF ABUSE

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or noncontact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.
- unexplained absence from the therapies.

7. CONFIDENTIALITY

- We recognise that all matters relating to child protection are confidential.
- The Trustee will disclose any information about a child to other members of staff on a need to know basis only.

- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Children's Services Area Team on this point.
- If social services call the school asking for ANY information about a child their details must be taken down and they should be called back after obtaining the official number from Google to avoid the risk of unwittingly giving information to unofficial sources, such as the press.

8. KEEPING RECORDS

- Written records will be kept regarding concerns about children, even where there is no need to refer the matter immediately.
- Staff should complete the Child Protection Expression of Concern Form and give it to the DSL in addition to any contemporaneous notes, rather than replacing the originals ones.
- All child protection records are kept separately and confidentially from the main file and securely locked in a locked drawer.

9. SUPPORTING STAFF

- We recognise that staff working in the charity who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

10. ALLEGATIONS AGAINST STAFF

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- Guidance about conduct and safe practice, including safe use of mobile phones and internet usage by staff is within Staff Code of Conduct within the Staff Pack
- We understand that a pupil may make an allegation against a member of staff, the DSL, the Headmaster or volunteers.
- If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the trustee board.
- The Trustees on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer within one working day.
- If a crime may have been committed, the matter should be reported to the police.

- The charity will follow the Kent procedures for managing allegations against staff workforce. A copy of the Kent Safeguarding Children Board procedures can be accessed on line at www.kscb.org.uk.

11. WHISTLEBLOWING

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns See Whistleblowing Policy

12. ANTI-BULLYING

The charity acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. A bullying incident should be treated as a child protection concern when there is *'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm'*.

We keep a record of known bullying incidents. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse.

13. RACIST INCIDENTS

The Charity* acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

We keep a record of racist incidents.

14. RADICALISATION AND EXTREMISM - PREVENT

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

- Louie's Helping Hands values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values.
- Both children and staff have the right to speak freely and voice their opinions.
- However, freedom comes with responsibility and any form of free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued.
- Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

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The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The Charity is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The Charity supports the three main objectives of the Prevent Strategy

- Respond to the ideological challenge of terrorism & 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 which we need to address

The Charity* has the Prevent and Safeguarding Self-Assessment tool available to identify if Prevent has been adopted into the school's processes

The Charity* will seek advice and guidance from Nick Wilson

Nick.Wilkinson@kent.gov.uk County Lead for Prevent, and Head of Youth Justice and Safer Young Kent, Early Help and Preventative Services

if deemed necessary

15. FORCED MARRIAGE

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. The School* will never attempt to intervene directly as a school or through a third party. Always call Forced Marriage Unit **020 7008 0151**. Mon-Fri 9-5

16. FEMALE GENITAL MUTILATION (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

- Clitoridectomy – partial/total removal of clitoris
- Excision – partial/total removal of clitoris and labia minora
- Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

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- All other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out?

Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that settings /schools/colleges take action **without delay** and make a referral to children's services.

The policy was adopted by: Louie's Helping Hands	Date: 19th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed: 22 nd February 2018	