



Policy and Procedures for Safeguarding and Protecting Children and Young People

An Addendum, COVID19, added March 2020 can be found at the end of this document.

Youth Works is committed to equality, safeguarding and promoting the welfare of all children and young people. All staff and volunteers are expected to share this commitment.

Introduction

Youth Works adheres to Working Together to Safeguard Children 2018 and Keeping Children Safe in Education September 2019. All staff, volunteers and Trustees will be made aware of and receive a copy of this policy as part of the induction process and will receive notification of Safeguarding updates. All staff and volunteers will be aware of and trained in recognising signs and symptoms of abuse and neglect under Northamptonshire Safeguarding Children's Partnership (NSCP) procedures.

Adherence to this policy will form part of any contractual agreement between Youth Works and any subcontractor.

Youth Works Commitment

Youth Works is committed to promoting the welfare of children and young people and protect them from harm and will adhere to the following key principles:

- *Safeguarding is everyone's responsibility:* for services to be effective each professional and organisation should play their full part; and
- *A child-centred approach:* for services to be effective they should be based on a clear understanding of the needs and views of children & young people.

(Working Together to Safeguard Children March 2018))

These procedures apply to:

- **all** Youth Works staff, volunteers and Trustees;
- **all** staff/volunteers of any subcontractors; and
- any consultant or other individual working under direction of Youth Works.

Staff in administration support services must also understand their responsibilities in child protection matters. In addition, this procedure is supported and related to other Youth Works' policies e.g. School Behaviour Policy, Lone Working Policy, Whistle Blowing Policy, e-Safety/Acceptable Use Policy, Health & Safety Policy, Safer Recruitment Policy, and Confidentiality Policy.

This policy is consistent with:

- The legal duty on schools to safeguard and promote the welfare of children, as described in section 175 of the education Act 2002 (or section 157 of the Education Act 2002 for Independent schools).
- The statutory guidance 'Keeping Children Safe in Education' (2019)

- The government's 'Working Together to Safeguard Children' (2018) a guide to inter-agency working.
- Northamptonshire Safeguarding Children's Board (NSCP) procedures which contain procedures and guidance for safeguarding.

Safer Recruitment

Youth Works adheres to 'Keeping Children Safe in Education' (2019). Appropriate measures are applied in relation to all staff and volunteers who are likely to be perceived by children/young people as a safe and trustworthy adult. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks.

At least one member of staff trained in 'Safer Recruitment' is involved in all staff appointments and arrangements of staff working with young people.

Safeguarding in the Curriculum

Youth Works takes a young person-centred and coordinated approach to safeguarding and believes it is vital to take a clear understanding of the needs and views of young people. This is carried out by respecting young people, allowing their views to be heard, offering a stable relationship with staff built on trust and consistent support and working with them when deciding how to support their needs. This is partly done through addressing a range of issues through the wider curriculum. Issues include, but are not limited to:

- Bullying/Cyberbullying
- Diversity
- Domestic violence / Relationships
- Drug, alcohol and substance abuse
- E Safety / Internet Safety
- Extremism/Radicalisation
- Protective Behaviours
- Sexual Exploitation of Children (CSE)
- Sexting
- Relationships
- Abuse

Partnership Working

Youth Works is committed to working holistically with other organisations and providing early intervention/ prevention and targeted work which focuses on specific intervention programmes to significantly improve the outcomes for children/ young people and their families. All Youth Works' staff and volunteers understand their role in identifying emerging problems and will share information with other professionals to support early identification and assessment as described in the 'Working Together to Safeguard Children' (2018). All staff and volunteers will take part in local multi-disciplinary training and integrated working in order to maintain up to date understanding of local processes.

Employee Training and Induction

All staff, volunteers and Trustees will be given Safeguarding training appropriate to their roles:

- Senior Designated Safeguarding Lead and the deputy(ies) undertake Designated Safeguarding Lead training with a refresher every 2 years.
- All newly appointed staff will receive safeguarding and child protection training as part of the Induction programme and a refresher within 3 months of appointment. All staff will receive further refresher training on safeguarding and child protection annually.
- All staff members will receive safeguarding and child protection updates via email or team meetings as required. Updates will also be included as part of the annual safeguarding training which is compulsory for all staff, to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff, volunteers and Trustees will agree to and sign the Safeguarding and Promoting the Welfare of Children/Young People Code of Conduct.
- All Trustees, staff and volunteers will undertake Safeguarding training every 2 years with a Child Protection Awareness Training session every year.
- Appropriate staff will undertake multi-agency training as appropriate to their roles.
- The School Principal will undertake training relating to managing concerns and allegations of abuse against people who work with children.

All staff and volunteers are supported by the management team and have access to regular supervision.

The Senior/Deputy Safeguarding Leads are supported by each other, LADO, MASH & Early Help Team and have access to regular supervision.

Advice and support is available from:

- MASH (Multi Agency Safeguarding Hub)
- Educational Inclusion Partnership (EIP)
- Northamptonshire Safeguarding Children's Board (NSCP)
- LADO
- Northamptonshire Conference Review and Quality Assurance Service
- Early Help Team

Information Sharing/Confidentiality

Youth Works Northamptonshire recognises the importance of information sharing and understand that children/ young people and families need to remain confident that their personal information is kept safe and secure. Where staff have to make decisions about information on a case by case basis that is not clearly covered by statute, the decision to share or not to share information must always be based on professional judgment. It must be taken in accordance with legal, ethical and professional obligations which is supported by HM Government Information Sharing Guidance and informed by established Information Sharing Protocols, employee training and experience.

Youth Works' Key Principles in Sharing Information:

- All personal information about children & young people is shared and stored appropriately in accordance with the Data Protection Act, the Freedom of Information Act and Information Sharing Protocols.
- All staff and volunteers will be open and honest with children/ young people and families from the onset about why, what, how and with whom information will or could be shared and will seek their agreement, unless it is unsafe or inappropriate to do so.
- If an employee or volunteer is in any doubt they will seek advice from their Line Manger, Deputy or Senior Designated Safeguarding Lead.
- Where appropriate, staff will seek consent to share and will, where possible, respect the wishes of those who do not consent to sharing confidential information. Information may be shared without consent if it is deemed to be in the public interest and if the child or young person is suffering or likely to suffer significant harm. In such circumstances, information will be shared following NSCP procedures.
- All staff will consider the safety and well-being of the person who may be affected by their action.
- All information that is shared is necessary for the purpose for which it is being shared. Information should only be shared with those people who need to have it.
- All information should be accurate, up to date and stored securely. All staff will record decisions and the reasons for it - whether it is to share or not. Information that is shared is recorded including what has been shared, with whom and for what purpose.

Requests for information under the Freedom of Information Act should be directed to Theresa Wright as Data Protection Officer.

No employee or volunteer should assume that someone else will pass on information which they think may be critical to keeping a child or young person safe.

If there are any safeguarding concerns relating to a child or young person who has been

referred to Youth Works from another school/external agency, the Designated Safeguarding Person of the referring agency will be informed of Youth Works' concerns and any action taken. The name of the individual with whom that information has been shared will be recorded on the record of concern form held at Youth Works.

Staff Relationships with learners

All staff will be made aware of their position of trust and we will adhere to regulations relating to the sexual offences act 2003 this trust extends to use of social media.

Communications on Social Media

Youth Works comply with the Home Office and DFE guidance on use of social media and online activity by extremists to radicalise and recruit young people July 2015. We will take advice and use existing NSCP safeguarding and child protection procedures if there is cause for concern. Staff will also make use of the national helpline 0207 3407264.

Children Missing from Education

Youth Works recognises the importance that all children are entitled to full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and recognises a child missing from education is a potential indicator of abuse or neglect.

Youth Works will follow the details set out in the NSCP procedure 'Children Missing Education' to report and respond to incidences of children missing from school. We will also comply with the guidance in keeping Children Safe in Education (2019).

Youth Works will also ensure that additional risks are considered to those missing from education including those who may be potential victims of sexual exploitation, FGM, Forced Marriage or have potential safeguarding concerns due to travelling to conflict zones.

Child Sexual Exploitation

Youth Works is committed to ensuring that all incidences of potential child sexual exploitation are reported and acted upon. The school follows the guidance and procedure set out in the NSCP CSE Toolkit. <http://www.northamptonshirescb.org.uk/schools/cse-professionals/tackling-csetoolkit-schools/>

Female Genital Mutilation

If staff have concerns they activate NSCP local procedures on responding and reporting FGM as found in the NSCP procedures manual. Where a staff member discovers that an act of FGM appears to have been carried out on a girl under the age of 18, there is a statutory duty upon that individual to report it to the police. As a result, any staff who fail to report such a case will face disciplinary action. Further information can be found in Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015).

Preventing Radicalisation

Preventing Radicalisation is seen as part of Youth Works' wider safeguarding duties. The school supports the notion that it is possible to intervene and prevent vulnerable people becoming radicalised.

Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral.

Youth Works accepts its duty under the Prevent Duty Guidance for England and Wales which places requirements on the school under four themes: risk assessment, working in partnership, staff training and IT policies.

Roles and Responsibilities

Youth Works has adopted the approach that Safeguarding is everyone's responsibility and that a child/young person centred approach is paramount to ensure that children and young people's views and concerns are heard.

Youth Works' Nominated Trustee for Safeguarding will ensure that:

- Youth Works has an effective safeguarding/child protection policy in place which is in accordance with local authority guidance and locally agreed inter-agency procedures.
- The policy is made available to all staff, volunteers, parents, carers and learners and is reviewed annually.
- Youth Works operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children and young people.
- Youth Works will follow NSCP guidelines for dealing with allegations of abuse against staff and volunteers which complies with guidance from the local authority and locally agreed inter-agency procedures.
- There is a Senior Designated Safeguarding Lead and an appropriate number of deputies taking the lead role for safeguarding children and young people within the School.
- Appropriate supervision and training is in place for all staff and volunteers.

Youth Works' Senior Designated Safeguarding Lead will:

- Make referrals to MASH or other appropriate agencies for children/young people who are suffering or likely to suffer significant harm.
- Act as a source of support and advice to all Trustees, staff and volunteers.
- Ensure all trustees, staff and volunteers are aware of any changes to multi-agency working, with particular regards to the 'Safeguarding Partners' i.e. the local authority, the CCG and the Police.
- Liaise with the Deputy Safeguarding Lead, communicating information relating to concerns/investigations, ensuring that there is always cover for this role.
- Ensure that all staff and volunteers have appropriate safeguarding training in

relation to their role and that this training is carried out regularly following recommend guidance form NSCP.

- Ensure that safeguarding training includes what to do if a child or young is at risk or suffering significant harm and how to recognise signs and symptoms of abuse.
- Ensure that all staff and volunteers have access and knowledge of the safeguarding policy and procedures.
- Keep detailed, accurate and secure written safeguarding records of all recorded concerns.
- Ensure that safeguarding policy is annually reviewed and updated as appropriately and shared with all staff and volunteers.
- Keep detailed accurate secure written safeguarding records of all recorded concerns

Youth Works Northamptonshire Deputy Designated Safeguarding Lead will:

- Support the Senior Designated Person with carrying out the role of safeguarding children and young people within the School.
- Will make referrals to MASH, act as a source of support and advice for staff and volunteers and support with safeguarding training and induction procedures. Attend any Safeguarding meeting as appropriate such as Children Protection Case Conferences.
- Keep detailed accurate secure written safeguarding records of all recorded concerns.
- Will ensure that all policies and procedures agreed by the Board of Trustees are fully implemented and followed by all staff and volunteers.
- Will ensure that no employee or volunteer is in any doubt about what action to take if they are concerned about a child or young person.
- Will liaise with the LADO and manage any allegations made against an employee.

All Staff and Volunteers

- Must be aware of the designated members of staff and their role in relation to safeguarding and comply with the policy.
- Must follow the safeguarding procedures if the if they are concerned that a child or young person is suffering or likely to suffer significant harm (Appendix 1)
- Must be alert to the signs and symptoms of abuse (Appendix 2) and know how to act upon concerns about a child or young person's welfare.
- Record all safeguarding concerns on the record of concern form and inform the appropriate staff member.
- If unsure about whether the concern is a child protection matter, advice must be sought; the situation must not be ignored.
- Will follow the guidelines on information sharing and if in doubt seek advice from appropriate staff.
- Will attend all safeguarding training appropriate to role.

Records, Monitoring and Transfer

Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the school. The Senior Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be shared with, or copied and passed over to, other agencies.

Records relating to actual or alleged abuse or neglect are stored separately and securely from normal child/young person file or staff records. It will be recorded in the files if there are any safeguarding concerns.

Child protection records are stored securely, with access confined to specific staff, e.g. the Senior Designated Safeguarding Lead and Deputy Designated Safeguarding Lead.

Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

When children/young people transfer schools, copies of all their child protection records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method possible will be found to send copies of the confidential records to a named Designated Safeguarding Lead by registered post and original documents kept (until a child has reached 25 or 75 if the child is a looked after child). Files requested by other agencies e.g. Police, will be copied and shared as appropriate.

Links with other policies

This policy links to the following policies and procedures:

- Anti-bullying policy
- Attendance policy
- Behaviour policy
- Complaints policy
- E-safety policy
- Health and safety policy
- Whistleblowing policy

Review

This policy will be reviewed annually by the Board of Trustees.

Ratified by the Board of Trustees: 6 September 2019

Review due: 5 September 2020

Appendix 1

What to do If You Have Concerns About A Child/Young Person

Youth Works follow the NSCP guidelines for making referrals and all staff and volunteers have a responsibility to recognise concerns and take the necessary action following these procedures.

If the child or young person is in immediate danger, then call the police or if they require emergency medical attention seek medical advice without delay.

1. Staff will immediately report to the Senior Designated Safeguarding Lead (or deputy):

- any suspicion that a child/young person 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/young person may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child/young person may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child/young person is presenting signs or symptoms of abuse or neglect
- any significant changes in a child/young person presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children/young person (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from children/young people, parent/carers or other members of the public.

It is recognised that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Senior Person and make a contemporaneous record.

Staff will:

- listen to and take seriously any disclosure or information that a child/young person may be at risk of harm and ensure that the child/young person knows staff cannot keep secrets
- not investigate
- try to ensure that the child/young person disclosing does not have to speak to another member of staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Tell me' 'Explain' and 'Describe' (TED) rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child/young person
- explain sensitively to the child/young person that the senior designated person will have to be informed
- reassure and support as far as possible and be honest
- explain that only those who 'need to know' will be told
- explain what will happen next and that the child/young person will be involved as appropriate

3. Action By The Senior Designated Safeguarding Lead Or Deputy In Their Absence

Following any information raising concern, the Senior Designated Safeguarding Lead will consider:

- any urgent medical needs of the child/young person
- discussing the matter with other agencies involved with the family and gathering all information from other members of staff etc
- consulting with other appropriate agencies e.g. EIP, EHT, MASH,
- the child/young person's wishes, where appropriate

Then decide:

- whether to make a child protection referral to MASH because a child/young person is suffering, or is likely to suffer, significant harm and whether this should be undertaken immediately.
- wherever possible, to talk to parent/carers, unless to do so may place a child/young person at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk. (It is important that the potential impact upon outcomes for children is borne in mind when judgements are made about when it is, or is not, appropriate to share concerns with parent/carers)

- that reasons for NOT notifying parent/carers before making a referral or concerns about doing so will be discussed with MASH and recorded.
- support for staff - as part of their duty to safeguard and promote the welfare of children/young people staff may hear information, either from the child/young person as part of a disclosure, or from another adult, that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Senior Designated Safeguarding Lead about the support he/she requires. The Senior Designated Safeguarding Lead should seek to arrange the necessary support.

Allegations Made Against Staff/Volunteers

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children 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 he or she would pose a risk of harm if they work regularly or closely with children.

Relevant documents:

- 'Keeping Children Safe in Education' (2019 Part 4)
- NSCP procedures – Section 5.

A. Individual Staff/Volunteers/Other Adults Who Receive The Allegation:

- 1) Write a dated and timed note of what has been disclosed or noticed, said or done.
- 2) Report immediately to the School Principal and pass on the written record.
- 3) If the allegation concerns the conduct of the School Principal, report immediately to the Chair of Youth Works governing board. Pass on the written record. (If there is difficulty reporting to the Chair of Trustees, contact the LADO as soon as possible or if unavailable contact the Multi-Agency Safeguarding Hub on the same day.)

B. School Principal/Chair of Board (if appropriate)

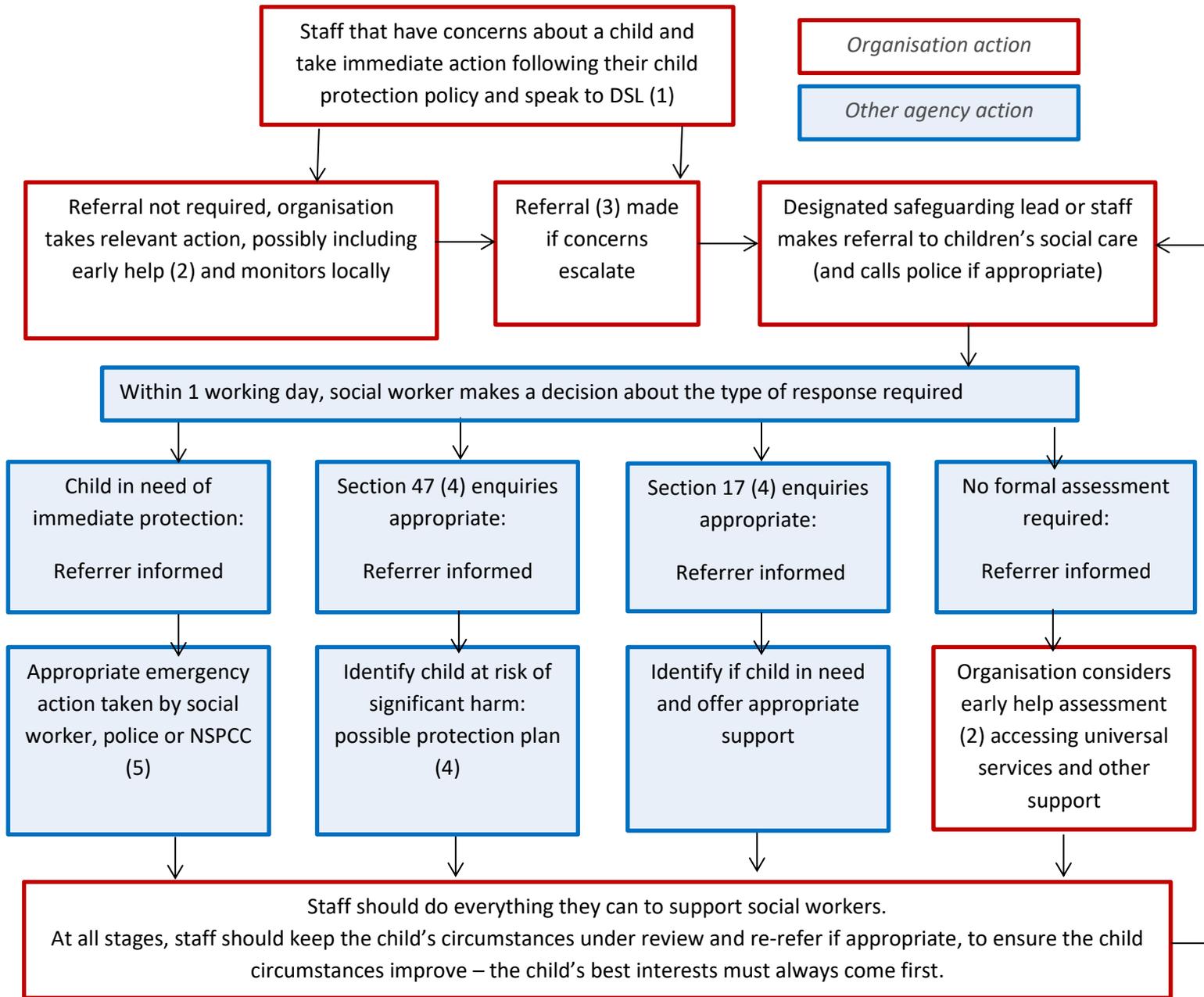
- 1) If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- 2) Before taking further action notify and seek advice from the LADO, or if unavailable the Multi-Agency Safeguarding Hub on the same day.

- 3) You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- 4) Report to the Multi-Agency Safeguarding Hub if the LADO advises or if circumstances require a referral.
- 5) Ongoing involvement in cases:
 - Liaison with the LADO
 - Co-operation with the investigating agency's enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
 - Referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

LADO contact:

Tel: 01604 367268 LADOREferral@northamptonshire.gcsx.gov.uk

Action Where There Are Concerns about a Child



1. In cases which also involve an allegation of abuse against a staff member, see Part four of Keeping Children Safe in Education (September 2018).
 2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working together to safeguard children provides detailed guidance on the early help process.
 3. Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of Working Together to Safeguard Children.
 4. Under the Children's Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of Working together to safeguard children.
 5. This could include applying for an Emergency Protection Order (EPO).
- Adapted from Keeping Children Safe in Education (September 2019)*

Appendix 2

Recognising Signs And Symptoms Of Significant Harm

Abuse and neglect are forms of maltreatment of a child. They can be caused 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, much more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. Abuse can take place wholly online. Or technology may be used by an adult or adults or by another child or children. Abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition. In most cases, multiple issues will overlap with one another.

The following is taken from 'Keeping Children safe in Education' (2019).

Early help

Any child may benefit from early help but all staff should be particularly alert to the potential need for early help for a child who:

- Is disabled and has specific needs;
- Has special educational needs (whether or not they have an EHCP);
- Is a young carer;
- Is showing signs of being drawn into anti-social or criminal behaviour; including gang involvement and association with organised crime groups;
- Is frequently missing/goes missing from care or from home;
- Is at risk of modern slavery, trafficking or exploitation;
- Is at risk of being radicalised or exploited;
- Is in a family circumstance presenting challenges for the child. Such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- Is misusing drugs or alcohol themselves;
- Has returned to their family from care; and
- Is a privately fostered child.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to 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 development capability, as well as over protection 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 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 children, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

Neglect may occur during pregnancy as a result of maternal substance misuse.

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.

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation:

- can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
 - may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Some of the following signs may be indicators of child sexual exploitation:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who have older boyfriends or girlfriends;
- children who suffer from sexually transmitted infections or become pregnant;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;

- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

Peer on Peer Abuse

Children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

Serious Violence

There are indicators which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

The Home Office's [Preventing youth violence and gang involvement](#) and its [Criminal exploitation of children and vulnerable adults: county lines](#) guidance contains further advice.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

FGM Risk Indicators :

- **Anxiety leading up to holidays**

Be alert around summer holidays, as this is a time when families may take their child abroad for the procedure. Anxiety leading up to holidays or changes in school attendance can be flags, if a girl belongs to a community in which FGM is practised.

- **Talk of a 'special ceremony'**

Government guidance also suggests that sometimes a child may even talk about a 'special ceremony' that is going to take place, although some girls are not aware before being taken abroad that they will be undergoing FGM.

- **Extended absence**

Extended absence from school could point towards the procedure having already taken place. As with other forms of abuse, that absence may well be coupled with a change in behaviour on the child's return.

- **Psychological effects**

Common psychological effects are depression, anxiety and low self-esteem.

- **Physical signs**

There may also be physical signs, such as bladder problems, complaints of pain or discomfort when sitting still.

Sexual violence and sexual harassment between children in schools and colleges

Context

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them. What is Sexual violence and sexual harassment? Sexual violence It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003¹⁸ as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

It may include:

- non-consensual sharing of sexual images and videos;
- sexualised online bullying;

- unwanted sexual comments and messages, including, on social media; and
- sexual exploitation; coercion and threats

The response to a report of sexual violence or sexual harassment

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a child or a child makes a report to them, they should follow the safeguarding process detailed in this policy.

Additional information about specific forms of abuse and safeguarding issues can be found in:

[Annex A of Keeping children safe in education 2019 – Part 1: Information for all schools and college staff](#)

including:

- Children and the court system
- Children missing from education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation: County lines
- Domestic abuse
- Homelessness
- So-called 'honour-based' violence
- FGM
- Forced marriage
- Preventing radicalisation
- Peer on peer abuse
- Sexual violence and sexual harassment between children in schools and colleges
- Serious violence
- Upskirting

Appendix 3

Useful Contacts / References

Youth Works Northamptonshire Senior/Deputy Designated Person 01536 518339/ 01536 519169/ 07479970494

MASH (Multi Agency Safeguarding Hub)

Tel no: 0300 136 1000
Put of Hours 01604 626938
Email: cypsnccinitialcontact@northamptonshire.gcsx.gov.uk
Web Site: www.northamptonshire.gov.uk/ctps

Safeguarding Vulnerable Adults:

Tel; 0300 126 1000
Website: <http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/safeguarding/Pages/safeguarding-adults-forms.aspx>

LADO (Local Authority Designated Officers)

Tel: 01604 367268
Email: LADOReferrals@northamptonshire.gcsx.co.uk

Police Child Investigation Unit: 03000 111 222
Emergency: 999
Non-Emergency: 101

NSCP (Northamptonshire Safeguarding Children's Partnership)

<http://www.northamptonshirescb.org.uk/>

Northamptonshire Thresholds and Pathways Guidance

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/report-concern-about-child-professionals.aspx>

Early Help Team

Tel: 0300 126 1000 Option 2
Website: <http://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/early-help-assessment.aspx>

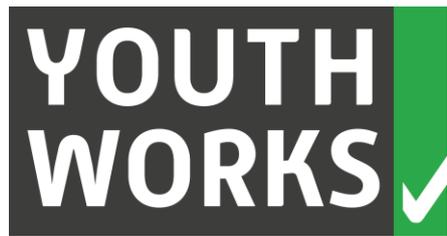
EH Co-ordinator: Jo Roberts 07834510691
Email: jroberts@northamptonshire.gov.uk

EIP (Education Inclusion Service)

Website:
<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/Pages/Education-Entitlement-Service.aspx>

The Prevent Duty

Tel: 020 7340 7264
Email: extremeism@education.gsi.gov.uk



Interim Safeguarding Guidance (COVID -19) Addendum March 2020

Keeping Children safe in school

Whilst acknowledging the pressure that we face during these times; it remains essential that as far as possible we continue to keep children safe.

The way in which we are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone has a safeguarding concern about any child they should continue to act and act immediately following Youth Works Safeguarding policy
- a DSL or deputy is always available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Child protection policy

1. COVID-19 Safeguarding Arrangements From Northamptonshire Safeguarding Children Partnership

During the current Coronavirus COVID-19 outbreak, we would like to reassure you that we are doing our utmost to maintain business continuity and remain committed to safeguarding children and young people in the county.

- If it is an emergency and you think that a child may be in immediate danger please contact the emergency services directly by calling 999.
- If you need to contact the Multi-Agency Safeguarding Hub (MASH) to make a safeguarding referral, please telephone 0300 126 1000.
- If you need to contact Social Care urgently during the evening, at night or at the weekend, please telephone the out-of-hours team on 01604 626938.

Application of Thresholds - Please see the below document which contains temporary guidance whilst services are established during this critical period of time.

[Northamptonshire's Children's Services MASH/DAAT response to Covid -19 Pandemic](#)

NHFT - Looked After Children (LAC) Mental Health Services - the LAC Mental Health Team is operating an alternative service offer at the moment. They are not currently able to see clients face-to-face for non-urgent appointments. In the below document is a list of what is

being offered and how to access services. Please be aware that this offer will be reviewed regularly and may be changed subject.

[LAC Mental Health Team Alternative Service Offer during Covid-19 Restrictions](#)

Health Visitor Healthy Child Programme - This professional advice aims to describe the new process for delivery of safeguarding vulnerable families by health visitor teams during the COVID-19 pandemic. Priority is given to protecting the health and wellbeing of both the family and professionals.

[Delivering the Health Visitor Healthy Child Programme during the COVID-19 pandemic](#)

School Nursing - Telephone Calls - Details of guidance for School Nurse Weekly Telephone Calls to Schools for Vulnerable Children

[Guidance for School Nurse Weekly Telephone Calls to Schools for Vulnerable Children](#)

Last updated: 30 March 2020

2. Students with EHCP (Government Guidance)

Many children and young people with EHC plans can safely remain at home. Youth Works will consider the needs of all children and young people with an EHC plan, alongside the views of their parents/school, and make a risk assessment for each child or young person.

Risk to be considered will include:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely
- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

We expect most children and young people with EHC plans will fall into the following categories:

- children and young people who would be at significant risk if their education, health and care provision and placement did not continue, namely those who could not safely be supported at home. This may include those with profound and multiple learning difficulties, and those receiving significant levels of personal care support. Local authorities will need to work with the individual's educational setting – especially residential special schools and specialist colleges – as well as local health partners, to ensure they are able to remain open wherever possible. This may mean deploying staff from other education settings, to keep staffing ratios safe

- children and young people whose needs can be met at home, namely those who are not receiving personal care from their educational setting, or whose limited need for personal care can be met in their family home.

3. What to do if you have any concerns

- All staff to continue to follow Youth Works safeguarding procedures if you are concerned that a child/young person is at risk of or likely to suffer significant harm.
- DSL are available via telephone contact and work emails during all working hours and during half term holiday periods. If for any reason DSL is not available staff to contact MASH for advice & guidance. If the DSL falls ill a senior member of staff will be appointed to carry out Safeguarding duties.
- DSL will continue to support all students who have CCP/CIN/LAC and liaise with Local Authority professionals regularly and will engage in any virtual meetings/telephone conference calls as agreed
- It is acknowledged that DSL training is very unlikely to take place during this period, Youth Works will access online training if required. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.
- peer on peer abuse - given the very different circumstances schools and colleges are operating in a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach)
- If you have any concerns regarding another staff the policy remains the same (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns)

4. Vulnerable Children

- Children who have allocated social workers, i.e. those classed as 'Children in Need', on a Child Protection Plan or in local authority care.
- Children with EHCP
- Children of Key Workers

All students have been risk assessed in accordance with the definition of vulnerable children and appropriate provision provided on site implementing the social distance guidance and health & hygiene advice.

If vulnerable students do not attend DSL will inform allocated social workers & DSL of home schools where required.

5. Attendance

- Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- Youth Works and social workers will agree with families whether children in need should be attending education provision
- Youth Works will follow up on any child that they were expecting to attend, who does

not. Youth Works will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

- In all circumstances where a vulnerable child does not take up their place at Youth Works, or discontinues their social worker & DSL of main school will be notified.
- Youth Works will complete [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school and submit to the DfE.

6. Staff training and safeguarding induction

- All existing staff will already have had safeguarding training and have read part 1 of KCSIE. All staff will make themselves familiar with NSCP Northamptonshire Safeguarding Children Partnership's new local arrangements which is stated at the beginning of this addendum or can be accessed via <http://www.northamptonshirescb.org.uk/>
- Where new staff are recruited, or new volunteers enter Youth Works, they will be provided with a safeguarding induction. An up to date child protection policy and KCSIE will support this process as will part 1 of KCSIE.

7. Safer Recruitment

- If Youth Works are recruiting new staff, we will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of KCSIE. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

8. Mental Health

- All staff are aware that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents and are aware of this in setting expectations of pupils' work while they are at home. Youth Works will provide guidance from the DfE on working remotely when this becomes available.
- Where staff are providing for children of critical workers and vulnerable children on site, Youth Works will ensure appropriate support is in place for them using the following guidance [mental health and behaviour in schools](#).

9. Online safety

- Youth Works will continue to ensure that appropriate filters and monitoring are in place to protect children when they are online on Youth Works IT systems or recommended resources.

- Youth Works will access appropriate help lines & guidance such as The [UK Safer Internet Centre's professional online safety helpline](#) which provides support for the children's workforce with any online safety issues they face and any Local Authorities support & guidance.
- Youth Works staff will make themselves aware of DfE guidance on keeping children safe online and those who are working remotely and follow the 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.
- Youth Works will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- All students and parents will be informed, and consent gained on the various online platforms that Youth Works will be implementing
- Parents and students will be sign posted to appropriate support networks such as:

Information for Students

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Information for Parents:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers