

Reference: **Safeguarding**
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Child Safeguarding Policy and Guidance Notes

Norfolk Family Carers is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, neglect, abuse or exploitation. Norfolk Family Carers acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will receive safeguarding training and will work together to encourage the development of an ethos which embraces the difference and diversity and respects the rights of children and young people.

In implementing this Child Safeguarding Policy Norfolk Family Carers will:

- ❖ Ensure that all employees, workers, volunteers and trustees understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- ❖ Ensure that all employees, workers, volunteers and trustees understand their responsibility to work to the standards that are detailed in the organisation's Child Safeguarding Procedures and work at all times towards maintaining high standards of practice;
- ❖ Ensure that all employees, workers, volunteers and trustees understand their duty to report concerns that arise about a child or young person, or a worker/volunteer/trustee's conduct towards a child/young person, to Norfolk Family Carers Named Person for Safeguarding;
- ❖ Ensure that the Named Person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies – Children's Advice and Duty Service and Norfolk Constabulary;
- ❖ Ensure that any procedures relating to the conduct of employees and workers are implemented in a consistent and equitable manner;
- ❖ Provide opportunities for employees, workers, volunteers and trustees to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;

- ❖ Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to Norfolk Family Carers 'Complaints Procedure'.
- ❖ Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- ❖ Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Introduction

Norfolk Family Carers works with both young carers and young adult carers in both group settings and individually. The organisation uses both employees, workers and volunteers. Norfolk Family Carers is committed to the welfare and protection of children and young people within all the activities it undertakes. The purpose of the Child Protection procedures is to ensure that all concerns about the care and protection of children and young people are effectively managed and all those concerned with Norfolk Family Carers – all employees, workers, volunteers and Trustees are responsible.

These procedures have been designed to ensure the welfare and protection of any child or young person who is known to or accesses the services provided by Norfolk Family Carers. The procedures recognise that child protection can be a very difficult subject for employees and workers to deal with. Norfolk Family Carers believes the welfare of children is of paramount concern and that their individual needs and rights should be respected. Staff, workers and volunteers working with families, young carers and young adult carers should be sensitive to the diversity of young carers and young adult carers' backgrounds in respect of age, gender, physical and mental ability, ethnicity, culture and religion, language, sexual orientation and socio-economic status.

Safeguarding and promoting the welfare of children

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- ❖ protecting children from maltreatment
- ❖ preventing impairment of children's mental and physical health or development
- ❖ ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- ❖ taking action to enable all children to have the best

Child Protection

Child Protection forms part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Recognising the Signs and Symptoms of Abuse

All staff and volunteers need to familiarise themselves with the definitions of abuse as outlined in 'Working Together to Safeguard Children' HM Government 2018.

What is abuse and neglect?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can

take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children

Physical Abuse:

A form of abuse which may involve

- ❖ Hitting, shaking, throwing,
- ❖ Poisoning,
- ❖ Burning or scalding,
- ❖ Drowning,
- ❖ Suffocating
- ❖ 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:

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development and may involve or include:

- ❖ Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- ❖ Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate it
- ❖ Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- ❖ Seeing or hearing the ill-treatment of another.
- ❖ Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- ❖ Exploitation or corruption of children including radicalisation

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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.
- ❖ 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 can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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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
 - ❖ in exchange for something the victim needs or wants, and/or
 - ❖ 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.

Neglect:

Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- ❖ Provide adequate food, clothing and 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)
- ❖ Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Employers Responsibilities

Norfolk Family Carers will ensure all employees, workers, volunteers and Trustees undertake training to gain a basic awareness of the signs and symptoms of child abuse as detailed above. The minimum training requirements will be in line with the Norfolk Safeguarding Children Partnership (NSCP).

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|---|--|
| ❖ Trustee Lead | Core and NSPCC Trustee Safeguard Training |
| ❖ Named Person | Core and Designated Safeguarding Person Training |
| ❖ Operational worker/employees | Core Training |
| ❖ Volunteers, Trustees and Office Staff | Introduction to Safeguarding |

Concerns about child abuse may happen in a variety of ways:

- ❖ A child or young person discloses that abuse has taken place or they feel unsafe
- ❖ A third party or an anonymous allegation is received
- ❖ A child or young person's appearance, behaviour, drawings or statements give cause for concern about possible abuse
- ❖ A child or young person reports an incident of alleged abuse which happened some time ago
- ❖ A report is made regarding the serious misconduct of a worker towards a child or young person.

Named Persons for Child Protection

The Named Persons for Safeguarding within Norfolk Family Carers are:

Trustee responsible for Safeguarding: Gerie Hadman

Mobile Number: 07919 806489

Named Person for Safeguarding: Alison Easton

Work telephone number: 01603 219924

Mobile number: 07933 270119

Deputy: Julie Izzard

Work telephone number: 01603 219924

Mobile number: 07745 234480

The role and responsibilities of the Named Persons are:

- ❖ To ensure that all employees, workers, volunteers and trustees are aware of what they should do and who they should go to if they are concerned that a child/young person is subject to abuse or neglect
- ❖ Ensure that any concerns about the child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- ❖ All investigations into suspect child protection issues are carried out by the relevant authorities (Children's Services/Police) and not within Norfolk Family Carers.
- ❖ The Named Person will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Stages to follow if you are worried about a child

Norfolk Family Carers recognises that it has a duty to act on reports or suspicions of abuse and that the safety of the child/young person overrides any doubts or hesitations.

When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance staff will:

Stage 1

- ❖ Initially talk to the child/young person about what you are observing. It is acceptable to ask questions e.g. *I've noticed that don't seem yourself today, is everything OK?* Never use leading questions.
- ❖ Listen carefully to what the child/young person has to say and take it seriously.
- ❖ Never investigate or take sole responsibility for a situation where a child/young person makes a disclosure.
- ❖ Always explain to children and young people that any information they have given will be shared with others in order to help keep them safe. Never tell them that 'everything will be OK', but you can reassure them that they've done the right thing by telling you.

- ❖ Notify the Named Person for Safeguarding.
- ❖ Record what was said as soon as possible after disclosure. The person who receives the allegation or has the concern should complete the pro-forma and ensure it is signed and dated.
- ❖ Respect confidentiality and file documents securely.

Stage 2

- ❖ If we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on **0344 800 8021** immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details
 - all of the details known to us as an agency about the child;
 - their family composition including siblings, and where possible extended family members and anyone important in the child's life;
 - the nature of the concern and how immediate it is;
 - Any and what kind of work/support we have provided to the child or family to date
 - What we would like to happen
 - Where the child is now
- ❖ We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.
- ❖ The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.
- ❖ We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral.
- ❖ Full details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'.
- ❖ We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on www.norfolkscb.org and contact the Safer Programme for more advice on this process.

Prevent – Radicalisation

Where a member of the staff suspects that an individual is vulnerable to radicalisation they should:

- ❖ Discuss with colleagues and Named Person for Safeguarding to better understand the concerns to decide whether further intervention and support is required
- ❖ Where still concerns the parents should be contacted to discuss the situation and their permission sought for referral into Prevent if required.
- ❖ The standard process should be followed to contact CADS. A Prevent referral form will then be completed and sent to prevent@norfolk.pnn.police.uk
- ❖ If urgent concerns contact Norfolk police on 101 or, in an emergency 999

Managing Allegations made against a member of staff or volunteer

Norfolk Family Carers will ensure that any allegations made against an employee, worker or volunteer will be dealt with swiftly and in accordance with these procedures:

- ❖ The employee/worker/volunteer must ensure that the child/young person is safe and away from the person against whom the allegation is made.
- ❖ The Named Person for Safeguarding should be informed immediately. If the allegation involves the Named Person, a member of the Senior Management Team must be informed immediately.
- ❖ The Named Person should fill in the appropriate referral form within 24 hours of an allegation being made and followed up in writing within 24 hours or contact the Local Authority Designated Officer (LADO) on 01603 223473 if an ongoing case. LADO will lead and direct any investigation not the organisation.
- ❖ LADO also provide guidance and advice to employers and voluntary organisations and liaise with police and other agencies. Outside of working hours please contact the Emergency Duty Team or Norfolk Constabulary Child Abuse Safeguarding team.
- ❖ The full LADO Procedures can be found at <http://norfolkscb.proceduresonline.com/chapters/contents.individuals>
- ❖ The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report which must be an accurate description. This report must be available to either the police and/or Children's Services.
- ❖ Regardless of whether a police and/or Children's Services investigation follows, Norfolk Family Carers will ensure that an internal investigation takes place. This may involve immediate suspension and/or dismissal dependant on the nature of the incident.
- ❖ If any individual (paid or volunteer) is removed from work which involves children (or would have been removed if the person had not left first) then a referral must be made to the Disclosure and Barring Service.

Storage of Referral Documents

- ❖ Where records of referrals and consultations are retained online they will be given a reference number, recorded on a secure spreadsheet and then stored in a secure folder with restricted access.
- ❖ All paper records should also be given a reference number, recorded on a secure spreadsheet and then kept in a locked cupboard or drawer within a locked building or office.

Please refer to the following key legislation and guidance for more detail and information:

- ❖ Working Together to Safeguard Children 2018
- ❖ 2004 Children Act <http://www.legislation.gov.uk/ukpga/2004/31/contents>
- ❖ 1989 Children Act <http://www.legislation.gov.uk/ukpga/1989/41/contents>
- ❖ What to do if You're Worried a Child is Being Abused?
- ❖ Framework for the Assessment of Children in Need and their families

These documents can be found in the General Drive in the Child Safeguarding Folder or by clicking on the attached link.

Find out more about the current guidance on safeguarding, legislation and resources.

Two documents are particularly helpful:

- What to do if you're worried a child is being abused: advice for practitioners
- Working together to safeguard children

Useful contacts:

Norfolk Safeguarding Children Partnership: In Norfolk, the Norfolk Safeguarding Children Partnership (NSCP) is led by the 3 statutory partners who work together with other local agencies including the voluntary sector to make sure that children are protected from harm and that their welfare is promoted. Tel: 01603 223409 (general matters. See website contact area for more specific enquiries). Email: nscb@norfolk.gov.uk Website: <https://www.norfolkscb.org/>

Safer: The Safer Programme provides advice, information and training on all aspects around safeguarding children, child protection, policies and procedures, primarily to the voluntary and community sector, but also to the statutory and private sector Website: <https://www.norfolkscb.org/people-working-with-children/safer-programme/>

NSPCC Child Protection Helpline (24 hours): To report or discuss concerns about a child's welfare. Tel: 0808 800 5000 or Email: help@nspcc.org.uk

NSPCC Child Protection In Sport Unit is a joint NSPCC/Sport England initiative. Tel: 0116 366 5588 Website: www.thecpsu.org.uk

SAFE CIC is a not for profit community interest company working with the voluntary and community sectors to assist organisations attain SAFE (Safer Activities for Everyone) standards. Tel: 01379 871091 Email: help@safecic.co.uk Website: www.safecic.co.uk

Child Exploitation Online & Protection Centre (CEOP)

The Child Exploitation and Online Protection (CEOP) Centre is part of the National Crime Agency (NCA) and can apply the full range of policing powers in tackling the sexual abuse of children. Report sexual abuse to CEOP online.


Thinkuknow is CEOP's educational initiative for children, young people, families, and adults who work with children to deliver important eSafety messages. Access Thinkuknow resources and attend training.

Get Safe Online is the UK's leading source of unbiased, factual and easy to understand information on online safety: www.getsafeonline.org/safeguarding-children

Prevent – Strategy safeguarding individuals vulnerable to radicalisation

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/crime-and-disorder-partnerships/community-safety-partnership/preventing-radicalisation>

Name: GERALDINE M. HADMAN

Signature: 

Position: TRUSTEE

Date: 22-2-2022