Hungerford
youth and community
Charity no.11846921

Child Protection Policy including Reporting Concerns Process & Incident Form

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Policy Scope:	Organisation wide
Appendices	1: Types of Abuse 2: Safeguarding incident form 3: Staff guidance flow charts 4: Safeguarding Reporting Procedure
Contacts included	Safeguarding Officer Safeguarding Trustee

While it is not the job of HYCC Staff (employees, volunteers and trustees) to investigate any safeguarding issues, it is possible that staff will observe/hear something which may be a safeguarding concern, or that a child may disclose information which may lead us to believe that there are concerns about the welfare and safety of a child or adult.

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult at risk, it is your duty to report the concern.

This document describes the potential signs and types of abuse and the process to follow should a concern arise.

1. Signs of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Some signs that could alert staff and volunteers to the fact that a child, young person or adult at risk might be being abused include: -

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour
- Something a child has said
- Intoxication from drugs or alcohol
- Signs of additional needs not being met
- A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.

If a child, young person or adult at risk displays these signs it does not necessarily mean that they are being abused. Similarly, there may not be any signs; you may just feel something is wrong. If

you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. Please refer to Appendix 1 for Types of Abuse.

2. Suspicions / Reporting concerns

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

If a child, young person or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below MUST be followed:

2.1 Immediately inform your line manager (or session leader) or the safeguarding officer;

2.2 Use the following process to capture the concerns and record all information on the Incident Record Form in Appendix 2:

- to make a record of your actions,
- include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later.
- Record only the facts as you know them

2.3 ensure the child has access to an independent adult (e.g. group leader/youth worker)

2.4 If abuse is suspected, you or your line manager should report concerns directly to the HYCC safeguarding officer immediately or in their absence the safeguarding trustee. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

The following are some key Do's and Don'ts if a child, young person or adult at risk reports abuse:

Always:

- Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
- Make notes and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed.
- Allow the child, young person or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told).
- Reassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.

- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

If you receive an allegation from an adult about another adult or yourself the procedure that MUST be followed is:

2.5 immediately inform your line manager or the safeguarding officer;

2.6 record the facts as you know them on the Safeguarding Incident Form in Appendix 2 and give a copy of the record to your line manager

2.7 if an allegation is suspected, concerns should be reported directly to the safeguarding officer or in their absence the safeguarding trustee. It is the responsibility of the safeguarding trustee to ensure that is has been reported to the appropriate authorities.

If you receive a request for advice from anyone external to HYCC about suspected/reported abuse of a child, young person or adult at risk the procedure that MUST be followed is:

2.8 advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person or adult at risk, what was discussed;

2.9 advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes;

2.10 don't give them a copy of HYCC's procedure, but you may give details of the organisations/publications detailed within it;

2.11 immediately inform your line manager or safeguarding officer;

2.12 record the facts as you know them and give a copy of the record to your line manager;

2.13 if abuse is suspected you or you line manager should report concerns directly to the the safeguarding officer or in their absence the safeguarding trustee. It is the responsibility of the safeguarding trustee to ensure that is has been reported to the appropriate authorities

If you are concerned that a child, young person or adult at risk is or may be subject to abuse or harm:

2.14 make a written, dated note of observations;

2.15 immediately inform your line manager or safeguarding officer or in their absence the safeguarding trustee as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.

The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person or adult at risk.

2.16 **If you are concerned that a member of staff** is harming or abusing a child, young person or adult at risk, you must report your concerns immediately to your line manager or safeguarding officer. Relevant HR procedures will be initiated, and a referral made to an external agency if appropriate.

2.17 **If you suspect any other person** is harming or abusing a child, young person or adult at risk, you should contact your line manager, or safeguarding officer. However, you can contact Children's Services, Adult Services or the Police.

An Allegation Management flowchart is also available in Appendix 3.

3. Making a Referral

If you are concerned that a child, young person or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your line manager or Safeguarding Officer. Your line manager or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity's internal procedures.

Where a referral is to be made externally, the Safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

Safeguarding Officer: Vicky Stretch - 07769 359008
Safeguarding Trustee: Charlie Barr - 07875529331
West Berkshire Children and Family Services Contact, Advice and Assessment Service (CAAS):
Telephone - Practitioner - 01635 503190
Telephone – Member of the public – 01635 503090
or email child@westberks.gov.uk
Out of Hours Emergency Duty Service:
Any referrals or contacts between 5pm and 9am Monday to Friday or 24 hours on Saturday and Sunday should be directed to our Emergency Duty Service. A record of all referrals to the emergency duty service will be made and referred onto the relevant local office. Call on 01344 351999
West Berkshire Local Offer: Local Offer helps you find information about local services, support, activities and events for children and young people aged 0 - 25 years who have special educational needs or disabilities (SEND).
Family Information Service: Email: fis@westberks.gov.uk

NSPCC Helpline: 0808 8005000

Appendix 1- Types of Abuse

For more information about types and signs of abuse, visit the NSPCC website for up-to-date guidance: https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult at risk.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving children, young people or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person or adult at risks' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because 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, young person or adult at risk 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, young person or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children, young people or adult at risk;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new-born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put

children, young people or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child, young person or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.
Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Grooming: Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child. They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting. Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting; Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages.

Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

Cuckooing; Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse; Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to: physical injuries, drug and alcohol abuse, going missing, committing criminal offences, disengagement from school, poor mental health, sexual health concerns.

Trafficking: Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.
Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

Terrorism and Extremism: The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence.

HYCC staff working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your line manager or safeguarding officer.

Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm.

Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong;
- Unhappy about themselves and what others might think of them;
- Embarrassed or judged about their culture, gender, religion or race;
- Stressed or depressed;
- Fed up of being bullied or treated badly by other people or by society;
- Angry at other people or the government;
- Confused about what they are doing;
- Pressured to stand up for other people who are being oppressed.
- The desire to be valued and respected
- There are few other options open to them
- No one is listening to them/have no voice

Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and HYCC staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

Appendix 2 - Safeguarding Incident Form

Your Name:

Your Position:

Child's Name:

Child's Address:

Child's date of birth:

Parents'/carers' names and addresses:

Date and time of incident:

Your Observations:
Record of exactly what the child, young person or adult at risk said and what you said: (Remember do not lead the child, young person or adult at risk – record actual details. Continue on a separate sheet/s if necessary). Refer to policy to identify type/s of abuse.

Does this indicate the person subject of the concern or allegation has:
• Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at Risk.
• Possibly committed a criminal offence against or related to a child or adult at risk.
• Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk, or
• Behaved in a way that may compromise HYCC's reputation to safeguard the young and the vulnerable.

Yes No

Subject of Concern/allegation

Name:

Position:

D.O.B:

Tel No:

Address:

Post Code:

Other:

Any previous concern(s):

Action taken so far:

External agencies contacted: (Where time permits contact Hungerford Youth and Community Safeguarding Trustee for advice)

Name	Notes of actions	**Date**	**Time**
Safeguarding officer Vicky Stretch 07769 359008			
Safeguarding trustee Charlie Barr 07875529331			
West Berkshire Children and Family Services Contact, Advice and Assessment Service (CAAS): Telephone - Practitioner - 01635 503190 or email child@westberks.gov.uk			
NSPCC 0808 8005000			
Police			

Emergency 999 Non Emergency 111			

Details of advice given:

Trustees contacted (name(s), contact number, details of advice received):

Date & Time:

Signature:

Print Name:

A copy of this report should be sent to the safeguarding officer and safeguarding trustee.
In addition, it may be appropriate to keep details of any actions, meetings or decisions in the Incident Log (in Teams – Safeguarding Reporting folder) for future referral.

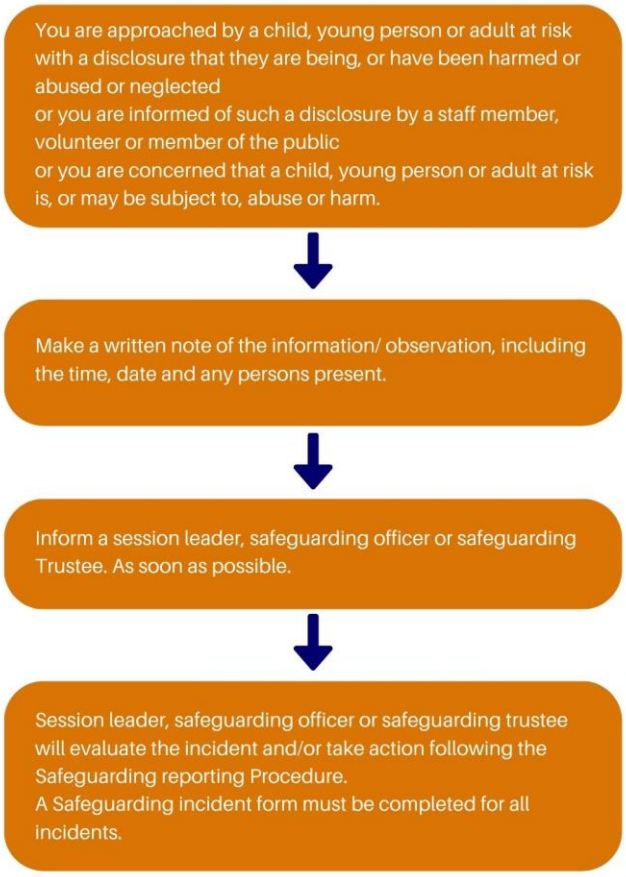
Please remember to maintain confidentiality on a need-to-know basis – do not discuss this incident with anyone other than your Session Leader or those who need to know.

The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

IN STRICTEST CONFIDENCE WHEN COMPLETED

Appendix 3 – Staff Guidance Flow Charts

Reporting concerns about a young person is everyone's responsibility. What to do if you have concerns for the safety of a child, young person, or adult at risk:



Appendix 4 – Safeguarding Reporting Procedure

A reporting form must be completed, and Safeguarding Officer and trustee informed.

If a child is at immediate risk call the POLICE	CALL 999
If you believe a child could be at risk of harm call the POLICE	CALL 111
To report a concern about a child	Please contact Contact Advice Assessment Service 01635 503090 child@westberks.gov.uk
To report a concern about a child out of hours	Emergency Duty Service on 01344 351 999
Not sure what to do or need some advice	NSPCC Helpline Phone: 0808 800 5000