

HOUNSLOW SAFEGUARDING CHILDREN GUIDANCE

Policy and Procedures for Voluntary,
Community & Faith Organisations



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Hounslow Safeguarding Children Guidance

Policy and Procedures for Voluntary, Community and Faith Organisations

This guidance document has been produced by Hounslow Voluntary Sector Support Service (HVSSS) on behalf of the Hounslow Safeguarding Children Board (HSCB).

Every effort has been made to ensure information is correct. However, you can also consult the latest edition of the London Child Protection Procedures via

<http://www.londoncp.co.uk/>

At the end of the Book are model policy documents your organisation can use.

Message from the Hounslow Children Safeguarding Board

Welcome to the first edition of Hounslow's guidance for those working with children, young people and families in voluntary, community or faith organisations.

Keeping children and young people in Hounslow safe and free from harm is essential for all of us.

The Hounslow Safeguarding Children Board, in partnership with Hounslow Voluntary Sector Support Service, have developed this useful resource to support your organisation in ensuring that the children and young people you work with are safeguarded, and that your staff and volunteers know what to do if they have concerns.

The Hounslow Safeguarding Children Board understands that services provided by the voluntary and community sector and by faith groups can be vital to children and families in Hounslow, and that staff and volunteers may be in a key position to identify issues that prevent a child/young person from facing harm. Concerns may also be about abuse, or that a family is in need of additional support.

Multi-agency working and communication between sectors is vital in ensuring that children and young people are able to grow up healthy and safe. The Hounslow Safeguarding Children Board aims to ensure that, through the use of this guidance and through training provided by the Board, the voluntary, community and faith sectors are fully equipped to fulfil these safeguarding duties.

Hannah Miller

Independent Chair, Hounslow Safeguarding Children Board

This Book should be used by all groups in the voluntary and community sector and by faith organisations that provide advice or services to children, young people or families.

It applies to all staff and volunteers, including trustees, committee members, managers, faith leaders, students on work placements and sessional workers.

How to use this guidance?

This Book aims to inform the day-to-day work of staff or volunteers who are in direct contact with children, young people or families.

All groups within the voluntary and community and faith sectors should have a Nominated Safeguarding Person (NSP). Nominated Safeguarding Persons (NSPs), Deputy Nominated Safeguarding Persons, trustees and senior managers are advised to read through this document and explore resources and contacts referenced in the Book.

You can view the Book online at [Hounslow Hub website](#)

By having the Book online we can ensure that you are always able to access the most recent version, reflecting changes in national guidance or legislation.

In the Contents section there are embedded links to particular sections or appendices. By clicking on these links you can go straight to particular sections you want to view.

Key Local Contacts

- Social Care Front Door - 020 8583 3200 / 6600 and choose Option 1 or email CSLL-socialcare-GCSX@hounslow.gcsx.gov.uk.
Duty Managers can be contacted on 020 8583 3257 or 4573. Mon-Fri (9am-5pm)
Out of hours and weekends- Emergency Duty Team: 020 8583 2222
- Hounslow Children Safeguarding Board: www.hscb.org.uk or call on 0208 583 3068
For details of free safeguarding training run by HSCB visit www.hscb.org.uk
- Hounslow Designated Officer (DO) can advise and help where there are child protection allegations against your staff or volunteers.
Please contact Social Care Front Door on 0208 583 3200 / 6600 who will put you through to the duty Safeguarding Advisor.
- Hounslow Voluntary Sector Support Service and Hounslow Community Network provide a range of wider support services for VCS groups in Hounslow. For details visit www.hounslowhub.org.uk

Report a concern

If you suspect or believe a child is suffering, or is likely to suffer, significant harm, including any form of mistreatment or abuse, or if you are concerned for a child's welfare - please contact Children's Social Care's Service.

Contact us

- Mon-Fri (9am-5pm) – Social Care Front Door: 020 8583 3200 or email CSLL-socialcare-GCSX@hounslow.gcsx.gov.uk
- Out of hours and weekends- Emergency Duty Team: 020 8583 2222

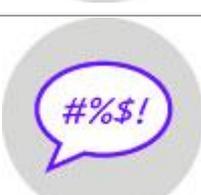
You do not have to give your name and your conversation will be treated confidentially.

If you have immediate concerns about a child safety, please contact the police on: 999.

Additionally the NSPCC can be contacted 24/7 for help and advice on 0808 800 5000.

What is Abuse?

Being mistreated or abused (sometimes called 'Significant Harm') is defined as Physical Abuse, Emotional Abuse, Sexual Abuse or Neglect.

	<p>Physical Abuse When an adult deliberately hurts a child, such as hitting, shaking, throwing, poisoning, burning, drowning, or suffocating.</p>
	<p>Emotional Abuse This would happen, for instance, when a child is being unfairly blamed for everything all the time, or told they are stupid and made to feel unhappy.</p>
	<p>Neglect Where a child is not being looked after properly, for example, not getting enough to eat or being left alone in dangerous situations.</p>
	<p>Sexual Abuse An example of sexual abuse would be where a child has been forced to take part in sexual activities or in the taking of nude photos.</p>
	<p>Bullying E.g. calling names, stealing possessions, spreading rumours, cyberbullying</p>
	<p>Domestic Violence When one adult in a family or relationship threatens bullies or hurts another adult e.g. physically, psychologically, emotionally, sexually or financially.</p>

Section 1 – Policies, Values and Principles

Basic principles

- A child/young person is defined as anyone who has not yet reached their 18th birthday.
- Safeguarding children and young people is the responsibility of everyone in the organisation
- All children and young people have the right to be protected from harm regardless of their race, ethnicity, sex, immigration status, religion or belief, gender identity, sexual orientation or disability
- All allegations of abuse must be taken seriously and responded to swiftly and appropriately. They must be reported and not ignored.
- If somebody believes that a child or young person may be at risk of significant harm, they should always refer the concern to Children’s Social Care or the Police.

Every group/organisation **must** select a member of staff or manager who has specific responsibility for safeguarding and child protection issues

In Hounslow and throughout this guidance, we refer to this person as the Nominated Safeguarding Person (NSP).

Legislation

Working Together to Safeguard Children 2015

This is published by the Department for Education. It sets out how organisations should work together to safeguard children and young people and how practitioners should conduct assessments of children and young people they work with. It should therefore be read by your Chair and Director/Chief Executive.

London Child Protection Procedures

The London Child Protection Procedures (LCPP) provide guidance across all London boroughs and, by agreement, are followed by all local authorities. The LCPP are produced by the London Safeguarding Children Board and are only available online. For more information please see the [LCCP website](#).

Hounslow Thresholds Guidance and Assessment Protocol

The Hounslow Safeguarding Children’s Board (HSCB) and Hounslow Children’s Services have agreed to publish a joint document that combines the London Safeguarding Children’s Board thresholds guidance and Children’s Services assessment protocol to clarify professional responsibilities and expectations and ensure that children and young people receive timely:

- Early help services to prevent problems escalating, and;
- Statutory services to safeguard and promote their welfare

The guidance is primarily targeted at professionals who come into contact with children and families and have a concern about a child's development, welfare, or safety. Understanding how local thresholds are applied will help professionals decide what to do and inform the action that they take.

It is expected that practice across all agencies within Hounslow will be underpinned by the following two key principles:

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

The guidance sits in line with the London Safeguarding Children's Board "Threshold Document: Continuum of Help and Support" and the London Child Protection Procedures both of which can be accessed following this link <http://www.londoncp.co.uk/>.

The full version of Hounslow Children's Social Care Threshold Guidance and Assessment Protocol can be downloaded from "Our Procedures" section on www.hscb.org.uk.

Section 2 - Early Intervention

Keeping the child/young person at the centre of your work

Children and young people need to feel they are respected and to have their wishes and feelings taken into account. Effective action includes:

- Noticing when a child/young person appears troubled
- Asking the child/young person about their needs
- Involving the child/young person in decision-making (appropriate to their age and level of understanding).
- Providing information to the child/young person about his or her right to protection

It is important to provide a safe space for children and young people to voice their experiences of contact with staff and volunteers.

Information sharing

Information sharing is key to enabling early intervention. By sharing genuine concerns about a child/young person or family, you can develop a more accurate picture about their safety.

Seven `golden rules` for information sharing

1. **Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing**, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. **Be open and honest** with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared, unless it is unsafe or inappropriate to do so.
3. **Seek advice** from other practitioners if you are in any doubt about sharing the information, without disclosing the identity of the individual where possible.
4. **Share with informed consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where the safety of the child/young person may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so
5. **Consider safety and well-being** base your information sharing decisions on the safety and well-being of the individual and others who may be affected by their actions.
6. **Necessary, proportionate, accurate, timely and secure** ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely
7. **Keep a record of your decision and the reasons for it** whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Remember, Data Protection should never be used as an excuse for failure to protect a child/young person from a real risk of harm.

Seek advice if you are not sure what to do at any stage, and ensure that the outcome of the advice is recorded.

Section 3 - Managing Cases

The role of the Nominated Safeguarding Person (NSP)

Each organisation is required to have a member of staff who will take action if:

- A concern has been raised by a child/young person
- A report of abuse or risk of harm has been disclosed.
- An allegation has been made against a member of staff/volunteer

This person is the Nominated Safeguarding Person (NSP).

For smaller organisations who don't have staff the NSP should be a named member of your Board or Management Committee.

Responsibilities of the NSP

The NSP's role and responsibilities include:

- Preparing a Safeguarding Policy-this should be regularly reviewed (at least every two years)
- Ensuring the organisation has procedures in place for DBS and criminal record checks
- Recording in writing any allegation of abuse and any follow up action
- Contacting Social Care Front Door where you have concerns around the safety or wellbeing of a child/young person
- Contacting the Designated Officer (DO) if there are allegations against a staff member or volunteer
- Informing your Senior Manager or Chair on a confidential basis of any incidents or allegations
- Ensuring all staff/volunteers receive adequate safeguarding training

In addition your organisation should have a Deputy NSP in case the NSP is unavailable, or should an allegation be made against the NSP

The NSP may be required, as a condition of your organisation's insurance, to inform your insurer of any safeguarding allegations. If your organisation is part of a larger faith or other umbrella organisation there may be an expectation that you inform them. For example within an Anglican Diocese, you may need to contact the bishop's advisor for child protection.

As the NSP or Deputy NSP, it is also important that you have senior management support in place as safeguarding work can at times be emotionally demanding.

Who can be a Nominated Safeguarding Person or Deputy?

Even though NSPs do not have to be experts in safeguarding, they need to demonstrate certain skills and knowledge. Ideally, they should have had at least 6 months professional experience of working in the children and young people sector.

The NSP and Deputy should also have a commitment to ongoing training. The NSP and Deputy should, as a minimum, attend the **Introduction to safeguarding and child protection procedures** training organised by Hounslow Safeguarding Children Board.

What should the NSP/Deputy do if they receive a safeguarding concern?

You could be directly contacted by a child or young person, a staff member or volunteer may approach you with a concern, or a parent may want help or advice.

- If deliberate injury is suspected, there is concern for a child's safety or the child is afraid to return home, contact the Social Care Front Door or the Police. **Please note do not discuss first with parents/carers**
- Seek medical help if needed urgently, advising doctors of suspicions

If concerns relate to allegations against a staff member or volunteer, contact the Hounslow Designated Officer immediately for advice and inform your senior manager, or your Chair for smaller groups.

If a child/young person says that they are being harmed, or provides information that suggests that they are being abused, then the staff member/volunteer receiving that information should:

- Report the disclosure to their NSP/Deputy NSP immediately
- Make it clear that you are taking the child/young person seriously
- Acknowledge their courage and reassure them that they are right to tell
- Let them know that you are going to help them and what may happen as a result
- Make a note of what was said and who was present, using the child/young person's actual words wherever possible (See appendix 3 for a **recording log** you can use)

You should NEVER:

- Seek to prove or disprove possible abuse or harm yourself
- Make promises about keeping 'secrets' to children/young people
- Confront another person (adult or child/young person) allegedly involved

Do I inform the parents/carers about contacting Children's Social Care?

You do not need consent to share concerns with Children's Social Care. Discuss this with Social Care Front Door or the Designated Officer first who will advise you whether to speak to the child's parent or family and if so what to say.

Section 4 - Key Risk Areas

Child sexual exploitation

What is child sexual exploitation (CSE)?

Child sexual exploitation is a form of child abuse. Its main characteristic is that it involves exploitative situations where the child/young person receives a 'reward', such as food, accommodation, drugs, alcohol, cigarettes, affection, money etc. in exchange for sexual acts. Children who are being exploited can come from any background, community, or ethnicity. Some children/young people may be more vulnerable, for example if they are in looked after care, separated from their families, or are young carers.

It is important to note that some children and young people may not show any typical signs of CSE. If you have a concern that a child is at risk of or a victim of CSE, the CSE screening tool (appendix 4) at the end of the book will support you in addressing your concerns and taking further action if needed.

CSE vulnerability factors and risk indicators

<p>The following are factors that increase vulnerability to child sexual exploitation:</p> <ul style="list-style-type: none">• Living in a chaotic or dysfunctional household• Having a history of physical abuse• Experiencing a recent bereavement• Gang association- can be a 'rite of passage' for girl member• Having learning disabilities• Being unsure about their sexual orientation• Being homeless• Living in residential care, in a hostel, or bed and breakfast	<p>The following signs are often seen in children who are being sexually exploited:</p> <ul style="list-style-type: none">• Missing from home or care• Being involved in offending• Experiencing repeat sexually-transmitted infections, pregnancy and terminations• Regularly being absent from school• Suddenly changing in physical appearance• Receiving gifts from unknown sources• Self-harming• Thinking of or attempting suicide
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Reporting a concern about CSE

If you feel that a child is at immediate risk of harm please call the Police on 999. Alternatively, you can contact your local Police on 101 at any time.

If you don't believe the risk requires immediate action, contact childrensocialcare@hounslow.gov.uk or call 020 8583 3456. Out of hours (after 5pm weekdays or weekends) call 020 8583 2222 and ask to speak to the duty social worker. You do not have to give your name and your conversation will be treated confidentially.

Other resources

There are many other organisations that could also help, and a lot of information online. The following websites have information about issues relating to CSE, including information about handling relationships online and relationship abuse.

- [CEOP Think You Know](#)
- [This Is Abuse](#)
- [Barnardo's](#)
- [Young Minds](#)
- [Missing people](#)
- [NSPCC Protect & Respect](#)
- [PACE \(Parents Against Child Exploitation\)](#)

Domestic violence and abuse

What is domestic violence and abuse?

Domestic abuse can be defined as physical, sexual, psychological or other violence that takes place within a family relationship.

Both women and men can experience domestic abuse, although a greater proportion of women are affected. There are many wider forms of domestic violence including stalking, rape and sexual assault, female genital mutilation, forced marriage and 'honour crimes'.

Why domestic abuse is a child protection issue

- Children and young people may be at risk of physical injury during an incident
- Children who witness domestic abuse suffer emotional maltreatment
- They may have problems in school, lack social skills, or have difficulty making friends
- They may begin to self-harm or develop an eating disorder
- Domestic violence and abuse often increases in severity and frequency during pregnancy of the mother

For more information on domestic abuse and violence contact the Community Safety Team at Hounslow Council via:

Email: community.safety@hounslow.gov.uk

Tel: 020 8583 2503

Hounslow Council has produced a "Violence Against Women and Girls" (VAWG) Strategy which includes a range of useful advice and contact details. To view the current strategy visit: http://www.hounslow.gov.uk/violence_against_women_strategy_2012.pdf

Please note that the VAWG strategy is currently being reviewed, and the latest version should be available later in 2016.

Radicalisation and Extremism

Radicalisation is born of a multiplicity of factors which are often inextricably intertwined. Radicalisation can be a process and the journey times to extreme radicalisation can differ. Radicalisation, as a process can bring some people to support extremist behaviours and, in some cases, to then move on to participate in terrorist related acts.

In Hounslow we believe it's our duty to protect and safeguard children and younger people from harm. We consider that protecting them from violent radicalisation is a safeguarding matter and should be approached in the same way as other safeguarding risks. Children & young people should be protected from all messages which support violent extremism including, but not restricted to, those linked to and supporting Islamist ideology, to Far Right / White Supremacist ideology and extremist Animal Rights movements.

Children and young people can be drawn into violent extremism through a myriad of ways and we need to be alert and vigilant to the messages of the radicaliser/s. It's not always easy to keep track of what children are doing online. But every parent needs to be aware of the risks posed by the Internet, which can be a platform for those seeking to exploit children, as well as influencing their minds.

For more information and advice, or if you have any concerns that a child or young person is being radicalised, please contact the Hounslow Council Prevent Team.

Telephone: 020 8583 2197

E-Mail: joan.conlon@hounslow.gov.uk

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is a term for procedures that remove part or all of the female genitalia for cultural or other non-medical reasons. The age at which girls are subjected to female genital mutilation varies greatly, from shortly after birth to any time up to adulthood. However, the majority of cases are thought to take place between the ages of 5 and 8 years. Depending on the type of FGM, girls can experience urinary problems, difficulty with menstruation, infections and problems during pregnancy

Female genital mutilation is a criminal offence. The Female Genital Mutilation Act (2003) makes it an offence for UK nationals or permanent UK residents to carry out FGM in the UK, or to aid the carrying out of FGM abroad, even in countries where it is legal.

You can contact the NSPCC if you're worried a child is at risk of, or has had, FGM. They operate a 24/7 FGM helpline, which is free and anonymous.

Tel: 0800 028 3550

Email: fgmhelp@nspcc.org.uk

You can also contact FORWARD who aim to tackle the practice of FGM in the UK through community engagement, youth activism and advocacy.

Visit <http://forwarduk.org.uk/>

Forced Marriage

A forced marriage takes place without the free consent of both parties. Forced marriages are not the same as arranged marriages. In an arranged marriage, families take the lead in selecting a partner but the couple have the free choice to accept or decline.

Forced marriage is now a criminal act. It carries a maximum seven-year sentence under the Anti-Social Behaviour, Crime and Policing Act 2014. It also criminalises forcing a British national into marriage outside the UK.

See good practice guidelines on forced marriage at: www.gov.uk/forced-marriage

Honour-based violence

Honour-based violence is used to describe acts of violence in the name of 'honour'. These are targeted predominantly towards women and girls who are abused or killed for perceived immoral behaviour deemed to have breached the honour code of a family or community.

Families may feel shame long after the incident and therefore the risk of harm can persist over time. This risk of harm may extend to the young person's boy/girlfriend, baby (if pregnant) or siblings. These acts are an offence under the Domestic Violence, Crime and Victims Act (2004).

For more information visit the Metropolitan Police honour-based violence website: www.safe.met.police.uk/crimes_of_honour/get_the_facts.html. Or Karma Nirvana: www.karmanirvana.org.uk

Private Fostering

Private fostering is an arrangement through which a parent (or guardian) arranges for their child to live for 28 days or more with someone who is not a close relative (a close relative can include a step-parent, grandparent, brother, sister, uncle or aunt).

Under the Children Act it applies to children under the age of 16, or 18 if the young person is disabled.

Private fostering is made for a variety of reasons such as:

- Children/young people who are living with a friend's family as a result of parental separation, divorce or arguments at home.
- Children who have been sent to England for education or medical treatment.
- Children being cared for while their parent is hospitalised or imprisoned.

There is a statutory responsibility that ALL Private Fostering arrangements should be referred into Social Care Front Door on 020 8583 3200 / 6600.

Or see Somebody Else's Child: www.privatefostering.org.uk/public

Online/e-safety

Supporting children and young people to stay safe online

All staff and volunteers have responsibility for:

- Educating children and young people about potential risks
- Raising awareness of grooming, cyberbullying, online sexual exploitation and pornography
- Providing children and young people with information about organisations who can offer help on e-safety
- Supporting parents to effectively monitor their children's use of social media

Key messages for children and young people:

- Know who you're talking to, as people aren't always who they say they are
- Learn how to use security settings
- Know how to report problems on sites you are using
- Understand your digital footprint
- Implications of self-taken images, in particular "naked selfies"

For dedicated resources for VCS groups, parents, children and young people visit Think U Know: www.thinkuknow.co.uk

Another useful resource on how to report cyber bullying is www.stopcyberbullying.org

Creating an e-safe environment within your organisation

It is the responsibility of the Nominated Safeguarding Person (NSP) to ensure your organisation has an e-safety policy.

Some key rules staff and volunteers should follow:

- Use equipment provided by your organisation not your own devices
- Do not take photographs of children/young people on your mobile phone
- Do not accept or invite children/young people as 'friends' on social networking sites
- Remember if you use social networking sites and your security settings are public these can be viewed by the children, young people or families you are working with
- Don't give your personal profile on social media to children/young people

Grooming or other illegal behaviour

In an emergency contact the local Police or visit www.ceop.gov.uk

Criminal content online

Criminal content such as child sexual abuse images or criminally obscene adult content, should be reported to the local Police and the Watch Foundation at www.iwf.org.uk/report

Content which incites hatred on the grounds of race, religion, sexual orientation, disability and transgender identity should be reported to the local Police and True Vision at www.report-it.org.uk

Media content inappropriate for children/young people

To complain about online content you can contact Parent Port at www.parentport.org.uk

Key Risk Areas

Highlighted below are some specific circumstances where children/young people may be at particular risk. This list is **not exhaustive**. If you need advice on other groups of children/young people in specific circumstances seek advice from the Hounslow Safeguarding Children Board. You can also visit the **Resources and Helpful Links** section of the Hounslow Safeguarding Children Board's website:

<http://www.hscb.org.uk/downloads.php?id=Minutes&menu=7>

Bullying

Bullying can take many forms: physical abuse; verbal or mobile telephone abuse, racist, sexist or homophobic name-calling, online visual image abuse – real or manipulated images, emotional abuse (e.g. isolating an individual from the group). Remember, that both children/young people and adults may be the bully.

For specialist advice on bullying you can get in touch with the Anti-Bullying Alliance:

<http://www.anti-bullyingalliance.org.uk/>

Family Lives also offer a confidential helpline (previously known as Parentline) for those wanting information and support on any aspect of parenting and family life, including bullying: Telephone 0808 800 2222.

Gangs

A child/young person affected by gang activity can be at risk of significant harm. The risk may be as a victim, a perpetrator or both.

For more information, visit <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/>

The Metropolitan Police also offer provide information via http://safe.met.police.uk/gangs_and_violence/get_the_facts.html

Lesbian, gay, bisexual and transgender (LGBT)

Children and young people can identify as lesbian, gay, bisexual, transgender (people who see their gender identity as different from the one ascribed to them at birth) or transsexual (people who take steps to change their gender, for example through hormone therapy or surgery).

LGBT children and young people may experience abuse from family members and peers, or become victims of hate crime. Children and young people who are unsure about their sexual orientation or gender or unable to disclose this to their families, peers or social networks are particularly vulnerable.

For specialist advice you can get in touch with Stonewall: www.stonewall.org.uk

Spirit possession or witchcraft

Spirit possession or witchcraft can be defined where parents, families or the child/young person themselves believe that an evil force is controlling them. . This 'evil' is variously known as 'black magic', 'kindoki', 'ndoki', 'the evil eye', 'djinn', 'voodoo', 'obeah'. Significant harm to a child/young person may occur when an attempt is made to 'exorcise' the evil spirit.

Common factors that put a child/young person at risk include:

- Scapegoating as they are perceived to be 'different' and not 'normal' (for instance due to a disability, bedwetting or rebelliousness).
- Rationalising family misfortune by attributing it to spiritual forces.
- Change of family circumstances for the worse; and parenting difficulties.

Project Violet is a Metropolitan Police service, which specifically responds to the threat of abuse related to faith and belief.

Visit <http://www.met.police.uk/project-violet/>

Also visit: What is Witchcraft Abuse, AFRUCA (Africans Unite Against Child Abuse) via www.west-info.eu/files/What-is-witchcraft-abuse1.pdf

Trafficking

Trafficked children/young people may experience domestic servitude, sexual exploitation, and criminal activity such as street robbery, begging, acting as a drug mule or decoy for adult traffickers, sweatshop work.

For specialist advice you can get in touch with ECPAT UK:

www.ecpat.org.uk/content/guidance-professionals-working-children-who-may-have-been-trafficked

Unaccompanied asylum-seeking children/young people

Unaccompanied asylum-seeking children/young people are under the age of 18 who are seeking asylum and are not living with their parents, relatives or guardians in the UK. They may require legal advice, emotional support, and language support; help with adapting to a different culture and other basic needs such as health, education, housing and general care.

All unaccompanied asylum-seeking children should be referred to Hounslow Children's Social Care as there is a statutory duty of care towards them.

For specialist advice visit the Refugee Council Children's Section:

www.refugeecouncil.org.uk/what_we_do/childrens_services

Young Carers

Young carers are under the age of 18 and look after someone in their family. Young carers are particularly vulnerable; their caring responsibilities can negatively impact both their health and their wellbeing. Some young carers experience social isolation, a low level of school attendance and conflict between loyalty to their family and their wish to have their own needs met.

Within Hounslow, there is the Young Carers Project, which aims to support carers aged 5 to 18 years or up to 25 with additional needs.

Visit <http://www.younghounslow.info/kb5/hounslow/fsd/service.page?id=B4O8nUADyM0>

Young carers can also use Babble, which is an online community for young carers, providing the opportunity to gain support, advice, and friendship. Visit <https://babble.carers.org/>

Section 5 - Managing Allegations

Allegations against staff and volunteers

The Nominated Safeguarding Person (NSP) or their Deputy should immediately contact the Designated Officer (DO) if they become aware that a paid staff member, volunteer or anyone else working on behalf of the organisation (e.g. an agency worker, work placement student) has:

- Behaved in a way that has harmed a child/young person
- Possibly committed a criminal offence related to a child/young person
- Behaved towards a child/young person in a way that indicates they are unsuitable to work with children/young people

It is the responsibility of the NSP or Deputy NSP to contact the Hounslow Safeguarding DO. Details of the DO Officer are in the Key Contacts box at the start of this Book.

It is the role of the NSP to be the link between the organisation and the DO until the matter is resolved.

It is really important proper written records are kept, in the interests of the child/young person, in case of criminal prosecution or disciplinary action by the organisation, but also in the interests of the staff member/volunteer against whom an allegation has been made. At the end of this book is a **model reporting log** you can use (see appendix 3).

Role of staff member/volunteer to whom an allegation is made

Allegations may be made directly by the child/young person, a parent, a friend of the child or by another staff member/volunteer.

The staff member/volunteer who receives the allegation should immediately inform their organisations' NSP or Deputy.

Steps must be taken to fully support anyone who, in good faith, reports his or her concerns about a colleague and every effort must be made to maintain confidentiality for all parties while the allegation is considered.

Managing a member of staff or volunteer against whom an allegation has been made

Those subject to allegations should be treated fairly and with an open mind during any investigations.

It may be necessary to suspend the person or remove them from work duties involving children/young people. This decision should be made with the DO and a senior manager and be consistent with the organisation's disciplinary procedures.

Details of the allegation should not be shared until this is agreed with the DO. It is enough to simply say that an allegation has been made. If the person is a member of a union or professional association they should be advised to seek support.

The NSP must also consider if the person has access to children/young people in another setting and, together with the DO, decide whether other organisations/agencies need to be informed.

Section 6 - Good Practice Guidance

Induction of staff and volunteers

All new staff and volunteers should receive induction on your organisations' safeguarding policies and procedures. This should include:

- Individual safeguarding responsibilities, including what to do if concerns about a child/young persons' safety arise.
- Providing the names of the Nominated Safeguarding Person and their Deputy
- Copy of your organisation's safeguarding policy
- Relevant training related to the staff post/volunteer role
- Policy on confidentiality
- Details of procedures for written records of incidents.

Training

All staff and volunteers working with children/young people should receive basic safeguarding training (Level 1) when they are appointed. Staff and volunteers should then undertake refresher courses every two years. The Hounslow Safeguarding Children Board provides this training and, in addition, provides Level 2 and 3 courses.

You are also able to access a range of online training courses for many of the areas touched on in the Book via the Virtual College. To find out more about the regular training programmes and sign up to access the virtual college training courses please visit www.hscb.org.uk.

Disclosure and Barring Service: Do I need a DBS check on my staff or volunteers?

DBS checks are required for staff and volunteers involved with your organisation who are over the age of 16 and have direct and unsupervised access to, or work directly with, children or vulnerable adults.

The DBS undertakes various types of criminal records checks, depending on the role that the person has and the workforce group to which they belong. The options are:

Type of check	Type of information included in the disclosure
Standard check (children's or adult workforce or both)	Spent and unspent convictions, cautions, reprimands, final warnings.
Enhanced check (children's or adult workforce or both)	As above, plus any additional information held locally by Police forces that is reasonably considered relevant to the post applied for.
Enhanced check with children's and/or adults' barred list check	As above (enhanced), plus a check of the appropriate DBS barred list/s (children, adults or both).

It is also possible to get a check if you are working in specific roles with neither children nor adults – for example, as a security guard. This is called 'other workforce'.

Eligibility for each type of check is very specific. If you are recruiting people into the children's workforce, then in most cases you will be asking applicants for an **enhanced**

check. You can check whether their role is eligible by checking on the list of eligible positions on:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

If they are going to work in regulated activity, then they need to have an **enhanced check** that includes a check against the barred list for people working with adults or children or both.

For more information, visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Hammersmith & Fulham Volunteer Centre are able to provide DBS checks for Hounslow Borough groups. They offer appointments during their opening hours: 9:30-1pm and 2-5pm Monday to Thursday, plus 9.30-1pm on Fridays. To book an appointment, contact them on 020 8741 9876. For further information, you can also email them at enquiries@hfvc.org.uk.

For details of other organisations able to offer DBS checks, search the Home Office's list of Umbrella Bodies <https://dbs-ub-directory.homeoffice.gov.uk/>

Recruitment and selection

In the recruitment of staff organisations should ensure that:

- Recruitment documents contain reference to the organisation's commitment to safeguarding.
- DBS checks are undertaken and two references are obtained
- Where possible, one reference should be from a person who has experience of the applicant's work with children/young people
- Referees are asked whether the applicant has been the subject of any disciplinary sanctions or allegations which relate to the safety of children/young people
- Applicants should provide evidence of their identity, which could include a birth certificate, passport and a document that verifies the candidate's name and address
- Applications are scrutinised for any anomalies in the information provided. Any gaps in the applicant's work history should be explored.
- Interviews include specific questions on safeguarding issues
- Open references are never accepted e.g. 'To whom it may concern'.

The checks listed above should also apply in the recruitment of volunteers working directly with children and young people. Where potential volunteers are unable to provide work related references, a character reference is acceptable.

Good practice in establishing professional boundaries for your organisation

The Children Act 2004 places a duty on organisations to safeguard children. The principles and advice tips in this chapter should be followed by all staff or volunteers whose role brings them into contact with children or young people.

Duty of care

Power and positions of trust

Adults should always maintain professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential. Where a person aged 18 or over is in a specified position of trust with a child/young person under 18, it is a criminal offence to engage in sexual activity with or in the presence of that child/young person, or to incite that child/young person to engage in sexual activity.

Propriety and behaviour

All adults working with children have a responsibility to maintain public confidence in their ability to safeguard children/young people. It is therefore expected that they will adopt high standards of personal conduct.

There may be times when an adult's behaviour could compromise their suitability to work with children/young people. Misuse of drugs, alcohol or acts of violence would be examples.

Personal living space

No child/young person should be invited into the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/carers and senior managers, or the home has been designated as a workplace, such as childminders or foster carers.

Gifts, rewards and favouritism

The giving of rewards to children/young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. There are occasions when staff members or volunteers may wish to give a child/young person a personal gift, but this is only acceptable in line with agreed policy; the gift and the reason for it should be discussed with a senior manager and/or the child's parent/carer, and the results of this discussion should be recorded in writing.

Communicating with children and young people

Communication between adults and children/young people should take place within professional boundaries. This includes the use of mobile phones, text messaging, e-mails, digital cameras, web-cams, websites and blogs.

Adults should not share any personal information with a child/young person. They should not give their personal contact details, home or mobile telephone numbers, unless the need to do so is agreed with senior managers and parents.

Social contact

Where social contact is an integral part of work duties, such as pastoral work in the community, care should be taken to maintain professional boundaries. Where safeguarding concerns arise during social contact, these must be followed up and referred to the NSP.

Physical contact

Many jobs within the children and young people workforce require some physical contact as part of their role. There are also occasions when it is entirely appropriate for other adults to have some physical contact e.g. hugging. However it is crucial that adults should only touch children/young people in ways which are appropriate to their professional role.

One-to-one situations

All organisations should consider one-to-one situations. It is not realistic to state these should never take place. However, it is essential safeguards are in place for situations where managers agree there is a need for an adult to be alone with a child or young person.

Use of mobile phones

The following recommendations have been developed to assist you in putting together a mobile phone policy:

- All mobile phones should be switched off at the beginning of each session with a child/young person
- Phones can be used away from the child/young person during scheduled breaks.
- In case of emergencies that may require staff to keep their phone switched on, it will be a management responsibility to assess the risk
- All staff should provide the landline phone numbers of your organisation so family members or carers can contact them in an emergency

Outings and trips

Many organisations take children/young people out on trips. In order to keep children/young people safe while out:

- Ensure you have written permission from parents/carers
- Review each location in advance to identify any potential risks—either visit the location or view it online
- If you use public transport, check risks, such as disability access, escalators
- If you use a coach, confirm a named driver and adequate vehicle insurance
- You must be able to identify all of your children/young people while out. Consider whether to use coloured strips etc.
- Ensure the children/young people can identify you if they get lost
- Confirm a lost child point and create labels with your organisation's mobile number for each child/young person
- Have a register of all children/young people, and a copy left with a member of staff who is not going on the trip who can coordinate with parents/carers in an emergency
- List of health conditions or allergies if the children/young people have any

Photographing and recording children

It is important that children and young people feel happy with their achievements and have visual aids to reinforce their special moments. The majority of occasions when people take photographs of children and young people are valid and do not provide any concern.

But there are some issues to be aware of:

- Permission (verbal or written) of all children/young people who will appear in a photograph, video or webcam image should be obtained
- If images are being taken at an event with large crowds, such as a sports event, this is regarded as a public area and permission is not necessary
- If individual children/young people can be easily identified you should find out whether any parents do not want their children to be in the photograph
- Ensure highest privacy levels are set to any website or social media account, such as Facebook

Code of conduct for staff and volunteers

A draft Code is set out below but you should review this for your own organisation. This should be agreed by your Board/Management Committee and a copy given to all staff or volunteers who work with children or young people.

“At all times, you should:

- Be aware that the interest of the child/young person is your main priority
- Listen to the child/young person and talk with them about their right to be kept safe from harm
- Seek advice and support from your Nominated Safeguarding Person (NSP) and their Deputy
- Inform your NSP immediately if you already know or have a friendship with a family who interacts with our organisation
- Inform your NSP if you have been cautioned, charged or convicted of any offence as soon as possible
- Never babysit for children/family interacting with our organisation
- Never socialise with children, young people or members of their family outside the workplace, including accepting friends request on social networking sites
- Never share your mobile phone number, home address or personal information with children young people or parents
- Be clear about when information held by our organisation can be shared with other organisations and in what circumstances it is appropriate to do this
- Wear clothing which is appropriate to your role and is not likely to be viewed as offensive or provocative
- Be aware of our organisation’s policy on the giving and receiving of gifts
- Never engage in any sexual activity (or sexualised language) with a child/young person you meet through your duties or start a personal relationship with them – **this is an abuse of trust and illegal**
- Be aware that physical contact should be open and depend on the child/young persons’ needs, e.g. for comfort when upset or help with toileting. Always prompt children/young people to carry out personal care themselves and, if they cannot manage, ask if they would like help
- Do not use force as a form of punishment. If, however, any physical intervention has been necessary, this must be reported to your manager and recorded immediately
- Do not investigate any concerns or reports yourselves. Instead, you should contact our NSP or Deputy NSP”

Developing your organisation's policy

Your organisation can use this Book to develop a **safeguarding children and young people policy**. To assist, a model policy you can adapt is located in appendix 2.

Most funders now expect VCS organisations to have a written safeguarding policy.

Organisations affiliated with national bodies (such as a church diocese or sports organisation) should check your policies are compliant with national policies.

Your Board/ Management Committee should also adopt a **code of conduct** on safeguarding children and young people. A model you can use is in the previous section of this Book.

You should ensure your organisation has proper up to date safeguarding procedures in place. To assist, at the end of the Book is a **safeguarding checklist** you can use.

Section 7 - 'Section 11' Audits

What is the Section 11 Audit and why do we do them?

Local Safeguarding Children Boards (LSCB's) have a Statutory Duty to know whether agencies in their area are fulfilling their statutory obligation to safeguard and promote the welfare of children as described in 'Section 11 of the Children Act 2004'.

The Hounslow Safeguarding Children Board assesses the effectiveness of local safeguarding arrangements in various ways, including Section 11 safeguarding self- assessments, also known as audits. This is where all local agencies and organisations that provide services to children and young people are asked to self-assess the extent to which they meet the safeguarding requirements and standards as set out in Section 11 of the Children Act 2004.

The HSCB will adapt and develop its Section 11 audit tool and guidance based on Board priorities, however the key safeguarding features for all LCSB's are:

- Senior management commitment to safeguarding and promoting children's welfare
- A clear statement of the agency's responsibilities towards children is available for all staff
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children
- Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families
- Staff training on safeguarding and promoting the welfare of children for all staff working with or, in contact with children and families
- Safer recruitment
- Effective inter-agency working to safeguard and promote the welfare of children
- Information sharing

In order to improve our learning from Section 11 audits the HSCB will facilitate the opportunity for agencies and organisations to meet with the Board to discuss the findings and learning from their audits. This process contributes to the HSCB's quality assurance and challenge function and is a way of understanding if organisations are fulfilling their statutory safeguarding obligations. It also allows the HSCB to understand how it can support its partners in further developing their safeguarding arrangements.

Who does the Section 11 Audit apply to?

Working Together 2015 identifies that the Section 11 applies to the following agencies and organisations:

- Local authorities and district councils that provide children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services
- NHS organisations, including the NHS Commissioning Board and Clinical Commissioning groups, NHS Trusts and NHS Foundation Trusts
- The police, including police and crime commissioners and the chief officer of each police force in England and the Mayor's Office for Policing and Crime in London
- British Transport Police
- The Probation Service – (now the National Probation Service and Community Rehabilitation Company)
- Governors/Directors of Prisons and Young Offender Institutions
- Directors of Secure Training Centres
- Youth Offending Teams/Services
- Private and voluntary organisations who are commissioned or contracted to provide services on behalf of the bodies listed above

What about agencies and organisations not listed above?

The HSCB strongly encourages all agencies that work with children and young people, to ensure their arrangements reflect the importance of safeguarding and promoting the welfare of children and young people in Hounslow. To do this we will include the voluntary and faith sector as part of our Section 11 programme.

HSCB Section 11 Audit Tool

The tool is for agencies to assess their current safeguarding arrangements and use it to develop an improvement plan. Analysis will be completed on the responses, which allows the Board to gain an overview of the safeguarding arrangements across partners in Hounslow. Following completion of the toolkit, organisations will be invited to attend a Section 11 Panel meeting.

The HSCB Section 11 audit tool is on-line and has accompanying guidance on how to complete the tool. See details on the HSCB website

All agencies need to submit their audit using the online tool only, no other versions of the audit will be accepted.

APPENDICES

Appendix 1

Safeguarding procedures checklist

Answer each question to determine if your organisation has key safeguarding arrangements in place. List the actions you will take if any questions have been answered with a 'no'. For help and support with any identified action points, please refer to the relevant chapters of this Book.

1) Nominated Safeguarding Person (NSP) and Deputy NSP	Yes	No	Action
Has an NSP been appointed in your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Deputy NSP been appointed in your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the NSP/Deputy NSP meet the eligibility criteria?	<input type="checkbox"/>	<input type="checkbox"/>	
Are details of the NSP and the Deputy NSP included in your policy document and displayed in staff and service user areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the NSP/Deputy NSP follow the guidance in this Book in relation to safeguarding matters?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Policy, Procedures and Training	Yes	No	Action
Does the organisation have a child protection/safeguarding policy statement?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the organisation have a safeguarding code of conduct for staff and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff and volunteers aware of key procedures for responding to concerns about a child/young person?	<input type="checkbox"/>	<input type="checkbox"/>	
Are documents such as the Book, safeguarding/child protection policy and key contacts in Hounslow readily available to all staff and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	

Have all staff and volunteers completed an Introduction to Safeguarding/Child Protection training in Hounslow?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Safeguarding friendly environment	Yes	No	Action
Is safeguarding included in all staff/volunteer inductions?	<input type="checkbox"/>	<input type="checkbox"/>	
Is safeguarding regularly discussed in supervision and team meetings?	<input type="checkbox"/>	<input type="checkbox"/>	
Is information about your support for children, young people and families in Hounslow available in your organisation's service leaflets?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Record keeping	Yes	No	Action
Is there a system for staff or volunteers to log their concerns and any incidents?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the NSP have an established system for recording and storing confidential child protection information?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Information to parents/carers	Yes	No	Action
Is information about the organisation's role in safeguarding children/young people available to parents/carers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are concerns about children/young people shared and discussed with parents/carers (unless doing so would place a child/young person at risk of harm)?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Managing staff and volunteers (including allegations)	Yes	No	Action
Does your organisation follow safe recruitment guidance as outlined in the Book?	<input type="checkbox"/>	<input type="checkbox"/>	
Are procedures in place regarding what to do when an allegation has been made against a member of staff or a volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	
Is it clear who the DO is and when they should be contacted?	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2

Guidance on developing a safeguarding children policy

Why does every organisation need a safeguarding policy?

- To set out clear rules for all staff and volunteers to follow
 - To help parents make informed decisions about trusting you with their children/young people
 - To make it harder for unsuitable individuals to gain access to children/young people
 - To evidence your organisation's commitment to safeguarding to the local authority, the Charity Commission, key funders, commissioners and other strategic partners
-

Model safeguarding children policy statement

“Safeguarding children is the responsibility of everyone in our organisation”

Statement of commitment

We are aware that many children and young people are victims of different kinds of abuse. We are also aware that many families in Hounslow experience hardship and need support in order to provide adequate care for their children.

At [name of your organisation] we aim to create an environment that is safe, and we are committed to doing everything in our power to protect children and young people and to support their families.

Purpose of this policy

The purpose of this policy is to:

- Effectively safeguard children and young people and promote their welfare.
- Provide all staff and volunteers with clear rules to follow.
- Make all staff and volunteers aware of what is expected of them in terms of their behaviour and actions.
- Evidence to our users, parents and carers, the local community, partner organisations, the local authority and commissioning bodies that [name of your organisation] is committed to safeguarding.

Scope of this policy

This policy applies to all staff and volunteers, including trustees, sessional workers, students on work placements and anyone working on behalf of [name of your organisation].

Definitions

Safeguarding is the process of:

- Protecting children and young people from harm or abuse.
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best life chances.

Child protection is the process of protecting individual children identified as suffering, or at risk of suffering, significant harm as a result of abuse or neglect.

Legislative framework

At [name of your organisation] we recognise our legal responsibility to safeguard children and promote their welfare. We will therefore act within the framework set by the Children Act 1989 and The Children Act 2004. We will also follow the Working Together to Safeguard Children 2015 guidance.

We agree to adopt the detailed procedures in the Hounslow Safeguarding Children Guidance Book 2016

Underlying principles

At [name of your organisation] we will safeguard children and young people by:

- Following the Hounslow Safeguarding Book guidance in our day-to-day work.
- Designating a Nominated Safeguarding Person
- Listening to children and young people and valuing them at all times.
- Challenging discrimination of children and young people based on race, ethnicity, culture, faith, gender, sexual orientation, disability or immigration status
- Providing management support to staff and volunteers working with children and young people through regular supervision
- Ensuring all staff and volunteers working with children and young people receive appropriate safeguarding training
- Ensure all staff and volunteers working with children and young people have appropriate DBS and criminal record checks
- Follow safe recruitment practices to prevent inappropriate staff or volunteers working with children and young people
- Responding to child protection and safeguarding concerns immediately
- Keeping written records of all child protection and safeguarding allegations and keeping these records securely
- Liaise as needed with Hounslow Children's Social Care Services and Hounslow Safeguarding Children Board on safeguarding issues
- Adopt the attached Code of Conduct on Safeguarding for staff and volunteers at all times.

Nominated Safeguarding Person and their Deputy

The Nominated Safeguarding Person for [name of your organisation] is:

Name:

Job/role title:

Contact tel.:

Email:

The Deputy Nominated Safeguarding Person for [name of your organisation] is:

Name:

Job/role title:

Contact tel.:

Email:

Review arrangements

[Name of your organisation] will review this Safeguarding Policy bi- annually. In cases of relevant legal or procedural changes, we will review this policy accordingly.

This policy statement was adopted by the Board of Trustees/Executive Committee on:
[Date]”

Appendix 3

Incident/concern recording log

Section 1: Details of the child and their parent/carer		
Name of child/young person:		
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Age:	Date of birth:
Ethnicity:	Religion:	Childs first language:
Name of parent/carer(s):		
Home address (including postcode) and address of parent, if different to child:		
Communication needs (interpreter/signer/other):		
Special needs:		
Sibling info:		
Section 2: Your details		
Your name:	Your position:	Date and Time of Incident:
Section 3: Your report		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns	If responding to concerns raised by someone else, please provide their name and position within the organisation:	
<input type="checkbox"/> Responding to concerns raised		

by someone else	
<p>Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries, whether you are recording fact, opinion or hearsay):</p>	
<p>The child/young person's account, if it can be given, of what has happened and how:</p>	
<p>Please provide details of the person alleged to have caused the incident/injury including, where possible, their name, address and date of birth (or approximate age):</p>	
<p>Please provide details of any witnesses to the incident(s):</p>	
<p>Nominated Safeguarding Person received information Date & Time:</p>	
<p>Further action to taken by NSP:</p> <p>NSP's signature:</p>	

Appendix 4

Safeguarding Children from Sexual Exploitation

Screening Tool

- Sexual exploitation of children and young people under 18 involves exploitative situations and relationships where the young person (or third person/s) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or others performing on them, sexual activities.
- Child sexual exploitation (CSE) can occur through the use of technology without the child's immediate recognition; for example being persuaded to post images on the internet / mobile phones
- Violence, coercion and intimidation are common. Involvement in exploitative relationships is characterised by the child's or young person's limited availability of choice as a result of their social, economic or emotional vulnerability.
- A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation. Many sexually exploited children have difficulty distinguishing between their own choices and the sexual activities they are coerced into.

Vulnerability Factors

- Lives in a chaotic or dysfunctional household and /or in a family with a history of abuse
- Have suffered recent bereavement or loss.
- Gang association either through relatives, peers or intimate relationships
- Not engaging in education/training or employment
- Unsure about their sexual orientation or unable to disclose sexual orientation to their families.
- Lack friends from the same age group, being a young carer or having learning disabilities
- Lives in a gang neighbourhood, in residential care, in hostel, bed and breakfast accommodation or a foyer or being homeless
- Low self-esteem or self-confidence.
- Have been trafficked, either into or within the UK

The following screening tool has been adapted by Hounslow MASE partnership.

CSE Screening Tool - Risks

CATEGORY	Descriptive factors	Risk level	Score
S SEXUAL HEALTH	<ul style="list-style-type: none"> • Good sexual health • Sexual transmitted diseases (STIs) • STIs miscarriages, terminations • Multiple STIs miscarriages and terminations <hr/>	0 1 2 3	
SEXUALISED BEHAVIOUR AND RISK TAKING	<ul style="list-style-type: none"> • Age appropriate relationships, normal attire, safe use of social media • Overt sexualised attire, meeting adults via internet. • Getting into men’s cars, older boyfriend (5 + years) • Clipping (offering sex then running upon payment) 	0 1 2 3	
A ABSENT FROM EDUCATION ATTENDANCE (EDUCATION / TRAINING)	<ul style="list-style-type: none"> • Good school attendance • Truanting • Non-school attender – excluded • Regular breakdown of school placements due to poor behaviour 	0 1 2 3	
F FAMILIAL ABUSE AND / OR PROBLEMS AT HOME	<ul style="list-style-type: none"> • Very supportive, loving caring home • Breakdown in family relationships • Domestic violence and/or high levels of family conflict • Highly abusive and criminal familial environment 	0 1 2 3	
E EMOTIONAL HEALTH AND PHYSICAL CONDITION	<ul style="list-style-type: none"> • Positive self-image and self esteem • Poor self-image, self-harm (cutting, overdose, eating disorder, sexualised risk taking) • Chronic low self-esteem, self-harm (as above), bullying/threatening behaviour • Chronic low self-esteem, self-harm, bullying, violent outbursts, offending behaviour 	0 1 2 3	

D DISTRUST - RUNNING AWAY NON ENGAGEMENT	<ul style="list-style-type: none"> • Adheres to curfew 	0	
	<ul style="list-style-type: none"> • Regularly returns home late or goes out without permission 	1	
	<ul style="list-style-type: none"> • Stays out overnight, goes missing regularly, repeated placement breakdowns 	2	
	<ul style="list-style-type: none"> • Persistently going missing, pattern of street homelessness 	3	

Name of child / Young person.....Total Score.....

Low Risk = 1-11

Medium Risk = 12-22

High Risk = 23-33

Professional Judgement / Analysis of Scoring:

Action to be taken

Score 1-11

This constitutes a child who is at **LOW RISK** of sexual exploitation but who may be at risk of being groomed for sexual exploitation

(A plan for focused early intervention and diversion should be made to safeguard and enable the child to protect themselves, to recognise and avoid risky behaviours and people and to engage in positive activities and relationships)

Score 12-22

The child / young person is at **MEDIUM RISK** and may be being targeted for opportunistic abuse through the exchange of sex for drugs, accommodation, (overnight stays) and goods etc. The likelihood of coercion and control is significant.

Score 23-33

The child / young person is at **HIGH RISK**. Exploitation is likely to be habitual, often self-denied and coercion and control is implicit.

36 *Convene Strategy Meeting to share and clarify information, develop a safeguarding and support plan for the child and parent/carer as per London Child Procedures Safeguarding against Child Sexual Exploitation (8.4.14)*

Appendix 5

Hounslow Safeguarding Children Board

The Hounslow Safeguarding Children’s Board (HSCB) is made up of statutory and voluntary partners, representatives from Health, Children’s Services, Police, Probation, the Community and Voluntary Sector as well as Lay Members. Our main role is to coordinate what is done locally to protect and promote the welfare of children and young people and to monitor the effectiveness of arrangements to ensure better outcomes for children and young people.

As a multi-agency board the HSCB scrutinises the work of all agencies to ensure the protection of children remains a priority for everyone. This is done partly through regular meetings of senior representatives from all agencies but also through the work of the HSCB sub-groups and through training, learning and development events organised by the Board.



For more detailed information about the board, its partners and useful information please visit www.hscb.org.uk

Appendix 6

Resources

Social Care Front Door

020 8583 3200 / 6600 and choose Option 1 or email

CSLL-socialcare-GCSX@hounslow.gcsx.gov.uk.

Hounslow Safeguarding Children's Board:

www.hscb.org.uk or 0208 583 3068

London Safeguarding Children Board

Contains the full London Child Protection Procedures and many other safeguarding resources: www.londonscb.gov.uk

NSPCC Child Protection Helpline

0808 800 5000 / or text 88858; help@nspcc.org.uk

Child Line

Free, confidential telephone helpline for children and young people (self-referral only): 0800 1111

NSPCC Briefings and Factsheets

Short introductions to child protection, child abuse and safeguarding topics:

www.nspcc.org.uk/preventing-abuse/research-and-resources/

Coram CLC Child Protection Project

Free legal advice on child protection and safeguarding law and policy:

www.protectingchildren.org.uk

Diverse and faith groups

Churches Child Protection Advisory Service (CCPAS): www.ccpas.co.uk

Victoria Climbié Foundation: www.vcf-uk.org

Africans Unite Against Child Abuse (AFRUCA): www.afruca.org

Faith Associates – Madrassah management and safeguarding:

www.faihassociates.co.uk/test/publications/

Southall Black Sisters: www.southallblacksisters.org.uk

Online Safety

Think U Know (CEOP)

Guide to online safety with tailored resources for parents/carers, teachers. Free training is also available: www.thinkuknow.co.uk

Online Compass

Free online safety self-review toolkit: www.onlinecompass.org.uk

UK Safer Internet Centre

Professionals online safety helpline: 0844 381 4772, helpline@saferinternet.org.uk
www.saferinternet.org.uk

Safer staff and volunteers

Guidance for safer working practice for those working with children and young people in education settings: October 2015

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Disclosure and Barring Service – criminal record checking and referring to the barring service: www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints