

SOUTHEND YMCA SAFEGUARDING + CHILD PROTECTION POLICY 2020- 2021

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OWNER	Syrie Cox (DSL), Alisa Harvey (Deputy DSL)

KEY CONTACTS WITHIN SOUTHEND YMCA	
DESIGNATED SAFEGUARDING LEAD	SYRIE COX 07906158625
DEPUTY DESIGNATED SAFEGUARDING LEAD	ALISA HARVEY
DESIGNATED SAFEGUARDING TRUSTEE	

KEY CONTACTS WITHIN THE LOCAL AUTHORITY – SOUTHEND	
MASH + Children’s Social Care, Southend Borough Council: where there are concerns for the safety and welfare of a child or young person You can access referral forms + guidance to further concerns for a Southend child at: https://www.safeguardingsouthend.co.uk/children/downloads.html	01702215007 mash@southend.gov.uk
Out of Hours To make urgent referrals	03456061212

KEY CONTACTS WITHIN THE LOCAL AUTHORITY – ESSEX	
If you are concerned about a child contact Access all referral forms + guidance to further concerns for an Essex child at: http://www.escb.co.uk/working-with-children/concerns-about-the-welfare-of-a-child/	0345 603 7627 FOH@essex.gcsx.gov.uk
Out of Hours To make urgent referrals	03456061212

IN AN EMERGENCY ALWAYS CALL THE POLICE ON 999

STATUTORY FRAMEWORK

‘Working Together to Safeguard Children 2018’ is the statutory guidance on inter-agency working to safeguard and promote the welfare of children. Working Together acknowledges that Charities (within the meaning of section 1 Charities Act 2011) play an important role in safeguarding children through the services they deliver.

Charities are subject to charity law and regulated by the Charity Commission and/ or other “principal” regulators. Charity Trustees must take reasonable steps to protect the charity’s beneficiaries, staff, and those connected with the activities of the charity from harm. They should have policies in place to safeguard and protect children from harm.

Charity staff (whether paid, volunteers or contractors) should be aware of: their responsibilities for safeguarding and protecting children from harm; how they should respond to child protection concerns; and how to make a referral to local authority children’s social care or the police if necessary.

Charities need to work with the safeguarding partners in a local area. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Southend Safeguarding Partnership (SSP), formerly known as the Local Safeguarding Children’s Board (LSCB) <https://www.safeguardingsouthend.co.uk/> And in Essex the Essex Safeguarding Partnership (ESP) <http://www.escb.co.uk>

In Southend and Essex, ALL PROFESSIONALS MUST work in accordance with the ‘SOUTHEND ESSEX THURROCK SAFEGUARDING AND CHILD PROTECTION PROCEDURES’ and associated updates and protocols. These are available on the following link: <https://www.escb.co.uk/working-with-children/safeguarding-policies-procedures/>

The Southend YMCA and its school’s subsidiary works in accordance with the following legislation and guidance (this is not an exhaustive list):

Other:	School / Education Focussed:
<p>Working Together (HMG, 2018)</p> <p>What to do if you're worried a child is being abused (HMG, 2015)</p> <p>Counter-Terrorism and Security Act (HMG, 2015)</p> <p>Serious Crime Act 2015 (Home Office, 2015)</p> <p>Children and Social Work Act (2017)</p> <p>Children Act (1989)</p> <p>Children Act (2004)</p> <p>Preventing and Tackling Bullying (DfE, 2017)</p> <p>Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)</p> <p>Preventing youth violence and gang involvement (Home Office, 2015)</p> <p>Criminal Exploitation of children and vulnerable adult - county lines guidance (Home Office, 2018)</p> <p>Sexual Offences Act (2003)</p> <p>Information sharing advice for safeguarding practitioners (HMG, 2018)</p> <p>Data Protection Act (2018)</p>	<p>Keeping Children Safe in Education (DfE, 2020)</p> <p>Children Missing Education - statutory guidance for local authorities (DfE, 2016)</p> <p>Education (Pupil Registration) Regulations 2006</p> <p>Sexual violence and sexual harassment between children in schools and colleges (DfE, 2018)</p> <p>Promoting positive emotional well-being and reducing the risk of suicide (ESCB, 2018)</p> <p>Keeping pupils and staff safe – management of behaviour in schools, including use of physical contact and restrictive / non-restrictive physical intervention to address difficult and harmful behaviour (ESCB, 2018)</p> <p>Teaching online safety in schools (DfE, 2019)</p> <p>Education Act (2002)</p> <p>Searching, screening and confiscation (DfE, 2018)</p>

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1. CONTEXT

Southend YMCA and its staff form part of the wider safeguarding system for children. Safeguarding and promoting the welfare of children is EVERYONES responsibility.

Everyone who comes into contact with children, their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Keeping Children Safe in Education – DfE, 2019

This Child Protection Policy applies to all Southend YMCA staff (whether paid, voluntary or contractors) and the Charity's wider community. It forms part of the safeguarding arrangements for the Charity and should be read in conjunction with the following guidance:

Keeping Children Safe in Education (DfE, 2020)
Working together to Safeguard Children (2018)
Southend YMCA Code of Conduct and wider conduct arrangements set out in the Staff Handbook
Digital
Southend YMCA Safer Operations Procedures
Southend YMCA Anti- Bullying Policy

Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in Working Together to Safeguard Children 2018 as:

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

1a. POLICY ELEMENTS

There are three main elements to our Safeguarding and Child Protection Policy. These are:

PREVENTION - By ensuring that we practice safe recruitment in checking the suitability of all staff, volunteers and contractors who work with children. Through establishing and maintaining a safe and positive environment when delivering projects and associated support offered to children. And by raising awareness of child protection issues and equipping children with the skills needed to keep them safe.

PROTECTION - By following agreed procedures and ensuring all staff are trained and supported to respond appropriately and sensitively to child protection concerns.

SUPPORT - To children who have/may have been abused or neglected (in line with his/her Child Protection Plan, if appropriate).

2. OUR COMMITMENT

Southend YMCA is committed to keeping children safe and aims to:

Create a culture of vigilance where the welfare of children is promoted and where timely and appropriate safeguarding action is taken.

Establish and maintain an environment where children feel safe and secure, are encouraged to talk and are listened to.

Ensure that children know that there are adults within the charity who they can approach if they are worried or are in difficulty.

Ensure children receive the right help at the right time to address risks and prevent issues escalating. This includes identifying emerging problems and those children who may benefit from early help.

Include in the project curriculum/ session plans activities and opportunities which equip children with the skills they need to stay safe from abuse and to develop healthy and safe relationships.

Include in the project curriculum/session plans material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

Protect children from harm and to ensure that they learn in a way that is consistent with the law and our values to promote respect for all others.

Facilitate understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government.

Provide a curriculum which actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Promote tolerance of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations.

Make parents/carers aware of the Charity policies and practice for safeguarding and ensure that, wherever possible, every effort will be made to establish open and honest effective working relationships with parents and colleagues from partner agencies.

Promote positive mental health and resilience. Positive mental health is the concern of the whole community and we recognise that Charities play a key part in this. Our Charity wants to develop the emotional wellbeing and resilience of all children and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of children. Parents should share any concerns about the well-being of their child with Charity, so appropriate support and interventions can be identified and implemented.

3. ROLES and RESPONSIBILITIES

All adults working with/or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn, develop and achieve their full potential. However, there are key people within the charity and the Local Authority who have specific responsibilities under child protection procedures. The names of those with specific responsibilities are shown on the cover sheet of this document.

3a. THE BOARD of TRUSTEES

The Board of Trustees ensures that the policies, procedures and training in our charity are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place, and that the child protection policy reflects statutory and local guidance and is reviewed at least annually.

The Trustee for safeguarding arrangements is named on the front cover of this document. This Trustee takes leadership responsibility for safeguarding arrangements in our charity. The Board of Trustees ensures there is a named Designated Safeguarding Lead and at least one Deputy Safeguarding Lead in place (also named on the front cover).

The Board of Trustees ensures the Charity contributes to inter-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.

The Board of Trustees ensures that all staff members (whether paid or voluntary) undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.

The Board of Trustees ensure that children have opportunities to learn about safeguarding, within our projects including online. We will ensure that appropriate filters and monitoring systems are in place. The charity is aware of the importance of Relationships and Sex Education (for secondary age children) and Health Education. And that these subjects are now mandatory in schools.

In order to utilise the experiences and expertise of staff when shaping safeguarding policies, Trustees provide opportunities for staff to contribute to safeguarding arrangements and the child protection policy.

The Board of Trustees and the Charities Senior Management team are responsible for ensuring the charity follows recruitment procedures that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see the Southend YMCA 'Safer Recruitment' policy for further information). It ensures that volunteers are appropriately supervised.

3b. THE DESIGNATED SAFEGUARDING LEAD (DSL) and DEPUTY

The Designated Safeguarding Lead in the charity takes lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They ensure that everyone (including temporary staff, volunteers and contractors) are aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals are made in accordance with current SET procedures. They work with the local authority and other agencies as required.

If for any reason the designated safeguarding lead is unavailable, the Deputy Designated Safeguarding Lead will act in their absence. Senior Managers will also deputise.

The DSL will provide an annual report for Trustees, detailing any changes to the Policy and Procedures, training undertaken by all staff and Trustees and relevant issues.

3c. THE CEO

The CEO works in accordance with the requirements upon all staff. In addition, (s)he ensures that all safeguarding policies and procedures adopted by the Trustee body are followed by all staff. The CEO, Designated Safeguarding Lead and Safeguarding Trustee will undertake an annual safeguarding audit.

3d. All SOUTHEND YMCA STAFF

Everyone in our charity has a responsibility to provide a safe environment in which children can learn and develop. All staff members (whether paid, volunteers or contractors) are aware of and are prepared to

- The local early help process and our role in it.
- The signs of abuse and neglect (so they are able to identify children who may be in need of help or protection)
- The charity's processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so.

If staff have any concerns about a child's welfare, they must act on them immediately and speak with the designated safeguarding lead (or deputy) – they do not assume that others have taken action.

4. PROCEDURES

The following Procedures offer step by step guidance:

4.1 Our Charity works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help assessment when additional needs of children are identified and contributing to inter-agency plans which provide support through statutory services (a 'child in need' or a 'child protection' plan).

4.2 All action is taken in accordance with the following guidance and advice:

The SET procedures (2019) (Southend, Essex and Thurrock) Safeguarding and Child Protection Procedures, a copy of which is available on line <http://www.safeguardingsouthend.co.uk/>

The Early Help Family Support Practitioner Toolkit (Threshold Document), which can be downloaded from <http://www.southendchildren.org>

Working Together to Safeguard Children (HMG, 2019) <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Revised Prevent Duty Guidance: for England and Wales' (HMG, April 2019) <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

What to do if you're worried a child is being abused' (HMG, 2015) <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Multi-agency statutory guidance on female genital mutilation (HMG, Oct 18) <https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Keeping Children Safe in Education (DfE, 2020) and Disqualification under the Childcare Act, 2006 (DfE, Aug 18) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG, July 2018) <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Preventing and Tackling Bullying (DfE, July 2017)

Preventing youth violence and gang involvement (Home Office, 2015)

Criminal Exploitation of children and vulnerable adults: County Lines guidance (Home Office, 2018)

Children Missing Education - statutory guidance for local authorities (DfE, 2016)

Teaching online safety in school (DfE, 2019)

4.3 When new staff, volunteers or regular visitors join our Charity they are informed of the safeguarding arrangements in place. They are given a copy of our charity's Child Protection Policy, advised who our Designated Safeguarding Lead (and Deputy/ies) is/are and informed of their role and how to share concerns with them. Staff are also given a copy of the Staff Code of Conduct/Staff Behaviour Policy.

Staff are also given a copy of Working Together to Safeguard Children and access to 'What to Do If You're Worried a Child is Being Abused' (HMG, March 2015), which gives helpful advice about how to respond to child protection concerns or disclosures.

4.4 All staff members have a duty to **identify and respond to children who may be in need of help or protection**. All Staff are kept informed about safeguarding and child protection responsibilities and procedures through induction, briefings and regular awareness training, as required, but at least annually.

4.5 Any member of staff, volunteer or visitor to the Charity who receives a disclosure of abuse, suspects that abuse may have occurred, or is concerned about a child's welfare, **must report disclosure immediately** to the Designated Safeguarding Lead or, in their absence, the Deputy Designated Safeguarding Lead so that discussion can take place regarding whether any support for the child can be managed internally via the charity's own pastoral support process, or if an early help assessment is indicated, or a referral to Children's Social Care and/or the Police.

The Charity may **seek advice** from Social Care about a concern, if we are unsure how to respond to it.

4.6 The contact details for the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead/s are prominently displayed in the Charity to ensure that all members of the school community have unfettered access to safeguarding support.

4.7 In the absence of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead, the matter should be brought to the attention of the most senior member of staff. If, for any reason, nobody is available, this should not delay appropriate action being taken. **Any individual may refer to Social Care/Police** where there is suspected or actual risk of harm to a child.

4.8 The Designated Safeguarding Lead, or the Deputy, will **immediately refer cases of suspected abuse** or allegations to Children's Social Care (MASH + (Multi-agency Safeguarding Hub)), Southend Borough Council (contact numbers are on the cover sheet of this document) and in accordance with the procedures outlined in the SET procedures (2019)

A telephone referral to Children's Social Care must be confirmed in writing within 48 hours.

4.9 **The Early Help Family Support Assessment (EHFSA)** should be used to support a child protection referral. (The EHFSA form and guidance is available on www.southendchildrenspartnership.org.uk and on the Southend Safeguarding (Child) Partnership (SS(C)P) website and Southend Learning Network. A completed EHFSA form contains all the information required for a child protection referral and should be sent to MASH+.

4.10 In cases where there have been **mounting concerns** about a child, it is likely that an EHFA will already have been completed prior to a child protection referral. A telephone referral to MASH+ – in cases where there are immediate safeguarding concerns - should be confirmed in writing within 48 hours, using the EHFA form to provide the information required. Essential information will include the child's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure, plus any advice given. This written confirmation must be signed and dated by the referrer.

4.11 If the child is in **immediate danger** or is at risk of harm, a referral should be made to Children's Social Care and/or the Police immediately.

4.12 Whilst all staff should speak to the Designated Safeguarding Lead (or Deputy) with regard to any concerns about **Female Genital Mutilation** (FGM), there is a specific legal duty on teachers. If a teacher discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher has a statutory duty to report this personally to the Police. See 12.12, below, and Annex A Keeping Children Safe in Education (DfE, 2020) for more details.

4.13 The Charity will always undertake to **share our intention to refer** a child to Social Care with the parents or carers, unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from Children's Social Care or Essex Police about when it is appropriate to share information with parents/carers.

4.14 If a member of staff continues to have concerns about a child and feels the situation is not being addressed, or does not appear to be improving, the staff member concerned should discuss this with the Designated Safeguarding Lead, who will **press for re-consideration** of the case to ensure that the child's situation improves.

4.15 **Parents/Carers are informed** about our charity's duties and responsibilities under child protection procedures on admission, in the charity's promotional literature and on our website.

5. TRAINING and SUPPORT

5.1 The Designated Safeguarding Lead (and any Deputies) will undergo updated Child Protection training specifically for Designated Safeguarding Leads at least every two years.

In addition to formal training, the Designated Safeguarding Lead(s) will keep up to date with safeguarding developments and refresh their knowledge and skills regularly, but at least annually. The Charity will ensure that the Designated Safeguarding Lead (and any Deputies) also undertake training in inter-agency working and other matters, as appropriate.

5.2 The CEO, all staff members and Trustees, who have contact with children and young people, are required to receive appropriate safeguarding and child protection training, which is regularly updated. In addition, all staff members receive safeguarding and child protection updates as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records are kept of all child protection training.

All staff are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the Staff Code of Conduct/Staff Behaviour Policy.

6. PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil, nor should they agree with a pupil to keep a secret as, where there is a child protection concern, this must be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held treated confidentially.

7. RECORD KEEPING

Well-kept records are essential to good child protection practice. Our Charity is clear about the need to record any concern about a child or children within our projects, the status of such records and when these records should be shared with other agencies.

7.1 INFORMATION SHARING

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm.

Whilst the **Data Protection Act (2018)** places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm.

Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are safeguarding concerns. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

7.2 ACCURATE RECORDS

Any member of **staff receiving a disclosure** of abuse, or noticing signs or indicators of abuse, must **make an accurate record** as soon as possible noting:

- What was said or seen (if appropriate using a body map to record) putting the event in context,
- giving the date, time and location of the incident. T
- The source of the information should be recorded, as well as a note of other people involved, for example, as witnesses
- there should be a clear distinction between fact and professional opinion.
- All records will be dated and signed, detailing the name and position of the person making the record, and include the action taken.
- This information will be presented to the Designated Safeguarding Lead (or Deputy) who will then decide on appropriate action.

All discussions and decisions made, and the reason for those decisions, should also be recorded in writing.

7.3 SECURE STORAGE

Any records related to Child Protection are kept in a confidential child protection file, which is separate from the child's main file. All child protection records are stored securely and confidentially [and are accessible through the Designated Safeguarding Lead (or Deputy)]. Digital records will be password protected. Child protection records will be retained for 25 years after the child's date of birth, or in the case of a school until they transfer to another school/educational setting (at which point they are transferred).

For records of allegations involving a member of staff, please see below.

8. INTER-AGENCY WORKING

The following guidance addresses attendance at Child Protection Conferences. Core Group Meetings or Child in Need Meetings:

It is the responsibility of the Designated Safeguarding Lead or Deputy to ensure that the school is represented at any Child Protection Conference called for children known to them. A report will be made available to the Conference Chair, 48 working hours in advance of the Conference, and shared with the parents/carers before the day of the Conference. Whoever attends the Conference will be fully briefed on any issues or concerns the Charity has and be prepared to contribute to the discussions at the Conference and express a view, at the end of the meeting, as to whether the child(ren) should be made subject to a Child Protection Plan

If a child is subject to a Child Protection or a Child in Need plan, the Designated Safeguarding Lead (or delegated Senior Manager) will ensure the child is monitored regarding their attendance, emotional well-being, progress, welfare and presentation.

If the charity is part of the core group, the Designated Safeguarding Lead will ensure the charity is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the designated safeguarding lead will inform the child's key worker immediately and then record that they have done so and the actions agreed.

If there is an unexplained absence of, or injury to a child subject to a Child Protection Plan, the child's Key Worker must be notified immediately.

9. TYPES of ABUSE and SPECIFIC SAFEGUARDING ISSUES

Keeping Children Safe in Education (DfE, 2020) defines abuse as the 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 (e.g. via the internet). They may be abused by an adult or adults or another child or children.'

The four main types of abuse are: Physical - Emotional - Sexual and Neglect.

Our Charity is aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection. All staff are aware that wider environmental factors may impact on a child's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). Staff are aware of safeguarding issues that can put children at risk of harm and understand that behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting put children in danger.

We recognise that there are a number of specific safeguarding issues about which staff need to be aware, including: children missing from education*, children missing from home or care, child sexual exploitation (CSE)*, domestic violence, drugs, E safety, fabricated/induced illness, faith abuse, female genital mutilation (FGM)*, forced marriage, gangs and youth violence, violence against women and girls (VAWG), mental health, children with special educational needs and disabilities*, private fostering*, prevention of radicalisation*, teenage relationship abuse, trafficking, peer on peer abuse*, which may include bullying (including cyberbullying), on-line abuse, gender-based abuse, sexting or sexually harmful behaviour. Further information regarding some of these issues (as indicated *) can be found below and these issues are also addressed in Annex A of Keeping Children Safe in Education (DfE, 2020)

Whilst we will ensure that staff avail themselves of opportunities to raise their awareness and gain knowledge regarding these areas, we recognise that expert and professional organisations are best placed to provide up-to-date guidance and practical support in relation to these issues. Government guidance is available on the GOV.UK website and links are provided from Keeping Children Safe in Education (DfE, 2020) Other organisations also provide specialist information such as: NSPCC <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

9.2 PEER ON PEER ABUSE

Our Charity may be one of the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at the charity, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children.

Our charity recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. We will seek advice and support from other agencies as appropriate.

Peer-on-peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'up-skirting' 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in our projects and will take swift action to intervene where this occurs.

We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our school understands the different gender issues that can be prevalent when dealing with peer-on-peer abuse.

Through 1-2-1 support and group activities we help children understand (in an age-appropriate way), what abuse is. We encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Peer-on-peer abuse will never be tolerated or passed off as 'banter' or 'part of growing up'. Our charity understands the different gender issues that can be prevalent when dealing with peer on peer abuse.

REFER to the Southend YMCA Anti-Bullying Policy 2020-2022

The following guidance is developed for schools – nevertheless the principles and practices are informative for our work

Preventing and tackling bullying Advice for headteachers, staff and governing bodies (DfE, July 2017)

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

Sexting in school and colleges Responding to incidents and safeguarding young people (UKCCIS, 2017)

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

Sexual violence and sexual harassment between children in schools and colleges (DfE, May 2018)

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

9.3 SERIOUS VIOLENCE

All staff are aware of indicators which may signal that children are at risk from or involved with serious violent crime. These may include increased absence from YMCA activities or housing, change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-

being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

9.4 CHILDREN WITH SPECIAL EDUCATION NEEDS + DISABILITIES

Our charity understands that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- That they may be more prone to peer group isolation than others
- communication barriers and difficulties in overcoming these barriers.

9.5 CHILDREN MISSING EDUCATION

All children, regardless of their age, ability, aptitude and any special education needs they may have are entitled to a full-time education. Southend YMCA recognises that a child missing education is a potential indicator of abuse or neglect. Where children are missing education Schools have a duty to follow prescribed guidance and this is detailed here for information purposes

Schools will follow the school procedures for unauthorised absence and for children missing education. And parents should always inform the school of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (Missing Education and Child Employment Service, Social Care or Police).

Schools comply with Children missing education (DfE, September 2016) and Southend on Sea Borough Council Early Help and Family Support Children Missing Education Guidance (January 2019). The school must inform the Local Authority of any pupil who has been absent for a continuous period of 10 days or more without a good reason, and the school has satisfied all avenues of enquiry and is unsuccessful tracing the pupil.

Schools also complies with the regulations regarding Elective Home Education (Regulation 12 of the Education (Pupil Registration) (England) Regulations 2006 as amended 2016) and Southend's guidance.

<http://www.southendlearningnetwork.co.uk/Services/4834> schools notify the Elective Home Education Team via secure email to ehe@southend.gov.uk at the earliest opportunity and, when relevant, immediately provides a copy of the parents written notification to home educate and the date they came off roll.

Absence from Southend YMCA

We will follow the charity's procedures for absence from our activities and projects. Parents should always inform us of the reason for any absence from activity sessions. We must always follow up absence because this might be part of wider risk indicator. Parents are required to provide at least two emergency contact numbers to the charity so we are able to communicate with someone if we need to.

9.6 CHILD SEXUAL EXPLOITATION (CSE)

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community.

The statutory definition of CSE taken from Working Together to Safeguard Children (HMG, 2019) is:

‘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’

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our charity is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The Designated Safeguarding Lead will lead on these issues and work with other agencies as appropriate. We have an identified CSE Champion who has received training in this area

We use the LSCB Risk Assessment Toolkit <http://cse-toolbox.uk/> and reports any information to Essex Police on a report form, as well as referring to MASH+ or for Early Help Family Support Assessment, as appropriate.

9.7 CHILD CRIMINAL EXPLOITATION and SERIOUS VIOLENCE

Child criminal exploitation is a geographically widespread form of harm which is a typical feature of county lines criminal activity (county lines is when drug networks or gangs groom and exploit children to carry drugs and money from urban areas to suburban areas and seaside towns). Our charity works with key partners locally to prevent and respond to child criminal exploitation.

All staff are aware of indicators which may signal that children are at risk from, or involved with, serious violent crime. These may include increased absence from school or training, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

9.8 CONTEXTUAL SAFEGUARDING

Safeguarding incidents and behaviours can be associated with factors outside of the Charity and/or can occur between children outside school. All staff are aware of contextual safeguarding and the fact they should consider whether wider environmental factors present in a child's life are a threat to their safety and / or welfare. To this end, we will consider relevant information when assessing any risk to a child and share it with other agencies to support better understanding of a child and their family.

9.9 DOMESTIC ABUSE

Domestic abuse can take many forms, including psychological, physical, sexual, financial and emotional. Our charity recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We work with other key partners and will share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm.

9.10 So-called ‘HONOUR BASED VIOLENCE’ also includes Female Genital Mutilation and forced marriage

Female Genital Mutilation (FGM) - comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.

As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation. Where it appears to have been carried out on a girl under the age of 18. Our charity will operate in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures.

Forced Marriage - A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

9.11 PREVENTION of RADICALISATION

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

The list of bodies includes: local government, criminal justice, education, health and social care and police. Although not directly named in the Act, Southend YMCA is mindful of contracting out arrangements where the charity provides services on behalf of one of these bodies.

The approach that Charities are required to provide is applicable to and should inform the design and delivery of SYMCA children's services and activities:

- A broad and balanced 'curriculum' which promotes the spiritual, moral, cultural, mental and physical development of children and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- Safe spaces in which children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- To forbid political indoctrination and secure a balanced presentation of political issues.

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

Our charity works in accordance with local procedures for PREVENT and with other agencies, sharing information and concerns as appropriate. The named lead in the charity for PREVENT is John Levy Housing and Facilities Manager.

9.12 WORKING WITH PARENTS + YOUNG PARENTS

Research evidences that young babies are particularly vulnerable to abuse but that robust work carried out in the antenatal period can help minimise harm if there is early assessment, intervention and support. When agencies are able to anticipate safeguarding risks and vulnerabilities for an unborn baby, such concerns should be addressed through a pre-birth assessment. The aim of this assessment is to make sure that the risks and vulnerabilities are identified as early as possible, to take any action to protect the baby (and any other existing siblings), and to support parents in caring for the baby safely.

Refer to the SET procedures 1.4 and the ESCB Pre-Birth Assessment Multi-agency protocol
<http://www.escb.co.uk/media/1579/pre-birth-assessment-multi-agency-protocol-2015-v4-final.pdf>

Where Southend YMCA is working with YOUNG PARENTS (defined in the SET procedures as 19 years and under) protocols detailed in the SET procedures must be followed see PART B pg. 477. In brief:

- Mothers under 16 must be referred to social care
- If a young mother is over 16, staff should: Make an assessment of the risk of harm to the baby, consulting their agency's designated child protection lead as appropriate; Assess the risk of harm to the mother through her relationship with the father/current partner.
- Make referrals to social care where there are concerns.

Where Southend YMCA is working with young fathers (under 19) an assessment of the needs, risks or strengths of the father in relation to their parenting capacity should be made.

Staff must always be mindful of parenting capacity i.e. can the parent effectively parent the child.

- Positive parenting includes: Meeting children's health and developmental needs; putting children's needs first; providing routine and consistent care; acknowledging problems and engaging with support services.
- Risky parenting is associated with: neglecting the child's basic needs; putting adults' needs first; chaos and lack of routine and an unwillingness to engage with support services

Neglect remains the most common form of child maltreatment in this country, and is the most common reason for a child being subject to child protection measures. Neglect is extremely damaging affecting physical, cognitive and emotional development, behaviour and opportunities. Key to effective help for neglected children is that their plight is spotted early and that something is done to help them.

9.13 PRIVATE FOSTERING

Local Authorities are under a legal duty to ensure the welfare of a privately fostered child is being promoted and safeguarded and are therefore required to undertake assessments of proposed or actual private fostering arrangements. As such, we will always inform the Local Authority when we are notified about such an arrangement or become aware of one.

"A private fostering arrangement is one that is made privately (that is to say without the involvement of a Local Authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989, i.e., a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child."

9.13 LOOKED AFTER CHILDREN (LAC)

We noted that schools have a Designated Teacher for pupils who are LAC. The Designated Teacher attends LAC Reviews, PEP meetings and liaises with the child's Social Worker and Independent Reviewing Officer (IRO) and with the Local Authority Virtual School Headteacher, who is responsible for the progress of children looked after. A previously looked after child remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe.

10. SUPPORTING CHILDREN at RISK

Southend YMCA is committed to ensuring that children receive the right help at the right time. Staff, volunteers and contractors are in a position to identify concerns early, provide help for children and prevent concerns from escalating.

Our Charity may be one of the only stable, secure and safe element in the lives of children at risk of, or who have suffered, harm. Nevertheless, whilst participating within our projects, their behaviour may be challenging and defiant, or they may be withdrawn, or display abusive behaviours towards other children.

We recognise that some children may abuse their peers and any incidents of peer-on- peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

We will endeavour to support all children through:

Our Youth Curriculum – where session plans are devised, and activities delivered which encourage children to stay safe and to develop healthy relationships, self-esteem and self-motivation.

The Charity' ethos - which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.

Behaviour management - The implementation of behaviour management policies. Including a consistent approach from all staff which will endeavour to ensure that children know that some behaviour is unacceptable, but that s/he is valued.

Regular liaison - with other professionals and agencies that support the children and their families.

Parental relationships - A commitment to develop open, honest and supportive relationships with parents, always with the child's best interest as paramount.

CPD - The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.

We will recognise that:

Children with **behavioural difficulties and special educational needs and/or disabilities** - are most vulnerable to abuse. Therefore, staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

A home environment with adverse features - where there is domestic violence, drug or alcohol abuse, means children are vulnerable and may be in need of support or protection.

11. PROMOTING POSITIVE MENTAL HEALTH + RESILIENCE

Positive mental health is the concern of the whole community and we recognise that Southend YMCA can play a key part in this. Our charity wants to develop the emotional wellbeing and resilience of all children and provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of our children. Parents should share any concerns about the well-being of their child with Charity, so appropriate support and interventions can be identified and implemented.

12. ALLEGATIONS ABOUT MEMBERS of the WORKFORCE

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Staff Code of Conduct/Staff Behaviour Policy.

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when allegations are made about members of staff.

The Charity works in accordance with statutory guidance and the SET procedures (2019) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provides detailed information regarding this.

The Charity has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff will be referred to the CEO (or Chair of Trustees in their absence). These key people have sufficient status and authority in the school to manage employment procedures. Staffing matters are confidential and we must operate within statutory guidance around Data Protection.

Where the concern involves the CEO it should be reported direct to the Chair of Governors. Where the concern involves the Proprietor i.e. the Board of Trustees it should be reported direct to the Local Authority Designated Officer (LADO).

The SET procedures require that, where an allegation against a member of staff has been received, the CEO, senior named person (HR Officer) or the Chair of Trustees must inform the Local Authority Designated Officer (LADO). Where the allegation is against the CEO, the Chair will consult with the LADO.

For people working with children in Southend, **the LADO is:**

Allison Francis, who can be contacted on 01702 534539 (Child Protection Adviser, Sharon Langston 01702 534591) safeguardingforchildren@southend.gov.uk.

The LADO has overall responsibility for oversight of the procedures for dealing with allegations against staff members. Wherever possible, contact with the LADO should be made immediately, as she will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The Charity will manage these procedures alongside the school's disciplinary process, if appropriate, in liaison with the Charity's HR Advisor.

Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, the record should be retained at least until the accused has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer. However, cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

13. WHISTLEBLOWING

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider Charity community) raises a concern about danger or illegality that affects others, for example beneficiaries of the charity or members of the public.

All staff members are made aware of the duty to raise concerns about the attitude or actions of staff in line with the Charity's Code of Conduct / Whistleblowing policy.

We want everyone to feel able to report any child protection / safeguarding concerns. However, for members of staff who feel unable to raise these concerns internally, they can call the NSPCC whistleblowing helpline on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.

Parents or others in the wider Charity community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24-hour helpline) or email: help@nspcc.org.uk.

USE OF THE SOUTHEND YMCA PREMISES BY OTHER ORGANISATIONS

Where services or activities are provided separately by another body, using our premises, we will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.