Safeguarding

Introduction

At Little Elms we have a zero-tolerance approach to the abuse of children and vulnerable adults. We are committed to promote wellbeing, harm prevention and to responding swiftly and effectively when concerns are raised. This policy is to ensure all staff know what is required of them and the actions that they must take if they become aware of a safeguarding concern. This policy applies to visitors as well as all staff in the setting including voluntary staff.

In safeguarding terms, a child is any individual under the age of 18; including unborn children.

A Vulnerable adult is classed as any person aged 18 or over and at risk of abuse or neglect because of their need for care and support (the Care Act 2014). This includes mental health issues, physical, sensory and/or learning disabilities, age, illness, older or frail people, people who are substance or alcohol dependent; or family carers providing assistance to another vulnerable adult.

Safeguarding is everybody's business - If you know or suspect that a child or vulnerable adult is being abused, you are **required** to act in accordance with this policy. There are no excuses for not taking all reasonable action to protect vulnerable adults or children from abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Under the Children Act 1989 and 2004, and the Vulnerable groups ACT 2006, there is a duty to ensure that the functions of all organisations are discharged having regard to safeguarding and promoting the welfare of children/young people. This includes all services directly provided and commissioned by the local authority.

If at any point, we consider your child to be in imminent danger from you the parent/carer we will not seek your consent to make a referral and the relevant agencies will be contacted immediately.

The safeguarding leads in the setting are Katie Moss & Samantha Willers should either of these not be available in the setting and are not contactable on the telephone then Paula Reynolds should be contacted.

Abuse

Abuse is a violation of an individual's human and civil rights by any other persons(s) or group of people; this may be single or repeated acts of:

Physical abuse **Psychological and Emotional abuse** **Sexual Abuse**

Neglect or acts of omission Financial/material abuse Discriminatory Organisational

An explanation of these terms can be found on pages 5 - 8 along with a list of other safeguarding issues.

HOW MIGHT WE BECOME AWARE OF ABUSE?

Our level of concern about an individual or individuals may be raised in a number of ways, for example:

• A direct disclosure by the individual adult or child.

• A complaint or expression of concern raised by a member of staff, a carer, a member of the public or relative.

• An observation of changes in behaviour of the individual adult or child.

• An observation of injuries/unexplained or repeated injury, injuries which are at odds with the explanation.

DEALING WITH A DISCLOSURE:

Dealing with a disclosure is likely to be a challenging event for any member of staff. It helps to remember that if someone chooses to tell you, it is likely that they have chosen you because they trust you and feel that you will be able to help. Because of this is it is really important that you:

Do **-**	***Do*** **not –**
Stay calm,	Show shock or disbelief
Listen carefully	Ask leading questions
Offer reassurance	Promise to keep secrets
Record what you have been told	Comment on the allegation
Refer/seek advice	Approach the alleged perpetrator

It is very important that safeguarding concerns are documented and a safeguarding concern Record form will be filled in. The record must show the following:

- Location
- Time
- Who was present
- What was said – using the disclosers own words
- What was observed in the case of any injury
- Body map filled in
- What action has been taken
- Sign and date

We will only record only the facts, avoid opinions or assumptions. The Filled in form should then be given to the safeguarding lead on site.

If you are worried about a child, or vulnerable adult talk to the Designated Safeguarding Leads (Katie Moss & Samantha Willers) to discuss your concerns at the earliest opportunity.

If we feel it necessary a referral will be made on the Suffolk children's and young people portal, unless the child is in immediate danger then we will contact customer first and the police if necessary.

You can seek advice from the MASH Professional Consultation Line: 0345 6061499. The MASH consultation line is for you to discuss the most appropriate and effective way of providing or obtaining help and support for a child or adult you feel is at risk of abuse. This will include advice and guidance about making a referral where necessary.

If you have an IMMEDIATE safeguarding concern you should contact customer first on: 0808 800 4005(24 hours) or in an emergency contact Suffolk police -01473 613500 or call 999.

Responsibilities

All Staff: Safeguarding is everyone's responsibility. All members of staff are required to report any suspected abuse using the process outlined on the flow charts on pages 5 and 6 and be aware of the appropriate reporting and support procedure for safeguarding.

Designated Safeguarding Lead (DSL) and Alternate: To ensure that staff and users comply with the setting policy, and support staff in making referrals, ensure the appropriate referral forms are completed, liaise with formal safeguarding authorities; record concerns and ensure the safety of these recordings. Ensure that all staff are trained to the appropriate level. Schedule policy updates, and ensure that safeguarding is a standing item on the agenda of all staff meetings.

TRAINING

All staff are safeguarding trained and informed if there are any changes on any legislations etc. The safeguarding leads have completed the designated person training.

ALLEGATIONS OF ABUSE OR MALPRACTICE AGAINST A MEMBER OF STAFF INCLUDING VOLUNTEERS (WHISTLEBLOWING)

It is essential that any allegation of abuse made against a member of staff who works with children, young people or vulnerable adults are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child or vulnerable person, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child or vulnerable person is suffering, or likely to suffer,

significant harm. It also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children or vulnerable adults. For example; where a professional seeks to radicalise individuals, promote violence or extreme behaviours or incitement to become involved in illegal activities.

Allegations Management Procedure:

The Allegations Management Procedure must be used in respect of all allegations in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child; or
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

The individual who observes or is informed about practice or behaviour falling into the categories above must report the allegation immediately to the Designated Safeguarding Lead and should record what they have observed/heard using the format in the above section on 'Recording' at the earliest opportunity.

If the allegation is against the Safeguarding Lead, then the allegation must be reported to the other safeguarding lead or the Managers. The Safeguarding Lead/Alternate must then (on the same day at least) report the allegation to the Local Area Designated Officer (LADO).

Contact details for LADO's 0300 123 2044
Email: ladocentral@suffolk.gcsx.gov.uk

(Where an allegation involves all senior staff, the individual who observes or is informed about the allegation must go directly to the Local Area Designated Officer (LADO) and take advice from them).

The Safeguarding Lead should not undertake investigation/question individuals or take other action unless instructed/advised to do so by the LADO. Where an individual poses immediate risk to the setting users or staff, they should be asked to leave the premises until invited back. The police should be called if any individual refuses to comply with this request. A referral will be made to the DBS team if a person is dismissed or removed due to Safeguarding concerns.

INFORMATION SHARING

In brief, staff have a responsibility to look after sensitive information in an appropriate manner, this means that staff should not gossip about allegations that they are aware of. Staff do however have a duty to share information with regard to safeguarding children and

vulnerable adults. This should be done a safe manner, with other professionals who also have concern for the safety and well-being of the individual concerned, the sharing must not breach data protection guidelines or the human rights of the individual concerned.

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE OF A CHILD

Concerns

Suspicion and or allegation of abuse raised by: child disclosure, observation, report by another person, anonymous communication

RECORD

what you have seen or heard using the format outlined in this procedure. Ensure

that it is signed and dated and kept safe. Then RECORD your decision/actions at every

stage and ensure that your record is signed and dated and kept safe

Consult:

Speak with Designated Safeguarding Leads Katie Moss or Samantha Willers

Remember: It is not your responsibility to decide if abuse has happened or to investigate. It IS

your responsibility to report it to the Safeguarding Lead, or appropriate authority.

Action

The Safeguarding Lead would usually make the referral, however if a delay in contacting the

Safeguarding Lead would put a child at risk you should make this referral yourself. And inform the

safeguarding lead as soon as possible of the action taken.

Contact: Customer First 0808 800 4005 or Police 999 if immediate danger

Confirm -DO NOT INVESTIGATE

Referrals must be followed up in writing using the Multi-agency Referral Form* (MARF) on the Early Help Portal within 24 hours. A copy of all notes/referral documents will be held by the Safeguarding Lead in a secure place whilst investigations are ongoing and then disposed of by shredding

You may be required to provide other information, as required. Remember all notes are disclosable should a formal or criminal investigation occur. Make sure your notes are dated, professional

Make sure your notes are dated, professional, separate opinion from fact,

use the same words used in the disclosure.

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE OF A VULNERABLE ADULT

Concerns

Suspicion and or allegation of abuse raised by: self-disclosure, observation, report by another person, anonymous communication

Record

what you have seen or heard using the format outlined in this procedure. Ensure that it is signed and dated and kept safe. Then RECORD your decision/actions at every stage and ensure that your record is signed and dated and kept safe

Consult:

Speak with DSL Katie Moss or Samantha Willers

Remember: It is not your responsibility to decide if abuse has happened or to investigate. It IS your responsibility to report it to the Safeguarding Lead, or appropriate authority.

Action -DO NOT INVESTIGATE

The safeguarding Lead would usually make the referral, however if a delay in contacting the Safeguarding Lead would put an individual at risk you should make this referral yourself. And inform the safeguarding lead as soon as possible of the action taken.

Contact: Customer First 0808 800 4005 or Police 999 if immediate danger

Confirm -DO NOT INVESTIGATE

Referrals must be followed up in writing using the Adult Safeguarding Referral Form* within 24 hours. A copy of all notes/referral documents will be held by the Safeguarding Lead in a secure place whilst investigations are ongoing, and then disposed of by shredding.

Further commitment

You may be required to provide other information, as required. Remember all notes are disclosable should a formal or criminal investigation occur. Make sure your notes are dated, professional, separate opinion from fact, use the same words used in the disclosure

The Adult safeguarding referral form can be found at Report abuse of an adult | Suffolk County Council

Types of abuse: Recognition

Physical Abuse is defined as:
"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 is defined as:
"The persistent emotional maltreatment of a child such as to cause severe and persistent 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 cyber 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, though it may occur alone."

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

Child Exploitation is defined as:
"Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (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."

Neglect is defined as:
"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: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs."

Extremism is defined as:
"Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist."

Domestic Abuse is defined as:
"Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent."

More information can be found in the Draft Domestic Abuse Statutory Guidance Framework, including the new statutory definition of domestic abuse that will be introduced when the Domestic Abuse Bill is enacted.

Additional Safeguarding Issues:

FGM – Female Genital Mutilation
"Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "female circumcision" or "cutting".

FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

FGM is often motivated by beliefs about what is considered acceptable sexual behaviour. It aims to ensure premarital virginity and marital fidelity. FGM is in many communities believed to reduce a woman's libido and therefore believed to help her resist extramarital sexual acts.

It is illegal to carry out FGM in the UK. It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out. The maximum penalty for FGM is 14 years' imprisonment."

Forced Marriage
"People have the right to choose who they marry, when they marry or if they marry at all

Forced marriage is when some face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (eg if they're made to feel like they're bringing shame on their family).

Forced marriage is illegal in England and Wales. This includes:
- taking someone overseas to force them to marry (whether the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)"

Honour Abuse
"Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour-based violence might be committed against people who:
- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Women and girls are the most common victims of honour-based violence however it can also affect men and boys. Crimes of 'honour' do not always include violence. Crimes committed in the name of 'honour' might include:
- domestic abuse
- threats of violence

- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere the victim doesn't want to go
- assault/killing"

Prevent

The 2011 Prevent strategy has three specific strategic objectives:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- work with sectors and institutions where there are risks of radicalisation that we need to address.

Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them. The Government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces".

County Lines

"A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons."

Child Criminal Exploitation

"A term to describe 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:
(a) in exchange for something the victim needs or wants; and/or
(b) for the financial or other advantage or the perpetrator or facilitator; and/or
(c) through violence or the 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 also occur through the use of technology."

If a child tells a practitioner that they or another child is being abused, we will: · show that we have heard what they are saying, and that we take their allegations seriously · encourage the child to talk but will not prompt them or ask them leading questions.

We will not interrupt when a child is recalling significant events and will not make a child repeat their account · explain what actions we must take, in a way that is appropriate to the age and understanding of the child.

Write down what we have been told using exact words where possible · make a note of the date, time, place and people who were present at the discussion. This information will be treated as confidential and be stored securely and shared with the relevant DSL immediately using a reporting form and body map.
We never promise the child confidentiality– it will be explained that information will need be to be passed on to help keep them safe.
Then report any concerns immediately to the duty social worker who has the experience and responsibility to assess the situation.
It is not our responsibility to attempt to investigate the situation ourselves, only to factually document and share this information with the appropriate services.

Reviewed by Samantha Willers

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