



**Services for
Young People**

Safeguarding and Child Protection

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Linked Policies	Equality and Inclusion Whistleblowing Disciplinary and Grievance
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Y SERVICES

Safeguarding and Child Protection Policy

1 INTRODUCTION

Y Services for young people believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other concerns and will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

This document has been created in line with the requirements set out by

- Working Together to Safeguard Children 2018
- Hampshire, IOW, Portsmouth and Southampton Safeguarding Children's Partnerships
- Children's Act 1989

2 PURPOSE

This policy has been created to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Y Services for Young People and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

3 SCOPE

This policy applies to all staff, volunteers, trustees, suppliers, service users and members of the public who come into contact with Y Service for young people.

4 PROCEDURE AND KEY RESPONSIBILITIES

We are committed to safeguarding all young people that access our services and will do this by:

- listening to children and respecting them
- appointing a nominated child protection lead and a member of the trustee board who takes lead responsibility for safeguarding
- writing detailed safeguarding and child protection procedures
- making sure all staff and volunteers understand and follow the safeguarding and child protection procedures
- ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern
- building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.
- all Y Services for Young People staff and volunteers will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures

Safeguarding Procedure

It is not the responsibility of anyone working in Y Services for Young People whether staff or volunteer to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicious of abuse occurring within projects supported by Y Services for Young People and to allegations/suspicious that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicious.

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person discloses or indicates that they are being abused, you should:

- **stay calm**
- **reassure** the young person that they are not to blame and they have done the right thing
- **listen** to the young person, showing that you are taking them seriously, do not interrupt them, allow them to speak first
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led or words and ideas have been suggested during questioning. Only ask questions to clarify, record information in the young person's words not your own.
- **inform** the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
- **safety** is paramount. If the young person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information on to the Lamplight system.
- **report** the incident to the DSL or a Deputy DSL.

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording staff should confine themselves to the facts and distinguish what is personal knowledge and what others have told you. Do not include own opinions.

Information should include the following:

- the young persons name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioral changes
- details of witnesses to the incidents
- the young person's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parent/carer been contacted? If so what has been said? (if the allegation is related to abuse from a parent/carer this should be discussed immediately with a DSL)
- has anyone else been consulted?

- has anyone been alleged to be the abuser?

In all cases if you are not sure what to do you can gain help from the designated safeguarding trustee:

Andy Kennedy Telephone: 07496 887715 who after discussion may ask you to call

Hants Out of Hours Line Tel No: 0845 600 4555

There are two Deputy Safeguarding leads: **Maria Calway-Kennedy and Graham Thomas** who can be contacted if Andy is unavailable.

The Trustee Lead Safeguarding person is: Andy Kennedy

Safer Recruitment

Y Services for young people have a clear policy on the safe recruitment of staff and volunteers as part of our recruitment policy. It is important that all reasonable steps are taken to prevent unsuitable people from working with children. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

Application Process

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record.
- Consent will be obtained from the applicant to undertake a DBS check.
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact before an offer of employment is made.
- Evidence of identity (passport or driving license with photo)

Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the Y Services for Young People Code of Ethics and Conduct
- Safeguarding and Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

Allegations against staff/volunteers

The Y Services for Young People trustees will make an immediate decision about whether any individual accused of abuse should be temporarily suspended in accordance with the disciplinary process pending further investigation both internally and through police and social services

Irrespective of the findings of the Children's Services or police inquiries the Y Services for Young People trustees will assess all individual cases to decide whether a member of staff or volunteer

can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the Y Services for Young People trustees must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the young person should remain of paramount importance throughout.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Youth Worker / Y Services for Young People trustee
- The parents of the child
- The person making the allegation
- Children's Services/Police
- The alleged abuser (and parents if the alleged abuser is a young person).
- Seek Children's Services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Concerns outside the immediate Youth Work Setting (e.g. a parent or carer)

- Report your concerns to the Y Services for Young People DSL or Deputy DSL (DDSL)
- If a Y Services for Young People DSL or DDSL is not available, the person being told or discovering the abuse should contact Children's Services or the police immediately
- Children's Services and a Y Services for Young People trustee will decide how to inform the parents/carers'
- Maintain confidentiality

5 QUALITY, TRAINING AND MONITORING

The implementation of procedures should be regularly monitored and reviewed. All employees and volunteers should regularly report progress, challenges difficulties, achievements gaps and areas where changes are required to their line manager and board of trustees.

All staff and volunteers are required to attend mandatory safeguarding refresher training on an annual basis, or evidence equivalent training and attend an initial safeguarding course, as part of the induction process.

6 FURTHER GUIDANCE

Definition of Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the young person encounters in

residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

Types of Abuse

Physical Abuse: where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called Munchausen syndrome by proxy.

Emotional Abuse: the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

Neglect occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Sexual Abuse occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

<ul style="list-style-type: none">- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries- an injury for which an explanation seems inconsistent- the young person describes what appears to be an abusive act involving them- another young person or adult expresses concern about the welfare of a young person- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper- inappropriate sexual awareness	<ul style="list-style-type: none">- engaging in sexually explicit behaviour- distrust of adult's, particularly those whom a close relationship would normally be expected- difficulty in making friends- being prevented from socialising with others- displaying variations in eating patterns including over eating or loss of appetite- losing weight for no apparent reason- becoming increasingly dirty or unkempt
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It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in Y Services for Young People to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

Exploitation

Child Criminal Exploitation

Child Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power, to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- in exchange for something the victim needs or wants, and/or
- for the financial or other advantage of the perpetrator or facilitator and/or
- through violence or threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact, it can occur through the use of technology.

In all cases, those exploiting the child/young person has power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Child Sexual Exploitation

Child Sexual Exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person has power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability (Department for Education 2012).

Child Sexual Exploitation (CSE) is a complex area:

In law, there is no specific crime of child sexual exploitation. Offenders are often convicted for associated offences such as sexual activity with a child or trafficking offences.

Child sexual exploitation is not a separate category of abuse in child protection procedures. This means data is often:

- Missing or incomplete
- Concealed in other categories of abuse or crime
- Unreported

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 victims of exploitation.

Those who exploit children sexually are often described as manipulative individuals and will often target the most vulnerable.

As such, it is important that we do not dismiss the warning signs and concerns based on a child's previous history or a perception that they have a chaotic lifestyle.

Young people with learning disabilities share many of the same vulnerabilities to CSE that are faced by all young people, but the evidence indicates that they face additional barriers to their protection, and to receiving support to address CSE. Other children and not just adults can instigate CSE.

Signs A Child Is Being Exploited	
Financial Signs	<ul style="list-style-type: none">- Acquisition of money, clothes, mobile phones etc. without plausible explanation.- Rewards of money/goods for introducing peers
Social Signs	<ul style="list-style-type: none">- Returning home under the influence of drugs/alcohol;- Concerning use of internet or other social media- Gang-association and/or isolation from peers/social networks;- Relationships with controlling or significantly older individuals or groups;- Frequenting areas known for sex work- Multiple callers (unknown adults or peers) /Mobile phones/sim cards
Behavioural/Emotional Signs	<ul style="list-style-type: none">- Inappropriate sexualised behaviour for age/sexually transmitted infections;- Self-harm or significant changes in emotional well-being.

- Leaving home/care without explanation and persistently going missing or returning late;
- Exclusion or unexplained absences from school, college or work;
- Increasing secretiveness around behaviour

Victim Blaming Language

It is imperative that appropriate terminology is used when discussing children and young people who have been exploited or are at risk of exploitation or have disclosed any form of sexual harassment or harm. Language, either written or verbal implying that the child or young person is responsible in any way for abuse and crime that they are/have been subjected to, must be avoided to ensure we safeguard them appropriately. It is important to recognise that a child or young person cannot consent to their own exploitation/abuse, therefore if a child or young person is made to feel shame or guilt, it may prevent them from disclosing abuse.

More information can be found in this useful document provided by the Children's Society:
[Child Exploitation Appropriate Language Guide 2022.pdf \(childrenssociety.org.uk\)](#)

Child Exploitation Risk Assessment Framework (CERAF)

The Child Exploitation Risk Assessment Framework (CERAF) is a child exploitation risk assessment tool. Your professional judgement is as equally important as the score. Be mindful that child exploitation does not exist as a standalone issue and that children who are being criminally exploited are also likely to have increased missing episodes, and may be victims of sexual abuse and/or trafficking.

A CERAF should be completed as soon as potential concerns regarding any form of child exploitation are identified. This may include child sexual exploitation (CSE), child criminal exploitation (CCE), county lines (CL), modern day slavery (MDS) or child trafficking concerns. The evidence may follow a missing episode, or increasing occasions of a child truanting from school, staying out late, associating with new peers/associates where there may be some concerns or known intelligence risk.

Hampshire, Isle of Wight, Portsmouth and Southampton (HIPS) CERAF Guidance can be found here: [CERAF Guidance](#)

The CERAF is a Tool to be used for children at risk of or being exploited & will support identification of risk areas to be addressed and next steps: [CERAF Assessment Framework](#)

