SAFEGUARDING & PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE POLICY

Procedure & Guidelines for Staff, Volunteers and Students

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Policy holder (title)	*Services Coordinator*
Policy holder (name)	*Jenn Bravo*
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TLA Mission:
Preventing homelessness and delivering creative support that transforms lives and strengthens communities.

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1 SAFEGUARDING CHILDREN AND YOUNG PEOPLE STATEMENT

Safeguarding children and protecting them from harm is everyone's responsibility.

Turning Lives Around (TLA) is fully committed to safeguarding and promoting the welfare of all children and young people. TLA will take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. TLA acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.
Working Together 2015 & 2018 defines safeguarding and promoting the welfare of children as:

1. Protecting children from maltreatment
2. Preventing impairment of children's health or development
3. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
4. Taking action to enable all children to have the best outcomes

In this policy, as in the Children Act 1989 & the 2004 Children Act respectively, a child is anyone who has not yet reached their 18th birthday.

All paid staff, students and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

2 INTRODUCTION

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by TLA.

It is important that staff respond appropriately to a Safeguarding Children and Young People incident and are aware of their responsibilities. These guidelines will enable all workers, volunteers and students to act appropriately to any concerns that arise in respect of a child/young person.

Brief outline of the work we do with children and young people:

TLA provides support and accommodation services to families, parents not living with their children, and 16–17-year-olds, some of whom are teenage parents.

TLA will:

- Ensure that colleagues, volunteers and students understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all colleagues, volunteers and students understand their responsibility to work to the standards that are detailed in TLA's Safeguarding Children and Young People Policy and work at all times towards maintaining high standards of practice.
- TLA works within the West Yorkshire Consortium Safeguarding Procedures which are available at **https://www.leedsscp.org.uk/.** TLA will ensure that all workers, volunteers and students are aware of Leeds Safeguarding Children Partnership (LSCP) interagency safeguarding procedures and are confident in how to work within these guidelines
- Ensure that all colleagues, volunteers and students understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for Safeguarding Children and Young People.
- Ensure that the named person understands his/her responsibility to refer any safeguarding children and young people concerns to the statutory safeguarding children and young people agencies.
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner.

- Provide opportunities for all staff, volunteers and students 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 TLA's 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.

3 PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

3.1 Named person(s) for Safeguarding Children and Young People

TLA has an appointed individual who is responsible for dealing with any Safeguarding Children and Young People concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Safeguarding Children and Young People within TLA are:

Jenn Bravo	Direct number: 0113 272 8492 Mobile number: 07812 965 160
Robert Chandler – Ofsted Registered Service Manager	Office number: 0113 262 7271 Mobile number: 07483474766
Children's social work service during office hours Mon -Fri 9am-5pm	0113 376 0336
Social care out of office hours (evenings, weekends and bank holidays call the Children's Emergency Duty Team (EDT))	0113 5350600 childrensedt@leeds.gov.uk

The role of the named person(s) are to support the management of safeguarding and welfare concerns across the organisation responsibilities including:

- ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.

- pass any allegations made against a member of staff to LADO Local Authority Designated Officer
- championing safeguarding throughout the organisation
- ensuring that organisational policy and procedures are properly applied and implemented in services
- providing advice, information and guidance for staff within the organisation
- ensuring that effective reporting and recording systems are in place
- reviewing the Child Safeguarding policy and Procedures
- undertake Organisation Safeguarding Assessment (Formerly Section 11 audit)
- providing the member of staff/volunteer against whom an allegation has been made with information and advising them to inform their union or professional body

3.2 Children visiting and/or living on premises owned or managed by TLA

TLA accepts that all clients have a right to a private life and at times the clients we accommodate may wish to have contact with their children whilst they are living with us. Though TLA does not have a blanket exclusion on children under 16 years visiting on our premises; no child under 16 years will be allowed to visit before we have carried out a risk assessment on the safety of their visit. Where their parent is living in shared accommodation children under 16 years will not be ordinarily allowed to visit.

The scheme responsible for the management of the property where the child will be visiting/living must do a risk assessment as to the suitability of the premises (health and safety concerns) and the client they are visiting/living with. The client risk assessment must encompass risk issues in respect to suitability of the property and the client's ability /parenting capacity to look after their child. In addition, the scheme will record the child's basic information (name, names of parent, age, DOB, usual address) on their parent's file.

The completed risk assessment and risk management plan must be forwarded to the scheme manager prior to agreeing to allow a child to visit or live with a client on TLA premises.

- If there are concerns in respect to a child's welfare with a client or it is unsuitable for a child to visit our premises the request will be refused.

- If there are concerns during the visit that a child may be at risk of significant harm then staff must follow the procedures as detailed in this policy.

3.3 Parenting Capacity - The ability to be a good enough parent

Where clients (including 16-17yr olds) within the organisation have access to their children; TLA staff, as part of the client's assessment and support planning processes will routinely gain an understanding of the client's ability to respond appropriately to their child's needs and the client's capacity to keep the child safe from harm and to be a 'good enough' parent. TLA staff should consider their ability to ensure safety, and provide basic care, emotional warmth and adequate stimulation appropriate to the age of the child.

3.4 Physical Punishment

TLA has a 'No Physical Punishment Policy' parents/ carers are encouraged to use other appropriate non physical methods of discipline with their children.

3.5 Early Help

Sometimes concerns about a child/ young person may not be about abuse. You may be concerned that a child/young person or family needs some help in making sure all of a child's needs are met or to address a particular problem. E.g. child/young person is suffering because of poverty- getting into trouble in the community or has a disability and needs extra help. Leeds has adopted the Early Help Approach.

https://www.leedsscp.org.uk/practitioners/working-with-families/early-help

3.6 The Principles of Think Family, Work Family

Leeds has adopted the "Think Family Work Family" approach. This means that any practitioner, whether working with adults or children will be working holistically and identifying needs that any family member may have and getting them the right support.

The Leeds Approach to Think Family, Work Family – Leeds Safeguarding Children Partnership

4 SAFEGUARDING

'Harm' means ill-treatment or the impairment of health or development, including for example impairment suffered from seeing or hearing the ill-treatment of another;
Section 31(9) of the Children Act 1989, as amended by the Adoption and Children Act 2002.

Child abuse is categorised in the following ways, these are neither prescriptive nor exhaustive

4.1 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.

4.2 Neglect

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.

4.3 Emotional Abuse

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

4.4 Physical Abuse

Any non-accidental injury to a child can include hitting, biting, burning, throwing and shaking or otherwise causing physical harm to a child.

For more detailed definitions see **Working Together 2018.**

Please also refer to:

www.leedsscp.org.uk/Practitioners/Local-protocols

https://www.leedsscp.org.uk/practitioners/local-protocols/bruising

https://www.leedsscp.org.uk/practitioners/local-protocols/neglect

4.5 Child Sexual Exploitation

"Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Reference:
https://www.leedsscp.org.uk/practitioners/safeguardingtopics/missing

4.6 Children Who Display Sexually Harmful Behaviour

Sexually harmful behaviour is the term used to describe children or young people who sexually abuse other children, young people or adults.

Reference:
https://www.leedsscp.org.uk/practitioners/safeguardingtopics/sexually-harmful-behaviour

4.7 Children with Complex Needs

Special care and attention should be given to all children with disabilities and complex need for following reasons:

- They are often at increased risk of abuse and neglect because
- They have fewer outside contacts than other children
- They receive intimate personal care possibly from a number of carers
- They have an impaired capacity to resist or avoid abuse
- They have communication problems making it difficult to tell others what is happening
- They may be inhibited about complaining because of a fear of losing services
- They may be especially vulnerable to bullying and intimidation.

5 Online safety

Technology is an integral part of children's and young people's lives. It has transformed the way they learn, play, connect and communicate.

Children and young people may experience abuse online and they may be exposed to harmful content. And this can have a long-lasting impact on their wellbeing.

Every child deserves to be, and to feel, safe online.

TLA will play a role in helping make online spaces safer for children and young people by:

- talking to children and young people about anything worrying they experience online
- recognising how important the online world is to children and young people, and talk to them about it
- making sure online safety is an ongoing part of your work with children and young people, not just a one-off session
- setting rules for the use of online platforms in your organisation. Involve children and young people in setting these and make sure they're well understood
- using technical solutions to manage access to online platforms and make sure everyone knows about and understands why you've put them in place
- helping children and young people understand and manage their privacy settings online.

5.1 What is online abuse?

Online abuse is any type of abuse that happens on the internet, using technology like computers, tablets, mobile phones, games consoles and other internet-enabled devices.

Children and young people may experience several types of abuse online, including:

- bullying or cyberbullying
- emotional abuse (including emotional blackmail)
- harassment, stalking or other threatening behaviour
- pressure or coercion to send sexual images
- sexual abuse
- sexual exploitation.

Children and young people may also be exposed to online harms, such as inappropriate behaviours or content online.

5.2 How online abuse happens

Online abuse can happen anywhere that allows digital communication, such as:

- social media
- text messages and messaging apps
- email and private messaging
- online chats
- comments on video or livestreaming sites
- chat in games, including voice chat
- immersive technologies such as virtual and augmented reality

Perpetrators exploit digital technology to initiate, maintain and escalate abuse. They may also groom children and young people online, using online platforms to build a trusting relationship with the intention of abusing a child or young person.

Perpetrators will often try to engage with young people across a variety of online platforms. They may also encourage children to move conversations to platforms that use end-to-end encryption This means only the sender and recipient can see the content of messages which makes it harder to identify threats to child safety.

Online abuse may:

- be part of abuse that's also happening face-to-face such as bullying or an abusive relationship
- happen only online
- start online then develop into contact abuse.

Children and young people can be at risk of online abuse from people they know offline, or from people they have only known online. Children may have a false sense of safety online, which means they're more likely to talk to strangers. Perpetrators may also create anonymous profiles or pretend to be another child. This means children and young people may not realise who they're speaking to.

Children and young people can also experience further abuse, or be revictimised, if abusive content is recorded, uploaded or shared by others online – whether the original abuse happened online or offline.

However it happens, it can feel relentless and like there's no escape.

6 Keeping children safe online

TLA staff and volunteers will undertake relevant training to learn how to keep children safe online and know how to respond appropriately to concerns. +

6.1 Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those who are bullied to defend themselves.

The three main types of bullying are:

- Physical
- Verbal
- Emotional (e.g. isolating an individual from the activities and social acceptance of their peer group)

Bullying can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm).

6.2 Interpersonal Violence and Abuse (IPVA) in Young People's Relationships

This relates to situations where a young person under the age of 18 is being harmed or is causing harm in their own intimate relationships.

To request protocols please email: **lscp.info@leeds.gov.uk**

6.3 Children experiencing or witnessing domestic abuse

A useful reference is: https://www.leedsscp.org.uk/children/domestic-violence

Workers should be mindful of the possibility of domestic violence when working with families. They should Inform TLA's CYP Safeguarding Lead by way of a completed alert and contact the Duty and Advice team if they are aware of an incident of domestic violence where a pregnant woman or a children are present, or members of the household and they are at risk of harm. In emergencies or where a crime is suspected, the police should be contacted.

6.4 Female Genital Mutilation (FGM)

A useful reference is:
https://www.leedsscp.org.uk/practitioners/safeguardingtopics/fgm

FGM has been illegal in the UK since the introduction of The Prohibition of Female Circumcision Act 1985. The Female Genital Mutilation Act 2003 was therefore introduced to extend its jurisdictions abroad as well as increase the sentence from 5 to a maximum of 14 years imprisonment for those found to conduct the procedure and aiding and abetting.

6.5 Forced Marriage (Civil Protection) Act 2007

A forced marriage is one that is carried out without the full consent and approval of both parties and duress is involved, including physical and psychological. It is different from an arranged marriage where the spouses' families take a leading role in introducing suitable partners or making marriage arrangements, but the final choice of whether to accept the suitor or not remains with the young people.

Section in: https://www.leedsscp.org.uk/practitioners/learning-from-reviews-domestic-abuse

To request further protocols email: lscp.info@leeds.gov.uk

6.6 Child Criminal Exploitation

https://www.leedsscp.org.uk/practitioners/safeguarding-topics/county-lines

6.7 Children and young people at risk of radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Radicalisation is usually a process not an event. It is important to be able to recognise the factors that might contribute towards the radicalisation of an individual. Indeed, some of the factors that lead an individual to becoming radicalised are no different to those that might lead individuals towards involvement with or being vulnerable to other activity such as gangs, drugs, and sexual exploitation.

https://www.leedsscp.org.uk/practitioners/safeguardingtopics/extremism

7 CONCERN ABOUT A CHILD (WELFARE OR SIGNIFICANT HARM)

TLA recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations.

https://www.leedsscp.org.uk/concerned-about-a-child

In TLA concerns about a child or young person's safety can come to light in different ways. For example:

- a third party or anonymous allegation is received;
- a child or young person's appearance, behavior, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a written report is made regarding the serious misconduct of a worker towards a child or young person.

Procedure to follow if you are concerned about a child

If you suspect that a child or young person is being or is at risk of being significantly harmed as a result of abuse or neglect, you must report this immediately.

Colleagues working with children, young people and families should:

- Discuss your concerns in the first instance with your **Safeguarding Lead** or line manager if you are unsure if they are suffering significant harm
- Inform the parents and / or gain their consent for you to make this contact unless doing so would put the child at risk
- Gather initial information using the Contact Form as guidance
- **During office hours** (9.00am – 5.00pm) call the Duty & Advice Team
- **Out of office hours** (evenings, weekends and bank holidays) call the Children's Emergency Duty Team (EDT)
- If you believe a child is in **immediate danger** and at risk of harm, call the police on 999.

If the child or young person is not at risk of being significantly harmed practitioners should consider an Early Help response.

If you think a child is in **immediate danger** call the police on 999 out of office hours (evenings, weekends and bank holidays).

8 SAFE RECRUITMENT

To reduce the risk of people working, or who seek to work with children and young people who may pose a risk to children and who may harm them, TLA has a clear process for recruiting staff and volunteers.

8.1 Management and supervision of staff / volunteers/ students

TLA is committed to the appropriate management and supervision of staff, volunteers working with children and young people to ensure that staff have the opportunity to discuss with their line manager any child protection matter giving them concern.

For further details please see TLA's Supervision and Appraisal Policy.

8.2 Staff Learning and Development

8.2.1 Safeguarding Children and Young people and Professional Boundaries is core training within the organisation and all staff who will be working with children and young people are expected to attend.

8.2.2 Safeguarding training is included in the induction programme for new staff and volunteers.

8.2.3 Records of staff attending Safeguarding Training will be kept on TLA's Human Resource Management System.

8.2.4 TLA will measure the impact of Safeguarding training back in the workplace and on outcomes for children and young people

8.3 Managing Allegations made against a member of staff or volunteer

TLA will ensure that any allegations made against a member(s) of staff/volunteer will be dealt with swiftly and in accordance with these procedures:

- The Registered Service Manager (Robert Chandler)must be notified immediately. If the allegations are made in respect to the Registered Service Manager this should be reported to the Nominated Individual (Jenn Bravo). If the allegations are made against the Nominated Individual the Chief Executive (Steve Hoey) must be notified immediately.

- 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. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Children and Young People's Social Care.
- The Registered Service Manager will pass on any allegations made against a member of staff to Local Authority Designated Officer. In this absence of the Registered Service Manager it will be passed on by the Nominated Individual or the Chief Executive as appropriate
- The worker must ensure that the child is safe and away from the person against whom the allegation is made.

Regardless of any subsequent and/or Children Social Work Service investigation, TLA will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident. This will be regardless of any police/ social care investigations.

TLA is committed to ensuring that workers feel safe to express their concerns about the practice of others. If any member of staff has any concerns, please refer to TLA's Whistle Blowing Policy.

https://www.leedsscp.org.uk/practitioners/services/managing-allegations

9 MANAGING CONFIDENTIAL INFORMATION

For further information in respect of confidentiality please see TLA GDPR policy.

10 POLICY AND PROCEDURE REVIEW

- **The Safeguarding Children and Young People Policy will be reviewed either every three years or in the event that there are significant changes in legislation.**
- **It will be reviewed and signed off by the Supervisory Board.**
- **TLA is committed to the involvement of parents/carers and young people in developing policies that affect them.**
- **Any changes/amendments will to be explained and shared with staff and parents/carers.**

- **Safeguarding Policies and procedures should be displayed on a prominent notice board, on the website and a copy will be made easily available to all staff and parents.**

11 USEFUL CONTACTS

During office hours (9.00am – 5.00pm)	
Duty and Advice team at the Front Door	**0113 376 0336**
Out of office hours (evenings, weekends and bank holidays)	
West Yorkshire Police	**999**
West Yorkshire Police (non emergency)	**101**
Local Authority Designated Officer (LADO) Duty	0113 3789687 LADO@leeds.gov.uk
Child Sexual Exploitation – Local Authority Designated Officer (LADO)	0113 247 8652
Domestic Violence Helpline	**0808 2000 247**
Leeds Safeguarding Children Partnership	0113 378 6018 lscp.info@leeds.gov.uk
NSPCC Child Protection Helpline	help@nspcc.org.uk
The Forced Marriage Unit https://www.gov.uk/stop-forced-marriage	fmu@fcdo.gov.uk
Safe Network https://www.childrenengland.org.uk/safe-network-resources This web site is also very helpful for a wide range of help and advice on child protection issues for smaller community groups including an online guide to developing your Safeguarding standards.	
The Child Exploitation & Online Protection (CEOP) Centre https://www.ceop.police.uk/Safety-Centre/	
Channel in Leeds	prevent@leeds.gov.uk

12 APPENDICES

Safeguarding & Covid 19

Assessment Framework

Dimensions of Parenting Capacity

Referral Pathways

Intelligence- the Basics and Police Information report form