

Centre Details	Stubbers Adventure Centre, RM14 2TY
Policy review Date	25th January 2021
Date of next Review	January 2022
Who reviewed this policy?	Amy Holdsworth Head of Centre & Designated Safeguard Lead – Andy White Operations Manager taking over Safeguard Designated lead as of Feb 2021
Safeguard Team Members	Andy White, Ben Woodcock, Holly Herd.
Safeguarding Board Member	Abigail Hooper.
Managing Director (Head Teacher)	Bob Edwards.
Chair the board of Directors	John Hooper.

Safeguarding and Child Protection Policy for Stubbers Adventure Centre

This policy has been reviewed, to the best of our knowledge.

Raising Concerns Flow Chart

1. Overview, **including COVID-19 response.**
2. Legal Framework.
3. Significant Harm.
4. Context.
5. Procedures.
6. Types of Abuse and Safeguarding Concerns.
7. Possible Signs & Symptoms.
8. What to do.
9. Supporting Children.
10. Supporting Staff.
11. Safer Recruitment and Allegations.
12. Safeguarding and Stubbers Culture.
13. Support and training.
14. Managing Child Protection Cases.
15. Supervisory arrangements for the management of out of Stubbers Activities.
16. Key Contacts.
17. Where to go for further information.

RAISING CONCERNS FLOW CHART

VISITING GROUPS
 TEACHERS/GROUP LEADERS WHO HAVE CONCERNS ABOUT A MEMBER OF STAFF SHOULD ASK TO SPEAK WITH A MEMBER OF THE SAFEGUARDING TEAM **IMMEDIATELY**
 IF THEY ARE UNAVAILABLE FOR ANY REASON THEY SHOULD SPEAK WITH THE DUTY MANAGER WHO WILL BE ABLE TO CONTACT SOMEONE REMOTELY AND BE THE LIAISON

CONCERNS PUT IN WRITING ON A PART 1 FORM (SPEAK WITH DSL IF UNSURE)
 IF IT INVOLVES A MEMBER OF STAFF SPEAK WITH DSL **IMMEDIATELY**
 IF THE CONCERN REGARDS THE DSL SPEAK WITH MANAGING DIRECTOR **IMMEDIATELY**

HAVERING MASH
 01708 433 222
 01708 433 999 (OUT OF HOURS)

HAVERING LADO
 LISA KENNEDY / DONNA WRIGHT
 01708 431 653

Hand CONCERN to DSL or team member

DSL REVIEWS CONCERN AND MAKES A DECISION ON NEXT STEPS

DECISION MADE TO MONITOR THE CONCERN

DECISION MADE TO DISCUSS THE CONCERN WITH PARENT/CARER/TEACHER/GROUP LEADER

DECISION MADE TO REFER THE CONCERN TO MASH AND/OR LADO

DSL WILL HOLD DISCUSSION. THE DISCUSSION WILL BE RECORDED IN THE SAFEGUARDING FILE.

DSL WILL TALK THROUGH MONITORING WITH MOST APPROPRIATE STAFF MEMBER

THE DISCUSSION IS USED TO DECIDE WHETHER TO MONITOR, REFER, OR NO FURTHER ACTION (RECORD).

DSL and team use all information about the child to structure the referral to the MASH. A call is made to the MASH to discuss concerns.

MONITOR RECORD REFER

DECISION IS RECORDED IN THE SAFEGUARDING FILE FOR THE CHILD.

A MARF IS SUBMITTED TO MASH (SAME WORKING DAY ASAP)

IF THE DESIGNATED SAFEGUARDING LEAD AND TEAM ARE NOT AVAILABLE THE STAFF MEMBER SHOULD, WITH THE SUPPORT OF THE MOST SENIOR MEMBER OF STAFF AVAILABLE, MAKE A DIRECT REFERRAL TO MASH.

1.0 Overview

1.1 Safeguarding and promoting the welfare of children is:

- Protecting children from maltreatment.
- Preventing impairment of children's health, mental health or development.
- Ensuring that children grow up in safe and effective care.
- Taking action to enable all children to have the best outcomes.

1.2 The purpose of this document is to assist all staff to safeguard and protect children who are at risk of abuse or neglect and promote their well-being.

1.3 At Stubbers we are committed to safeguarding children and young people and we expect everyone who works in our company to share this commitment. Adults in our company take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

1.4 This policy and procedures should be read in conjunction with

- London Safeguarding Children Procedures 5th edition
- Working Together to Safeguard Children
- Keeping Children Safe in Education 2020 (Update Jan 2021 post EU Exit) (KCSIE)
- Stubbers online safety policy
- Stubbers Code of Conduct
- Staff Acceptable Use Agreement

1.5 The safeguarding of children is everyone's business and Stubbers have a responsibility under Section 175 of the Education Act 2002 to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. This includes:

- Preventing the impairment of children's health or development
- Protecting children from maltreatment
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.

1.6 This policy and the following procedures apply to all paid staff, volunteers and Trustees working with or in Stubbers.

1.7 COVID-19

While the centre is operating differently to business as usual, in its response to COVID-19 it is important that our safeguarding responses remain the same.

The best interest of the child should be priority and a response to any concerns should continue to be immediate.

- COVID-19 advice for schools, college and other providers.
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- The DSLs should be available where DSLs are working remotely a senior member of the team should be appointed to work as liaison. At Stubbers the Duty Managers are embedded in our safeguarding reporting procedure and will take up this role.
- Where training or refresher training has not been possible due to the COVID-19 outbreak staff should continue to work in the roles they have been fulfilling and ensure they are as up to date as possible with current legislation and where possible seek online training.

- DSLs working remotely and using personal phones should ensure their personal number is withheld from anyone outside of the Stubbers organisation, where possible work phones should be used as priority.
- Staff should be aware of the impact that COVID-19 could have increased risk on mental health for both staff and children and could affect behaviour.
- With increased usage of technology such as smart phones, computers and tablets, it is important that we remind staff, parents and children about the importance of online safety. Support can be found through a number of different sources:
 - [Thinkuknow](#) from the National Crime Agency (NCA)
 - [Parent info](#) is a collaboration between parentzone and the NCA
 - [Childnet](#) is a toolkit to start discussions about online life
 - [Internet Matters](#) provides age specific online checklists, guides on setting parental controls and practical tips on getting the most out of the digital world
 - [London Grid for Learning](#) support for parents and carers, including tips to keep primary aged children safe online
 - [Net-aware](#) has support from the NSPCC and O2, including a guide to social networks, apps and games
 - [Let's Talk About It](#) has advice to keep children safe from online radicalisation
 - [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

The government also provides:

- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

1.0 Legal Framework

2.1 The Children Act 1989 defines a child as being up to the age of 18 years; it also defines significant harm and the roles and responsibilities of Children's Social Care and the police.

2.2 Legislation related to safeguarding at Stubbers

- [Keeping Children Safe in Education 2020 \(Update Jan 2021 post EU Exit\) \(KCSIE\)](#)

2.3 Education

- The Children Act 1989 and 2004
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 as amended by SI 2010/1919, SI 2012/1201, SI 2012/1825, SI 2012/3158
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- The Education (Non-Maintained Special Schools) (England) Regulations 2011 as amended by SI 2015/387

- The Education (Stubbers Teachers' Appraisal) (England) Regulations 2012
- The Children and Families Act 2014
- The Education (Independent Stubbers Standards) Regulations 2014

2.0 Significant Harm

- 3.1 There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism, and bizarre or unusual elements. Each of these elements has been associated with more severe effects on the child, and/or relatively greater difficulty in helping the child overcome the adverse impact of the maltreatment. Sometimes, a single traumatic event may constitute significant harm (e.g. a violent assault, suffocation or poisoning). More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child's physical and psychological development. Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any maltreatment alongside the family's strengths and supports
- 3.2 The following procedures outline the action to be taken if it is suspected that a child may be being abused, harmed or neglected. There are four categories of abuse
- Physical Abuse
 - Emotional Abuse
 - Sexual Abuse
 - Neglect
- 3.3 It is acknowledged that a child can be abused, harmed or neglected in a family, institution or community setting or online by someone known to them, or less commonly, by a stranger, this includes someone in a position of trust such as a teacher or other professional.
- 3.4 Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Stubbers is committed to ensuring that all its actions in respect for a child are compatible with this aim. If there are concerns about a child's welfare that do not meet the thresholds of child abuse the company will consider whether the Early Help approach should be considered. Remember early identification of concerns and the use of Early Help to develop a multi-agency plan for the child can reduce the risk of subsequent abuse.

3.0 Context

- 4.1 The content of this policy is applicable to all paid staff, volunteers and governors.
- 4.2 The governors and staff of Stubbers fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm.
- 4.3 All staff and governors believe that our company should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- 4.4 The aims of this policy are:
- To support the child's development in ways that will foster security, confidence and independence.

- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

4.5 Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.

- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To support adventurers who have suffered abuse in accordance with their agreed Child Protection Plan.
- To emphasise the need for good levels of communication between all members of staff.
- Carefully follow the procedures for recruitment and selection of staff and volunteers, ensuring that all adults within Stubbers who have access to children have been checked as to their suitability.
- To set out a structured procedure within Stubbers community in cases of suspected abuse.
- Sharing information about child protection and good practice with children, parents and carers, staff and volunteers.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care. Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- To ensure all staff are aware of Stubbers's code of conduct.
- To ensure all staff have signed the AUP - acceptable use policy.
- Providing effective management for staff and volunteers through support, supervision and training.

4.6 Equality

Some children's circumstances mean they are more vulnerable to abuse and/or less able to easily access services. These children often require a high degree of awareness and co-operation between professionals in different agencies, both in recognising and identifying their needs and in acting to meet those needs – Children in Specific Circumstances, edition 5, London Child Protection Procedures.

4.0 Procedures

5.1 Stubbers procedures for safeguarding children will be in line with the London Borough of Havering and Havering Local Safeguarding Children's Board procedures. Edition 5 of the London Child Protection Procedures provides comprehensive guidance. We will ensure that:

- We have a Designated Safeguarding Lead who has responsibility for Child Protection and who undertakes regular training for this role.
- We have at least two designated Safeguarding deputies who will act in the Designated Safeguarding lead's absence.

(Throughout this policy 'Designated Safeguarding Lead' refers to the DSL or any team member. All team members are able to act equally. They work as a team to cover a 7 day week operation).

- The Safeguarding and child protection team are:

- Amy Holdsworth, Designated Safeguard Lead (member of the Stubbers senior leadership team)
 - Andy White, Ben Woodcock, Lauren Robinson. Deputy Designated Safeguard Lead
 - Bob Edwards, Centre Director
- We have a designated person for Safeguarding and Child Protection on our Board of Directors, this person is Abigail Hooper, Board of Directors Designated Safeguard Lead.
 - Those named above have received appropriate training. The Designated Safeguarding Lead and their deputies will undertake formal training at least every two years. The Safeguarding Team will keep themselves up to date throughout the year.
 - All Stubbers staff will receive training at least every year.
- 5.2 In the event that there are concerns about a child the Designated Safeguarding Lead will access the London Borough of Havering MASH threshold document and/or contact and the London Child Protection Procedures 5th edition to inform their decision making process with regard to the presenting safeguarding concerns.
- 5.3 The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of the children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer significant harm.
- 5.3.1 All members of staff will develop their understanding of the signs and indicators of abuse and their responsibility for referring any concerns.
- 5.3.2 All new members of staff will be given a copy of our safeguarding and child protection procedures as part of their induction into Stubbers. This will include where to find help and support when dealing with any Safeguarding concerns
- 5.3.3 All members of the senior management team will read **Keeping Children safe in Education (KCSIE 2020 - Update Jan 2021)**, section 1. Designated Safeguard Leads will support all staff in understanding this key document and implementing it in their practice.
- 5.3.4 All members of the senior management team will be expected to know how to access edition 5 of the London Child Protection Procedures at <http://www.londoncpc.co.uk/>.
- 5.3.5 All members of staff will know how to respond to an individual who discloses abuse. It is vital that our actions do not abuse the child further or prejudice further enquiries, for example,
- Stay calm, listen to the child, if you are shocked by what is being said try not to show it.
 - Do not promise confidentiality, you can however promise privacy, reassure the child they have done the right thing, explain who you will have to tell and why.
 - If a child is making a disclosure the pace should be dictated by the child, do not ask leading questions for example, 'what did they do next?' It is our role to listen not to investigate. Use open questions such as 'is there anything else you wish to tell me'.
 - Accept what they are telling you, do not make judgements.

- Reassure the child that they have done the right thing in telling you. Do acknowledge how hard it was for them to tell you.
- Don't criticise the perpetrator, this may be someone they love.
- Tell them what you will do next and with whom the information will be shared.
- Pass this information on immediately to your Designated Safeguard Lead or Deputy Designated Safeguard Lead in his/her absence.

- 5.4 All staff, in the absence of a member of the safeguarding team, may raise concerns directly with MASH (including Children's Social Care and Police).
- 5.5 After a child has disclosed abuse the Designated Safeguard Lead should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. The Designated Lead should take immediate action to contact MASH (including Children's Social Care and Police) to discuss putting safety measures into effect.
- 5.5.1 All staff must report all information **immediately**, on the same working day, to the Designated Safeguard Lead, or in their absence to the Deputy Designated Safeguard Lead.
- 5.5.2 The conduct of staff when in a 1:1 situation with a child is managed in a way that would not lead any reasonable person to question their motives or intentions. All staff must ensure that their behaviour and actions do not place children or themselves at risk of harm or of allegations of harm to children. All staff must be aware of the Stubbers 'Managing Allegations / Whistleblowing Policy' and how to access it.
- 5.5.3 All parents/carers can access the Safeguarding and Child Protection Policy which is on the Stubbers website www.stubbers.co.uk
- 5.6 We will review our Safeguarding and Child Protection Procedures annually and complete a London Borough of Havering section 175 audit. A copy of the audit will be sent to the Safeguarding Lead in Havering and also shared with the Quality Assurance Inspector

6.0 Types of abuse and neglect

These definitions are from 'Working Together' (2018) and 'Keeping Children Safe in Education (KCSIE 2020 - Update Jan 2021)'

- 6.1 **Abuse** 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. 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. They may be abused by an adult or adults or by another child or children.
- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or 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 adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including online bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although 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. They may also include 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 is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.
- **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. 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Child sexual exploitation (CSE) and Child Criminal Exploitation (CCE):** Child sexual exploitation and child criminal exploitation are forms 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 or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources. (a) in exchange for something the victim needs or wants, and/or (b) 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. Like all forms of child sex abuse, child sexual exploitation:
 - Can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex.
 - Can still be abuse even if the sexual activity appears consensual.
 - Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity.
 - Can take place in person or via technology, or a combination of both.
 - Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
 - May occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).
 - Can be perpetrated by individuals or groups, males or females, and children or adults.

- Can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.
- **Female Genital Mutilation (FGM):** FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 4 and 10.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a **statutory duty upon professionals to immediately report to the police** where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. It will be rare to see visual evidence, and you should not be examining individuals. Professionals must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the professional has good reason not to, they should take the concern to the Designated Safeguarding Lead and together they would go to the Police.

- **Breast ironing** is where young pubescent girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. The custom uses large stones, a hammer or spatulas that have been heated over scorching coals to compress the breast tissue, or an elastic belt to press the breasts so as to prevent them from growing in girls as young as 9 years old.

Breast-ironing has been identified by the UN as one of five under-reported crimes relating to female by female gender-based violence. The practice is performed usually by mothers and female relatives and it is believed that by carrying out this act: - young girls will be protected from harassment, rape, abduction - it will prevent early pregnancy that would tarnish the family name - it will allow the girl to pursue education rather than be forced into early marriage - it will delay pregnancy by "removing" signs of puberty - girls may not appear sexually attractive to men Most at risk: Young pubescent girls usually aged between 9 – 15 years old. It is a well-kept secret between the young girl and her female relatives who are likely to carry out the practice.

- **Prevent, Radicalisation and Extremism.** As part of the Counter Terrorism and Security Act 2015, Staff have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'. Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the Designated Safeguarding Lead.

Preventing radicalisation: Children are vulnerable to extremist ideology and radicalisation. There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media) and settings (such as the internet).

As with other safeguarding risks all staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation taking their concerns to the Designated Safeguarding Lead.

Extremism the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people, causes serious damage to property, or seriously interferes or disrupts an electronic system. The use or threat **MUST** be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

- **Sexting** The term 'sexting' relates to the sending of indecent images, videos and/or written messages with sexually explicit content; these are created and sent electronically. They are often 'shared' via social networking sites and instant messaging services. Staff will not tolerate sexting; it is inappropriate and illegal amongst young people and can have extremely damaging and long-lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting, inappropriate comments on Facebook for example, being the object of online grooming are all potential safeguarding concerns. We have a responsibility to work with parents and carers in ensuring that all children are fully aware of the dangers and possible repercussions of sexting.
- **Up skirting** typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender can be a victim.
- **Children and the court system:** All staff should be aware that any child involved in legal proceedings should be made known to the Designated Safeguarding Lead. Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. Where there is a family break up making child arrangements via the family courts following separation can be stressful and entrench conflict in families.
- **Children with family members in prison:** Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. Staff must inform the Designated Safeguarding Lead if they know a child has a family member in prison.
- **Serious Violence:** All staff should be aware of the indicators, which may signal that children are at risk from, or are involved in serious violent crime. These may include but are not limited to signs of self-harm, signs of assault or unexplained injuries, unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.
- **Child Criminal Exploitation (CCE): County Lines:** Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. Like other forms of abuse and exploitation, county lines exploitation:
 - can affect any child or young person (male or female) under the age of 18 years
 - Can affect any vulnerable adult over the age of 18 years.

- It can still be exploitation even if the activity appears consensual
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence
- can be perpetrated by individuals or groups, males or females, and young people or adults
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.
- **Domestic abuse and Domestic Violence:** Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to
 - Psychological
 - Physical
 - Sexual
 - Financial
 - Emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

- **So- called ‘honour-based’ abuse (HBA) which includes FGM, Forced Marriage and Breast Ironing** encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such.
- **Forced marriage:** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.
- **Peer on peer abuse:** Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including online 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 between children** Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or

group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. Sexual violence and sexual harassment exist on a continuum and may overlap. They can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.

Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

It is important to make clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up. Staff should not tolerate or dismiss sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys” and should challenge behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

- **Online Safety** The online world develops and changes at great speed. New opportunities, challenges and risks are appearing all the time. The DSL supported by the DSL team will stay up to date with the latest devices, platforms, apps, trends and related threats. Online safety concerns will be taken to the DSL in the same way as any other form of harm, or risk of harm.

7.0 Possible Signs & Symptoms of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. This is not an exclusive list and many of the signs and symptoms could fall into more than one category. Guidance on recognising signs & symptoms of can be found in Working Together to Safeguard Children 2015. Also students with learning difficulties often exhibit some of these signs (e.g. reluctance to get undressed, constant tiredness) which are not necessarily signs of abuse but symptoms of their condition. However, it must also be remembered that disabled children are 3 times more likely to experience abuse or neglect than non-disabled peers.

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration
- Being more prone to peer group isolation than other children
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- communication barriers and difficulties in overcoming these barriers

7.1 Mental Health

All staff should note that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only trained professionals should attempt to make a diagnosis of a mental health problem. However, staff are well placed to observe behaviours that may suggest they are experiencing or at risk of developing one.

Where children have experienced a trauma or potentially traumatic situations this can have a lasting mental impact on throughout childhood, adolescence and into adulthood.

7.2 Physical Abuse

- Unexplained injuries, bites, bruises or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss the causes of injuries
- Untreated injuries

- Disclosure of punishment which appears excessive
- Withdrawal from physical contact/aggressive behaviour
- Arms & legs kept covered in hot weather (excluding for reasons of cultural dress)
- Fear of returning home
- Fear of medical help
- Self-destructive tendency
- Running away

7.3 Emotional Abuse

- Physical, mental, emotional or developmental lag
- Domestic violence
- Disclosure of punishment which appears excessive
- Over-reaction to making mistakes or fear of punishment
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate responses to painful situations
- Neurotic behaviours
- Self-harm
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug or solvent abuse
- Running away
- Compulsive stealing, scavenging

7.4 Sexual Abuse

- Sudden changes in behaviour
- Displays of affection which are inappropriate
- Alleged promiscuity or sexualised behaviour
- Fear of undressing
- Regression to younger behaviour
- Inappropriate internet use and possible 'grooming' concerns
- Genital itching or other genital/anal pain/injury
- Distrust of familiar adult
- Unexplained gifts of money, mobile phones etc
- Depression and withdrawal
- Apparent secrecy about social activities or the identity of "special friends"
- Wetting or soiling, day and night
- Sleep disturbances or nightmares
- Chronic illness, especially throat infections and sexually transmitted disease

7.5 Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness or non-attendance at Stubbers
- Untreated medical problems or unmet special needs
- Low self-esteem
- Neurotic behaviour
- Poor social relationships
- Deterioration in Stubbers performance
- Running away
- Compulsive stealing or scavenging

7.6 Child sexual exploitation (CSE) and Child Criminal Exploitation (CCE)

- Going missing for periods of time or regularly coming home late
- Regularly missing scheduled sessions or education or not taking part in education
- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections
- Mood swings or changes in emotional wellbeing
- Drug and alcohol misuse
- Displaying inappropriate sexualised behaviour

Staff should also be aware that many children and young people who are victims of sexual exploitation do not recognise themselves as such

- 7.7 **Female Genital Mutilation (FGM)** The World Health Organisation identify girls between 4 and 10 as being the most at risk. FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable
- spending longer than normal in the bathroom or toilet due to difficulties urinating
- spending long periods of time away during the day with bladder or menstrual problems
- frequent urinary, menstrual or stomach problems
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return reluctance to undergo normal medical examinations
- confiding in a professional without being explicit about the problem due to embarrassment or fear
- talking about pain or discomfort between her legs

- 7.8 **Prevent, Radicalisation and Extremism:**

Early indicators of radicalisation or extremism may include

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- Secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views
- Advocating violence towards others

- 7.9 **Handling sexting and nude selfie incident**

UKCIS "Sexting in Schools and colleges" will be used to triage concerns. This extract gives the initial actions that should be taken

There should always be an initial review meeting, led by the DSL. This should consider the initial evidence and aim to establish

- Whether there is an immediate risk to a young person or young people
When assessing the risks the following should be considered

- Why was the imagery shared? Was the young person coerced or put under pressure to produce the imagery?
- Who has shared the imagery?
Where has the imagery been shared?
Was it shared and received with the knowledge of the adventurer in the imagery?
Are there any adults involved in the sharing of imagery?
- What is the impact on the adventurers involved?
- Do the adventurers involved have additional vulnerabilities?
- Does the young person understand consent?
- Has the young person taken part in this kind of activity before?
- If a referral should be made to the police and/or children's social care
- If it is necessary to view the imagery in order to safeguard the young person – in most cases, imagery should not be viewed
- What further information is required to decide on the best response
- Whether the imagery has been shared widely and via what services and/or platforms. This may be unknown
- Whether immediate action should be taken to delete or remove images from devices or online services
- Any relevant facts about the young people involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the adventurers involved - in most cases parents should be involved

An immediate referral to police and/or children's social care should be made if at this initial stage

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- You have reason to believe a pupil or pupil is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

If none of the above apply then Stubbers may decide to respond to the incident without involving the police or children's social care (Stubbers can choose to escalate the incident at any time if further information/concerns come to light).

The decision to respond to the incident without involving the police or children's social care would be made in cases when the DSL is confident that they have enough information to assess the risks to adventurers involved and the risks can be managed within the Stubbers's pastoral support and disciplinary framework and if appropriate local network of support.

Sexting includes the new offence - Up skirting: typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

- 7.9a **Private Fostering** A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

- Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.
- Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery
- Stubbers has a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although Stubbers have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform Stubbers. However, it should be clear to Stubbers who has parental responsibility

8.0 **What to do if you suspect that abuse may have occurred**

You must report the concerns immediately, on the same working day, to the Designated Safeguarding Lead or their deputies. You may report verbally, but this must be followed up by a written account, on the same working day.

8.1 **The role of the Designated Lead is to:**

- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate
- They should also consult with Havering services in the first instance (e.g. MASH including Early Help, LADO)
- Designated Lead should make a referral to the MASH (social care / police) or the police without delay if it is agreed during the consultation or if there is an immediate risk to the child
- referral should be made to the MASH team in which the child lives, e.g. if a child lives in another borough, the referral needs to be made to the MASH team in that borough / authority
- A telephone referral should be made and confirmed in writing using a MASH referral form within 48 hours. The MASH team should acknowledge the referral within one working day and should be contacted if no acknowledgement has been received within 3 working days
- Following referral, the MASH team should consider the next course of action, record their decision in writing and notify the Designated Safeguarding Lead that they have made a decision.
- Concerns will not be discussed with anyone other than those nominated above.
- It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the Designated Lead has not responded appropriately to your concerns, it is then your responsibility to contact the MASH and/or the LADO directly
- DSLs should work with safeguarding partners and other agencies. The following documents: working together to safeguard children <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and NSPCC when to call the police <https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf> should help the DSL understand when they should consider calling the police and what to expect when they do.

8.2 **Responsibilities**

The Designated Safeguarding Lead or those deputising for them, is responsible for

- Adhering to the Havering LSCB (Local Safeguarding Children Board)/LSP (Local Safeguarding Partner, London Borough of Havering and Stubbers Adventure Centre procedures with regard to referring a child if there are concerns about possible
- Keeping full written chronological records in Stubbers of concerns about a child even if there is no need to make an immediate referral
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records
- Ensuring that an indication of further record-keeping is marked on the pupil records
- Checking the attendance of children subject to a Child Protection Plan on daily basis
- Ensuring that any child currently who is subject to a Child Protection Plan who is absent without explanation is referred to MASH (Social Care)
- Ensuring that where any child currently who is subject to a Child Protection Plan leaves, their information is transferred to the client school or provider immediately and that the child's social worker is informed. A digital copy of the child's information will be retained by Stubbers

9.0 Supporting Children

- We recognise that a child who is abused or witnesses violence and/or abuse may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- We recognise that Stubbers may provide the a stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn
- Stubbers will support all children though:
 - The curriculum
 - The Stubbers ethos
 - Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
 - Promoting a caring, safe and positive environment within Stubbers, giving children a sense of being valued
 - Ensuring children know there are adults in Stubbers whom they can approach if they are worried
 - Liaising and working together with all other support services and those agencies involved in the safeguarding of children
 - Notifying MASH (Social Care) as soon as there is a significant concern
 - Providing continuing support to a child about whom there have been concerns who leaves Stubbers by ensuring that appropriate information is forwarded under confidential cover to the child's new provider

10.0 Supporting Staff

- We recognise that staff working at Stubbers who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting
- We will support such staff by providing an opportunity to discuss the situation with the Designated Safeguarding Lead and to seek further support as appropriate

11.0 Safer Recruitment and Allegations

At Stubbers we will ensure we practice Safe Recruitment by undertaking enhanced DBS checks of all staff and volunteers who work with children. Recruitment adverts will highlight the priority that Stubbers places on this and Stubbers' commitment to safeguarding. Reference and medical checks will be made on all new staff, and recorded on file.

- Stubbers will follow the guidance set out in
 - [Keeping Children Safe in Education \(KCSIE\) 2020 - Update Jan 2021](#)
 - Local Safeguarding Children Board procedures

- o London Child Protection Procedures 5th edition

11.1 Allegations against adventurers – peer on peer abuse

- Stubbers recognises the different forms peer on peer abuse, and is clear that abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”
- Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action
- Professionals should be aware of the potential uses of information technology for bullying and abusive behaviour between young people
- Professionals should be aware of the added vulnerability of children and young people who have been the victims of violent crime (for example mugging), including the risk that they may respond to this by abusing younger or weaker children
- The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children. Evidence suggests that such children may have suffered considerable disruption in their lives, may have witnessed or been subjected to physical or Sexual Abuse, may have problems in their educational development and may have committed other offences. They may therefore be suffering, or at risk of suffering, Significant Harm and in need of protection. Any long-term plan to reduce the risk posed by the alleged perpetrator must address their needs
- If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person’s behaviour as abusive if
 - o There is a large difference in power (for example age, size, ability, development) between the young people concerned
 - o The perpetrator has repeatedly tried to harm one or more other children
 - o There are concerns about the intention of the alleged perpetrator
- If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually cause

11.2 Allegations against Staff

- At Stubbers we recognise the possibility that adults working in Stubbers may harm children. Any concerns about the conduct of other adults at Stubbers should be taken to the Designated Safeguarding Lead without delay or where that is not possible, to the LADO; any concerns about the Designated Safeguarding Lead should go to the Managing Director and the LADO and any allegations regarding the Managing Director should go to the Safeguarding Director and the LADO.
Guidance on allegations should be followed where it is alleged that anyone working with under 18 years of age has
 - o Behaved in a way that has harmed a child or may have harmed a child
 - o Possibly committed a criminal offence against or related to a child
 - o Behaved towards a child or children in a way that indicated he or she may pose a risk of harm to children or
 - o Behaved or may have behaved in a way that indicated they may not be suitable to work with children
- We understand that a child or 3rd party may make an allegation against a member of staff
- We understand that an allegation is wider than just those where it is considered that there is reasonable cause to believe that a child has suffered or is at risk of suffering significant harm. Some allegations may indicate that a staff member is unsuitable to work with children
- We will be guided by Working Together 2018 which defines an allegation as
 - o Behaved in a way that has harmed a child, or may have harmed a child

- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates that they are unsuitable to work with children
- If such an allegation is made, the member of staff receiving the allegation, or having the concern, will immediately inform the Designated Safeguarding Lead, this must be done on the same working day
- The Designated Safeguarding Lead on all such occasions will discuss immediately, on the same working day, the content of the allegation with Local Authority Designated Officer (LADO), before taking any further action
- If the allegation made to a member of staff concerns the Designated Safeguarding Lead, the member of staff will immediately inform the Managing Director (Board of Directors) who will consult with the Local Authority Designated Officer (LADO), this must be done on the same working day. If the Managing Director (Board of Directors) are not available, the member of staff must make direct contact with the LADO
- Stubbers will not internally investigate until instructed by the LADO
- Stubbers will follow the LA procedures for managing allegations against staff, a copy of which will be readily available at Stubbers. These are also contained in the London Child Protection Procedures 5th edition
- Any allegations against staff no longer in teaching or historical allegations should be reported to the police.

11.3 **Whistleblowing**

All staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues

12.0 **Safeguarding and Stubbers culture**

12.1 **Reasonable Force**

Staff must only ever use reasonable force as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person

Stubbers will work with parents/schools where appropriate, create individual plans to minimise the likelihood of challenging behaviour, and when it occurs there will be less use of physical restraint and other restrictive methods

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures. Staff need to be aware that if a child sustains an injury as a result of physical intervention Safeguarding and Child Protection processes must be followed

12.2 **Bullying**

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures

12.3 **Incidents motivated by perceived differences**

Bullying and abuse can be motivated by perceived differences e.g. on the grounds of race, religion, gender, sexual orientation, disability or other difference. We acknowledge that repeated incidents or a single serious incident may lead to consideration under child protection procedures

12.4 **Health & Safety**

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within Stubbers environment and when away from Stubbers when undertaking Stubbers trips and visits

12.5 **Prevention**

We recognise that Stubbers plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection

The Stubbers community will therefore

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to
- Ensure that all children know there is an adult in Stubbers whom they can approach if they are worried or in difficulty

12.6 **Other Relevant Stubbers documents contained within the staff handbook**

Stubbers has an extensive staff handbook that covers all expectations while working for us. This covers all aspects of work and social expectations including but not limited to:

- Safeguarding
- Risk
- Safety
- Behaviour Management and Adaptions
- Performance Management
- Staff Standards and Requirements
- Training Expectations

13.0 **Support and Training**

We are committed to the provision of safeguarding training for all our team members, paid and voluntary and we recognise that staff must be regularly updated. Safeguarding and Child Protection is always part of start of year professional development and induction every staff intake (usually March & June)

In addition to the basic safeguarding training, the Designated Lead and Team undertake training in inter-agency working at least bi-annually to keep their knowledge and skill up to date

All other staff undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by annual refresher training – this training cycles round a range of key topics. This will be additionally supported every year with training and updates provided by the Designated Lead through staff meetings, training days, written updates and briefings

All management will be required to sign annually that they have read Part One and Annexe A of '[Keeping Children Safe in Education](#)' (KCSIE 2020 - Update Jan 2021)

14.0 **Managing Child Protection Cases**

14.1 **Management of Children subject to Child Protection Investigation or subject to a Child Protection Plan**

The Designated Lead and team will contribute to the child protection investigation and attend or contribute to the Strategy meetings

The Designated Lead or deputy will attend the Initial Child Protection Conference to share any relevant information and provide a written report for the conference

If the child is placed on the Child Protection Plan, the Designated Lead or deputy is responsible for ensuring that Stubbers participates appropriately in the Child Protection Plan and attends all Core Group Meetings and Child Protection Conferences

Information will be shared with staff on a need to know basis but key personnel working with child should have sufficient information to support them in their work with that child

If a child with a Child Protection Plan has an unexplained absence from Stubbers, the Designated Lead will inform the Social Worker

14.2 **Record Keeping**

- DfE guidance says that the Designated Lead will keep detailed, accurate, secure written records of referrals and concerns. These should be kept separately from other records, in a confidential file stored in a secure digital database, accessible only be

appropriate senior staff members. They are exempt from records available for examination by parents or children unless subject to a court order

- Havering LSCB promotes high quality record keeping in respect of all concerns about children's welfare. The records should be completed in a timely manner and include all relevant information such as dates, times, others involved, witnesses etc. All records should be signed and dated. The child's confidential record should include a front sheet chronology of concerns to support the understanding of the impact of past concerns, patterns and escalation of concerns
- If a child transfers to another educational establishment, the Designated Lead must forward securely the child protection file to a named person at the receiving establishment under separate cover from the academic records. The file should be marked 'confidential, to be opened by addressee only
- The Designated Safeguarding Lead should retain a digital copy of the child protection file, which should be stored in a secure area accessible only by appropriate senior staff members. Child Protection records about a student who has ceased to attend the centre should be archived and catalogued. Records must be kept until a child reaches 25 years of age; child protection records must be kept for 35 years after the child leaves education.

14.3 When making a referral, the referrer should keep a written record of

- Discussions with child
- Discussions with parent/s
- Discussions with staff
- Information provided to the MASH
- Advice given and decisions taken (clearly times, dated and signed)
- The referrer should confirm verbal and telephone referrals in writing within 48 hours, using the interagency referral form
- Stubbers will ensure that we keep up-to-date personal data records of all the children by regularly reminding parents to inform us of any change in family circumstances and requesting an annual update

14.4 **Confidentiality and Information Sharing**

- We recognise that all matters relating to child protection are confidential
- Designated Lead will disclose personal information about an adventurer to other members of staff on a need to know basis only
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children

When considering sharing information the staff will consider the seven golden rules

- Remember that GDPR is not a barrier to sharing information, it provides the framework
- Be open & honest with the person from the outset about how information may be shared
- Seek advice; do not fail to share information because you are unsure what to do
- Share with consent where appropriate and respect the wishes of those who refuse consent unless you believe that there is a risk of harm to child if the information is not shared
- Consider safety and well-being of the child and base information sharing decisions on this
- Ensure all information shared is Necessary, Proportionate, Relevant, Accurate, Timely & Secure. Ensure any third party or hearsay information is identified and that you have consent to share it
- Keep a record of your decision and reasons for it. Record what you have shared, with whom and the purpose

15.0 **Supervisory arrangements for the management of out of Stubbers Activities**

We will aim to protect children from abuse and team members from false allegations by adopting the following guidelines

- All clubs independent of Stubbers must have their own child protection policy & procedure in line with Stubbers and school
- All alternative provision, clubs and child minders must have appropriate Ofsted registration or London Borough of Havering AP quality Assurance
- All alternative provision and clubs independent of the school must have their own child protection policy & procedure in line with Stubbers and schools
- All alternative provision and clubs will keep a register of all children attending the activities and give a copy to the school. Alternative provision registers will be taken promptly and uploaded such that they are visible to the school on the same day/in the same session. All absences without explanation will be notified of immediately to the appropriate person
- All alternative provision and clubs will keep a register of all team members (both paid staff members and volunteers) and ensure they meet the requirements of the DBS
- Registers will include arrival and departure times
- All alternative provision and clubs will keep a record of all sessions including monitoring and evaluation records
- The team members will record any unusual events on an accident/part 1 form. All safeguarding concerns will be communicated immediately to the DSL
- Consent from a parent or guardian will be obtained for every child attending the alternative provision / activities
- Team members should not be alone with a child, although we recognise that there may be times when this may be necessary or helpful; in such circumstances another adult should be told
- Team members may escort children of the same sex to the toilet but are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian and a care plan is in place for the child naming them as part of the care plan
- All team members should treat all children with dignity and respect in both attitude, language and actions

16.0 Key contacts

16.1 MASH Team

01708 433222 (day)

01708 433999 (night)

<https://my.havering.gov.uk/Pages/OnlineForms/Multi-Agency-Referralform.aspx#Information>

16.2 LADO

Lisa Kennedy

lado@havering.gov.uk

16.3 Senior Inspector Safeguarding

Penny Patterson

Penny.patterson@havering.gov.uk or ppatterson.311@lgflmail.org

01708 433813

Supported by

Michelle Wain michelle.wain@havering.gov.uk

Carol Rockey carol.rockey@havering.gov.uk

16.4 NSPCC whistleblowing helpline

0800 028 0285 and help@nspcc.org.uk

www.nspcc.org.uk/Helpline

16.5 SO15 Counter Terrorism Command

DC Gavin Moore

07919628083 or 0203 276 1100

Gavin.F.moore@met.pnn.police.uk

PC Jag Shina

07767765808

Jag.s.shina@met.pnn.police.uk

16.6 **LBH Prevent and Hate Crime Coordinator**

Jess Finnin

01708 433 225

jessica.finnin@haverling.gov.uk & prevent@haverling.gov.uk

16.7 **LBH CSE & Missing lead**

Lorraine Bartlett

lorraine.Bartlett@haverling.gov.uk

16.8 **UK Safer Internet Centre**

POSH Professionals Online Safety Helpline for schools

0344 381 4772

<https://www.saferinternet.org.uk/professionals-online-safety-helpline>

16.9 **NSPCC**

Online Safety Helpline for Professionals and Parents

0808 8005002

<https://www.nspcc.org.uk/services-and-resources/nspcc-helpline/>

16.10 **LBH & East London Gangs & Serious Youth Violence**

Louise Giles, Detective Sergeant

East Area Gangs Unit

0203 276 0523

GangsUnit@met.pnn.police.uk

16.11 **Operation Encompass**

Bekir Bekir, Detective Constable

East Area BCU - Safeguarding

MASH Team, Mercury House

0203 276 2800

Bekir.Bekir@met.pnn.police.uk

16.12 **Stubbers Safeguarding Contacts**

Safeguarding Board Member

Abigail Hooper

absiehoops@gmail.com

Designated Safeguarding Lead

Amy Holdsworth

safeguarding@stubbers.co.uk or amy@stubbers.co.uk

Deputy Safeguarding Leads

Andy White andy@stubebrs.co.uk,

Ben Woodcock benwoodcock@stubbers.co.uk

Lauren Robinson lauren@stubbers.co.uk

Managing Director

Bob Edwards

bob@stubbers.co.uk

17.0 **Where to go for further information**

Ofsted: Inspecting safeguarding in early years, education and skills 2019

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>

Haverling LSCB (Local Safeguarding Children Board)/LSP (Local Safeguarding Partner)

https://www.havering.gov.uk/info/20083/safeguarding_children

Havering: MARF

<https://my.havering.gov.uk/Pages/OnlineForms/Multi-Agency-Referral-form.aspx#Information>

Havering: Missing protocol

<https://www3.havering.gov.uk/Documents/Education/CME%20Protocol.pdf>

Havering: Online CSE toolkit

<https://www.havering.gov.uk/Pages/Services/Sexual-exploitation.aspx>

London Child Protection Procedures, edition 5

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

DfE: Statutory guidance: Working together to safeguard children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

DfE: Statutory guidance: **Keeping children safe in education 2020 (KCSIE 2020 – Update Jan 2021)**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

DfE: Advice what to do if you are worried that a child is being abused 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

DfE: Preventing and Tackling Bullying 2017

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

DfE Guidance: Sexual violence and sexual harassment between children in schools and colleges 2018

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

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<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

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<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Home Office: Preventing youth violence and gang involvement

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf

Home Office: Criminal exploitation of children and vulnerable adults: county lines

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

UKCIS: Sexting in schools and colleges 2016

<https://www.gov.uk/government/publications/sexting-in-schools-and-colleges>

UKCIS: Tackling race and faith targeted bullying face to face and online

<https://www.gov.uk/government/publications/tackling-race-and-faith-targeted-bullying-face-to-face-and-online-a-guide-for-schools>

UKCIS: Online safety in schools and colleges: Questions from the Governing Board

<https://www.gov.uk/government/publications/online-safety-in-schools-and-colleges-questions-from-the-governing-board>

UKCIS: Education for a connected world

<https://www.gov.uk/government/publications/education-for-a-connected-world>

LGfL: online safety policies

<http://os.lgfl.net/>

Gov.UK: Safeguarding children, latest documents

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>