



The Holt Youth Project

Safeguarding Children Policies and Procedures

Purpose and scope of this policy statement:

- to protect children and young people who receive HYP's services from harm. This includes the children of adults who use our services
- to provide staff, volunteers, children, young people, and their families with the overarching principles guiding our child protection approach. This policy applies to anyone working on behalf of HYP, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Section One – Safer Recruitment and Selection Policy

We will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

We will always adhere to the Norfolk Safeguarding Children Partnership (NSCP)'s procedures, specifically the Safer Workforce Policies and Procedures.

Job description and person specification

We will consider the tasks and skills necessary for the job or voluntary position and the kind of person that most suits the job. We will clearly define the role and agree on this with relevant personnel – e.g. committee members, governors, trustees and the human resources department.

Recruitment publicity

We will circulate all vacancies widely on a well-known recruitment site, as well as on our website and our social media. We will ensure any advert contains a commitment to safer recruitment and safeguarding children.

Information pack

We will compile a suitable information pack for the candidate worker or volunteer and ensure it contains all necessary information about the organisation, role, recruitment timetable, safeguarding policy and an application form.

Written application form

We will insist on a written application form. This should include personal details such as name, past names, past and current work/volunteering experience, and qualifications. It should also include an explanation of all gaps in employment. Applicants should also provide current and recent addresses for the past five years.

Selection criteria

We will decide how the person should behave with children and what attitudes we want to see.

We will develop a list of essential and desirable qualifications, skills and experience and select people against this.

Written Declaration

We will remind applicants that posts involving working with children are exempt from the Rehabilitation of Offenders Act.

We will ask for a written statement that they have no past or current convictions, cautions or bind-overs and no pending court cases.

Identification

We will ask for photographic documentation to confirm identity, such as a passport or driving licence, and, for example, a utility bill that contains their address.

Qualifications

We will ask to see the original documents of any qualifications.

Interview

We will interview face-to-face, preferably with at least two representatives from the group or organisation. We will discuss with the applicant information contained in their application form and explore their attitudes towards working with children. This also provides an opportunity to discuss our child protection policy and ensure that the applicant can commit to meeting the required standards.

We will talk about the application, including:

- Areas in which you want to know more details
- Gaps in employment history
- Vague statements or unfamiliar qualifications
- Frequent changes in employment
- What are your motives for wanting to work with children

References

Two written references must be obtained, including their current or most recent employer.

DBS Checks

We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed, and we are satisfied the applicant is suitable for the position, will we allow

the staff member or volunteer to have contact with children.

Induction and Probationary Period

We will ensure volunteers or workers receive a comprehensive induction in line with our Induction Policy.

We expect a standard probationary period to be six months. During this time, the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker, such as management.

Training on Child Protection and Safeguarding Children should be given within three months.

If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed on to the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure.

We understand that it is our responsibility to help keep children safe by following this policy.

Name:.....

Signed:

Organisation:

Date:.....

Date for review:.....

Section Two – Code of Conduct

Holt Youth Project is committed to ensuring a safe working environment for Young People and staff in which an ethos of respect and dignity is maintained.

We will ask all staff members, paid and volunteer and all young people taking part in our activities to discuss appropriate behaviour and sign a code of conduct to which they agree to adhere during all activities run by HYP.

Code of Conduct

Adult’s Code of Conduct

I will

- Treat all children and young people with respect and dignity
- Ensure that their welfare and safety are paramount at all times
- Always act in a professional way and do not accept bullying, swearing or other disruptive behaviour
- Liaise openly with parents and carers
- Adhere to Safer Working Practices at all times
- Listen to, and act upon any disclosures, allegations or concerns about the welfare of children
- Attend Safer Programme training every three years
- Make sure we all have fun

Name:.....

Signed:

Date:.....

Code of Conduct

Young People’s Code of Conduct

I will

- Treat everyone how I would like to be treated
- Arrive on time with the correct clothes and equipment
- Help anyone, if needed
- Be friendly
- Respect each other – including other children, young people and all staff and helpers
- Follow the rules
- Speak to staff and volunteers if I have any worries
- Joint in with activities to have FUN!

Name:.....

Signed:

Date:.....

Section Three – Child Protection Policy

Introduction

Holt Youth Project believes that a child or young person should never experience abuse of any kind. We are responsible for promoting the welfare of all children and young people and keeping them safe. We are committed to practising in a way that protects them.

Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0-25 years-Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM government 2014
- Information sharing: Advice for practitioners providing safeguarding services to young people, parents and carers; HM Government July 2023: [Advice for practitioners providing safeguarding services to young people, parents and carers.](#)
- Working Together to Safeguard Children (WTTSC): a guide to inter-agency working to safeguard and promote the welfare of children; [Working Together to Safeguard Children](#)
- Specific procedure for Child Protection as prescribed by the Norfolk Safeguarding Children Partnership.
- The Prevent Duty 2023.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- This applies to all children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

We will seek to help young people and keep them safe by:

- Valuing them, listening to them and respecting them
- Appointing a Designated Safeguarding Lead (DSL) for children and young people, a deputy and lead board member for safeguarding
- Adopting child protection and safeguarding policies through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely and sharing information about safeguarding and good practice with children, their families, staff and volunteers as appropriate
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have procedures for dealing with any bullying that does arise
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance

Procedures for Promoting the Policy

This policy will form an essential part of the induction programme for all staff members, paid and volunteers. All staff members will receive in house training on safeguarding and child protection procedures before starting work with young people. Training will clarify that all staff can call Children Service's if they are concerned about the safety of any child or young person. Please refer to page 27 for contact information.

It will be available at all venues where activities occur and will be an item for discussion at all staff meetings.

All parents and carers will be made aware of this policy as part of the registration process and will be offered the opportunity to have their own copy.

The policy will be displayed in the Youth Project in a clear place accessible to all parents/carers.

The policy will be available on the HYP website.

Definitions of abuse and neglect

- Child abuse is when a child or young person is suffering or likely to suffer significant harm. A person may abuse or neglect a child/young person by inflicting harm or failing to act to prevent harm. There are four categories of child abuse in the Children Act. These are Physical Abuse, Neglect, Emotional Abuse and Sexual Abuse.
- Abuse is a form of maltreatment. A person may abuse a child by inflicting harm. Children and young people may be abused in a family or an institutional or community setting by those known to them or, more rarely, by a stranger, for example, via the internet. An adult or adults, or another child or children may abuse them.
- It is the duty of all staff and volunteers to be vigilant and observant when dealing with pupils in their care and to have no hesitation in passing on concerns they may have regarding any child's physical and emotional well-being. The following lists, whilst not exhaustive, may be indicators that a child is suffering abuse. Staff and volunteers should be aware of other signs they deem to be of concern.
- Safeguarding is the responsibility of all staff and volunteers, and no member of staff or volunteer should assume that another member of staff or volunteer will take responsibility for reporting or referral.
- Abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.
- Abuse can take place wholly online or technology may be used to facilitate offline abuse.
- Behaviours linked to drug taking, alcohol abuse, truanting and sexting put children at risk.
- Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Staff must be alert to potential assumptions that indicators of possible abuse, such as mood, behaviour and injury, relate to the child's disability without further exploration. Things like bullying can disproportionately

impact children with SEN/D without showing any outward signs. Children with SEN can also be more prone to peer group isolation.

- Bullying behaviour is damaging and may lead to abuse; there is also the possibility that relationships between students are abusive and that perpetrator and victim may be at risk. Staff and volunteers should be alert to these possibilities. Bullying behaviour will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm. This must be reported to the DSL
- Where a child is at risk of significant harm, the DSL will contact Children's Services. The Police will be contacted at the earliest opportunity if the allegation indicates that a potential criminal offence has taken place.
- All staff and volunteers should also remember that safeguarding issues can manifest themselves via child on child (children) abuse. Child on child(children) abuse is any form of physical, sexual, emotional or financial abuse or coercive control exercised between children and within children's relationships. This is most likely to include, but may not be limited to:
 - o Bullying (including cyberbullying, prejudice based and discriminatory bullying)
 - o Physical abuse, which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
 - o Sexual violence and sexual harassment.
 - o Sexting (also known as youth-produced sexual imagery)
 - o Abuse in intimate personal relationships between peers.
 - o Initiation/hazing-type violence and rituals
- All staff should recognise that children are capable of abusing their peers and should be clear about the reporting procedures with regard to child on child (children) abuse.
- Staff and volunteers should be aware that some children are more vulnerable to child on child (children) abuse; this includes children with SEN, children with disabilities and LGBT children
- Child on child (Children) abuse must be reported to the DSL the same as any other Safeguarding concern, that is, a written account of any conversation and/or disclosure using reporting procedures. The DSL will keep accurate written records herein, including advice, communication with parents, referrals to external agencies, and any safeguarding/child protection arrangements.
- All staff and volunteers receive child on child (children) abuse training as part of regular update training. It is of utmost importance that all staff and volunteers challenge abusive behaviours between peers.
- In the event of youth-produced sexual imagery, staff and volunteers should be absolutely clear that they will not view any images but will report immediately to the DSL.

From: 'Working Together to Safeguard Children 2023: a guide to inter-agency working to safeguard and promote the welfare of children;

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. Children may be abused by an adult or adults, or 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.

Signs and symptoms of physical abuse could include:

- Unexplained injuries or burns, bruises, finger mark
- Fear of undressing or medical help
- Improbable explanations for injuries
- Refusal to discuss injuries
- Untreated injuries
- Withdrawal from physical contact
- Self-destructive tendencies
- Fear of returning home or parents being contacted
- Aggression towards others

Emotional abuse

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.

Signs and symptoms of emotional abuse could include:

- Physical and emotional development lags
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour
- Self-mutilation
- Social isolation
- few friends
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Compulsive stealing or scavenging

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. 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.

Signs and symptoms of sexual abuse could include:

- Sudden changes in behaviour or performance
- Displays of affection in a sexual way, inappropriate to age
- Sexual awareness inappropriate to age
- Tendency to cling and need reassurance
- Tendency to cry easily

- Regression to younger behavioural traits
- Complaints of genital itching or persistent infections in anal or genital regions
- Distrust of a familiar adult, or anxiety about being left with a relative or babysitter
- Bruises, scratches, bite marks on the body
- Unexplained gifts of money
- Depression and withdrawal
- Apparent secrecy
- Incontinence
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and venereal diseases
- Anorexia or bulimia
- Frequent masturbation
- Unexplained pregnancy
- Phobias and panic attacks

Child sexual exploitation

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.

Indicators of Child Sexual Exploitation may include:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional wellbeing
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late.
- Children who regularly miss school or education.

Grooming

Grooming is a subtle, gradual, and escalating process of building trust with a young person. It is deliberate and purposeful. It may take place over weeks, months, or even years before any sexual abuse actually takes place. It may happen via the internet or social media, or in person. It usually begins with behaviours that may not even seem to be inappropriate. Grooming young people may include strategies such as:

- Identifying with the child/young person.
- The abuser may appear to be the only one who understands them. Displaying common interests in sports, music, movies, video games, television shows, etc.
- Recognizing and filling the child/young person's need for affection and attention.
- Giving gifts or special privileges to the child/young persons.
- Allowing or encouraging the child/young person to break rules (e.g., smoking, drinking, using drugs, viewing pornography).
- Communicating with the child/young person outside of the person's normal or professional role (e.g., teacher, or coach). This could include, for example, texting or emailing the young person without the parents' knowledge.

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: a. provides 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.

Signs and symptoms of neglect could include:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Low self-esteem
- Neurotic behaviour
- No social relationships

Running away

Compulsive stealing or scavenging

Child-on child (children) Abuse

- All staff and volunteers should recognise that children are capable of abusing other children, and should be clear about the reporting procedures with regard to child on child (children) abuse.
- Staff and volunteers should be aware that that some children are more vulnerable to child on child (children) abuse, this includes children with SEN, children with disabilities and LGBT children.
- Child on child (children) abuse must be reported to the DSL the same as any other Safeguarding concern, that is, a written account of any conversation and/or disclosure using reporting procedures. The DSL will keep accurate written records herein, including advice, communication with parents, referrals to external agencies, and any safeguarding/child protection arrangements.
- All staff and volunteers receive training on child on child (children) abuse as part of regular update training and online training.
- In the event of youth-produced sexual imagery, staff and volunteers should be absolutely clear that they will not view any images, but will report immediately to the DSL.
- Support for both victim and perpetrator will be required in the event of peer-on-peer abuse.
- Staff have an important role to play in preventing child on child (children) abuse and in responding to it where they believe a child may be at risk from it.

Sexual Violence and Sexual Harassment between Children

Sexual violence and sexual harassment can occur between children of any age and sex. It can also occur through a group of children sexually assaulting or harassing a single child or group of children. Children who are victims will find the experience stressful and distressing. This will in all likelihood adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline and are never acceptable. All victims will be taken seriously and offered appropriate support. We encourage a culture of listening to pupils and taking account of their wishes and feelings. We recognise the difficulties that children may have in approaching staff and volunteers about these circumstances and work to build trusted relationships which facilitate communication. Staff and volunteers should be aware of:

- Some groups being potentially more at risk: evidence suggests girls, children with SEN and LGBT children.
- A responsibility to make it clear that sexual violence and sexual harassment is not acceptable, and will not be tolerated. It is not an inevitable part of growing up.
- A responsibility not to tolerate or dismiss sexual violence or sexual harassment as 'banter', 'growing up', 'having a laugh' 'boys being boys'

- A responsibility to challenge and report behaviours such as grabbing bottoms, breasts and genitalia, lifting up skirts etc. Failing to document, dismissing or tolerating such behaviours risks normalising them. HYP has a zero-tolerance approach to this; it will never be passed off for example as ‘banter’, as this can lead to unacceptable behaviours and an unsafe environment for children. We recognise that even if there are no reported cases of child-on child (children) abuse, sexual harassment, or sexual violence between children, such abuse may still be taking place and is simply not being reported. Sexual Violence refers to sexual offences under the Sexual Offences Act 2003, and includes rape, assault by penetration and sexual assault, when it is intentional, and when there is no consent or a person does not reasonably believe there is consent. Consent is about having the freedom and capacity to choose. It may be given to one sort of sexual activity but not to another. It can be withdrawn at any time during sexual activity and each time activity occurs. Sexual Harassment in this context refers to child on child sexual harassment; that is unwanted conduct of a sexual nature that can occur online and offline. Sexual harassment is likely to: violate a child’s dignity, make them feel intimidated, degraded, humiliated and or create a hostile offensive or sexualised environment.
- Sexual Harassment can include:
 - Sexual comments such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexual names.
 - Sexual jokes or taunting.
 - Physical behaviour such as; deliberately brushing up against someone, interfering with someone’s clothes, displaying photos or drawings of a sexual nature, taking photos of an explicit nature.
 - Up skirting – This is where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender can be a victim.
 - Online sexual harassment. This may be standalone or part of a wider pattern. It may include:
 - Non-consensual sharing of sexual images and videos
 - Sexualised online bullying
 - Unwanted sexual comments and messages, including on social media
 - Sexual exploitation, including coercion and threats.

The initial response to a child who tells you about this type of abuse is extremely important. It is essential that all victims are reassured and that they are taken seriously, supported and kept safe so that no victim will be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment and no victim ever made to feel ashamed for making a report. The DSL must be contacted immediately, and it must be reported to the DSL the same as any other Safeguarding concern. The DSL will keep accurate written records herein, including

advice, communication with parents, referrals to external agencies, and any safeguarding/child protection arrangements.

Child Criminal Exploitation and County Lines

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. Indicators will be very similar to other forms of abuse and exploitation. Children can be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, and they are not treated as victims. Both boys and girls who are criminally exploited may be at higher risk of sexual exploitation. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Some of the following can be indicators of Child Criminal Exploitation:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional wellbeing
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education.

Cybercrime

Cybercrime is a criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen offline but are enabled at scale and at speed online) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber dependent crimes include:

- Unauthorised access to computers (illegal 'hacking')
- Denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources;
- Making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above. Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the DSL will consider referring to the Cyber

Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing.

Female genital mutilation (FGM)

This is a form of child abuse which has devastating physical and psychological consequences for girls and women. The World Health Organization describes it as: "procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons" (WHO, 2013). Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM on herself. The Female Genital Mutilation Act 2003 tightened this law to criminalise FGM being carried out on UK citizens overseas. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison. There is now a mandatory reporting duty; all **social care professionals** are required, by law to report personally to the Police, if there is any evidence FGM has taken place or is about to happen. Norfolk Police can be reached by dialling 101, or in an emergency, 999. This is a statutory duty upon health and social care professionals. Other staff should refer to the DSL for immediate action.

A girl at immediate risk of FGM may not know what's going to happen, but she might talk about:

- being taken 'home' to visit family
- a special occasion to 'become a woman'
- an older female relative visiting the UK.

She may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school.

A girl or woman who's had FGM may:

- have difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- have unusual behaviour after an absence from school
- be particularly reluctant to undergo normal medical examinations or ask for help, and may not be explicit about the problem due to embarrassment or fear

So-called 'Honour-Based' Violence

So-called 'Honour Based' Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM and forced marriage. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled as such.

Forced Marriage

Forcing a person into 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. Concerns must be reported to the DSL to escalate.

Vulnerability to Radicalisation and 'PREVENT'

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

HYP is clear that this exploitation and radicalisation should be viewed as a safeguarding concern, and we will seek to protect children and young people against the messages of violent extremism.

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity. Children may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the child is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the child may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the child's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the child may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Special Educational Need – the child may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Action:

- Screening & monitoring of the HYC network by staff; awareness of the need for vigilance about pupils accessing websites which are connected with radicalised or terrorist activity.
- Vigilance by staff for changes in pupil's behaviour (as above).
- Staff to report any concerns immediately to Designated Safeguarding Lead/Designated Senior Manager or any of the Deputy Designated Safeguarding Leads referring to page 27 for contacts. They are to report immediately to Children's Social Care, MASHSupervisors@norfolk.pnn.police.uk; using the *Person Vulnerable to Radicalisation (VTR) Referral Form*. This will access the Channel process the police, and Children's Social Care as appropriate.
- Engagement with parents/the family will be considered as they are in a key position to spot signs. Families will be helped and supported and guided to support mechanisms.
- DSL to also consider DfE helpline 03700002288 or <https://report-extremism.education.gov.uk/>
- All staff trained by the DSL to be aware of indicators of vulnerability, the 'PREVENT' strategy, and how 'Channel' process works.

Notes:

Whilst the Counter Terrorism Local Profile (CTLP) identifies that Norfolk in general, may experience a low level of risk, it is important to note that:

- Risk will vary greatly and can change rapidly - no area, institution or body is risk-free
- The threat is real and affects all communities

Significant Harm

Some children need protection because they are suffering or likely to suffer significant harm. 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 children. The Local Authority is under a duty to make enquiries, or cause enquiries to be made where it has reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. Decisions about significant harm are complex and should be informed by careful assessment of the child's circumstances, and discussion between the statutory agencies and the child and family.

Definition of harm and significant harm from Adoption & Children Act 2002, Section 10

- Ill-treatment or the impairment of health or development (impairment suffered from seeing or hearing the ill-treatment of another)
- '**Development**' means physical, intellectual, emotional, social or behavioural development
- '**Health**' means physical or mental health
- '**Ill treatment**' includes sexual abuse and forms of ill-treatment which are not physical

Recognition of Significant Harm

Any allegation of a sexual nature, or parents whose behaviour may present a risk because of:

- Domestic violence, drug & alcohol abuse and mental health problems
- Any physical injury caused by assault or neglect which requires medical attention
- Repeated incidents of physical harm
- Any contact with a person assessed as presenting a risk to children, or children who live in low warmth, high-criticism environments, and children who suffer from persistent neglect
- Children who may be involved in prostitution
- Other circumstances where professional judgement and/or evidence suggest a child's health, development or welfare may be significantly harmed

Stress and Distress

An abused child will usually show signs of stress and distress. Possible signs of abuse include but are not limited to, those listed below. Many of these may of course, have nothing to do with abuse, but are worth consideration in trying to understand the child's behaviour:

- A fall-off in school performance
- Aggressive or hostile behaviour
- Difficulties in relationships with other children and young people.
- Excessively affectionate or sexual behaviour towards adults or other children
- Regression to more immature forms of behaviour
- Self-harming or suicidal behaviour
- No reasonable or consistent explanation for a pupil's injuries, or a pattern of injuries
- Disturbed sleep

Children potentially at greater risk of harm

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and/or complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children. Where children need a social worker, this should inform decisions about safeguarding, such as responding to unauthorised absence, and about promoting welfare, such as mental health support and welfare care plans alongside statutory services.

The child's wishes

Where there is a safeguarding concern, the DSL must ensure the child's wishes and feelings are considered when determining what action to take and what services to provide. We will always operate with the best interests of the child at heart.

Extremism

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.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of the Centre can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age-appropriate guides to support children 5-11-year olds and 12-17-year olds. The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following a separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children with family members in prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The National Information Centre on Children of Offenders, NICCO, provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance.

Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

Safeguarding procedures.

Role of the designated safeguarding Lead (DSL)/Centre Manager

The DSL/Centre manager is responsible for receiving concerns about the safety and welfare of children and young people related to Holt Youth Project and dealing with them according to Holt Youth Project and NSCP Safer Programme guidelines.

It is their duty to liaise with other agencies involved in safeguarding children and young people.

The DSL/Centre Manager must make sure that all employees and volunteers receive initial safeguarding training before working with children and young people. They must ensure that all staff and volunteers feel confident in the implementation of the Holt Youth Project Safeguarding Policy before beginning to work with children and young people. They should ensure that subsequent training opportunities are made available as required within the context of the NSCP Safer Programme including training in the government PREVENT programme.

The DSL/Centre manager is responsible for ensuring that any risk assessments related to behaviour and safeguarding of vulnerable young people are in place before work is started.

Dealing with disclosures and concerns about a young person

Ten Key Points to Follow if you Suspect, or Are Told of Abuse

The following guidelines may be helpful. They were compiled by Dr Roger Morgan OBE, who is the former Children's Rights Director.

- Adults looking after children or young people in schools (or in residential establishments or youth organisations) should be aware of the risks of abuse (by adults or other young people), and take steps to reduce those risks.
- Adults (staff or volunteers) in charge of children or young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:

- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
- If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough, and even if you wrote on the back of something else (it’s what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards!). If you don’t have the means to write at the time, make notes of what was said as soon as possible afterwards.
- Do not give a guarantee that you will keep what is said confidential or secret – if you are told about the abuse, you have the responsibility to tell the right people to get something done about it (see below). If asked, explain that you will only tell people who absolutely have to know.
- Don’t ask leading questions that might give your own ideas of what might have happened (e.g. ‘did he do X to you?’) – just ask “What do you want to tell me?” or “Is there anything else you want to say?”.
- Immediately tell the person in charge of the group (unless they are themselves accused or suspected of abusing) – don’t tell other adults or young people what you have been told.
- Discuss with the person in charge whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).
- Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people, etc. – the Children’s Services Department of the Local Authority and police staff are the people trained to do this – you could cause more damage and spoil possible criminal damage proceedings.
- As soon as possible (and certainly the same day) the person in charge should refer the matter to Children’s Services Department telephone number 0344 800 8014. Follow their requests about what to do next. They will set up any necessary investigations, and can advise you – that is their statutory job. If someone has made an allegation about the adult in charge of the school or group, YOU should contact the LADO and ask for advice.
- Never think abuse is impossible in your school or group, or that an accusation against someone you know well and trust is bound to be wrong.
- Children and young people often tell other young people, rather than staff or other adults, about abuse.
- **Important:**
- Bullying can develop into physical or sexual abuse – as can idiosyncratic punishments introduced by individuals: we have effective school practices to counter and monitor bullying and misuse of discipline.
- Be vigilant for early warning signs – such as favouritism, development of excessive one-to-one contact and increased involvement with changing or showering.
- Openly discuss within the staff group issues such as acceptable and unacceptable touching.

All referrals and consultations should be stored securely in a double-locked location under the sole care of the DSL.

N.B. Local authorities and Police must lead any investigation into allegations regarding safeguarding.

Contact Details

Norfolk Children's Advice and Duty Service (CADS) is made up of a team of Consultant Social Workers who have had specialist training and use a coaching style to empower partners to be more confident in working with families and meeting needs. The Consultant Social Workers will provide advice, support and signposting, identifying the correct services and support for the child or young person.

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**. The person/organisation seeking the consultation must have consent from parents/carers to do so. If gaining consent would place a child at risk of harm, then a referral to CADS should be made.

If you are a member of the public, you can do this through Norfolk County Council's Customer Services on **0344 800 8020**.

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- All of the details known to you/your agency about the child;
- Their family composition, including siblings and where possible extended family members and anyone important in the child's life;
- The nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

For further information (including information pages), visit our website: www.norfolkscp.org.uk

Designated Safeguarding Lead (DSL) and Designated Senior Manager

Julie Alford

Phone: 07747533371

Email: julie@holtyouthproject.org.uk

Deputy DSLs

Jamie Merritt

Phone: 07747777172

Email: jamie@holtyouthproject.org.uk

Lisa Pittingale

Phone: 07964288990

Email: lisa@holtyouthproject.org.uk

Mairi Long

Phone: 07546629453

Email: mairi@holtyouthproject.org.uk

Safeguarding Representative Trustee

Nigel Flower

Email: nigelcflower@gmail.com

****All staff can call Children's services if they are worried about the safety of a child.***

Norfolk Police

In an emergency, please call 999

LADO

If you have concerns about an adult working with a child under the age of 18 that you would like to report, see the LADO Guidance and consultation documents:

- [LADO consultation and referral guidance](#)
- [LADO referral/consultation form](#)

All queries relating to the LADO should follow these procedures and be sent to

Email: LADO@norfolk.gov.uk

Phone: **01603 307797**

If you have concerns about the safety of a child you can [report your concerns](#).

Safer Programme

General enquiries

Email safer@norfolk.gov.uk

Phone: 01603 228966 or 01603 223409

Home Educated Children/Alternative Education Service

[Services to Home Educators - Norfolk County Council](#)

If a safeguarding concern is about a child who is home-educated, then contact Services of Home Educators – Norfolk County Council

Telephone

Call 01603 307733

Email

ehe@norfolk.gov.uk

Alternative Education Service (Section 19 team)

Email: cs.educationalprovision@norfolk.gov.uk

www.school.norfolk.gov.uk/article/29801/alternative-education-service-section-19-team

Other relevant policies and guidelines

Promoting positive behaviour

Rationale

We at Holt Youth Project believe that all children develop best when they know how they and others are expected to behave.

Children learn to respect each other through interaction with caring adults who act as good role models. Positive, caring and polite behaviour will be encouraged and praised at all times in order to promote an atmosphere of respect for each individual and the environment in which they find themselves.

At Holt Youth Project, children will be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour.

Bullying, whether physical, verbal or emotional, is unacceptable and will be dealt with immediately.

Children will be encouraged to channel aggression in a positive way and be supported to deal with conflict peacefully.

Holt Youth Project encourages self-discipline, consideration for others and the environment

We will encourage all adults who come into contact with children/young people using the service to act as positive role models.

We will communicate with parents and carers to try to ensure consistency of approaches to behaviour.

Procedure

Designated senior manager

The Designated Senior Manager has ultimate responsibility for behaviour management and will advise other staff on behaviour issues.

She will keep up to date with legal and local authority guidelines and developments.

She will act as a hub to access extra resources and expertise if needed and liaise with parents and families.

She will ensure that all necessary risk assessments related to behaviour are in place before an activity takes place.

Children and young people

Children or young people who behave inappropriately will be given the opportunity to reflect on their behaviour and talk it through with a trusted adult. They will decide on any apology or other reparation if needed.

Children or young people who are the victim of inappropriate behaviour will be given the chance to discuss the incident and their feelings in an atmosphere of calm and respect and re assured that they are not to blame.

Staff and volunteers

All members of staff will treat children and young people with respect.

No member of staff will raise their voice except to ensure safety

In case of misbehaviour, all members of staff will ensure that the child or young person knows that the behaviour is unacceptable, not the child or young person.

Staff will work to help children and young people to develop positive strategies towards behaviour.

Any incident of bullying will be discussed fully with parents or carers in order to ensure consistency of approach.

Agreed January 2024

e Safety

The purpose and scope of the guidelines

Holt Youth Project aims to educate pupils about e- safety issues and appropriate behaviours so that they remain safe and legal online.

We aim to help them to understand the importance of keeping any personal data and information secure.

We aim to equip them with strategies to cope with handling sensitive information.

Young people and children should have access only to computers with the Internet at the Youth Project. However, we acknowledge the importance of email, instant messaging, chat rooms, social media, mobile phones, blogs, podcasts, downloads, in the lives of young people today so aim to help them to develop skills to keep themselves safe online.

The e-safety policy should be read in conjunction with Holt Youth Project's policy on Health and Safety; Safeguarding and behaviour.

Roles and responsibilities

The Designated Senior Manager/DSL has responsibility for any use of information technology in Holt Youth Centre.

She has the right to ask children and young people to put away their own mobile phones or mobile IT devices and to allow or prevent use of Centre IT for young people and children.

She has the duty to report any incidents of online abuse to the relevant authority, following procedures in the Safeguarding Policy and guidance from the NSCP Safer Programme.

Section Four – Training Policy

Training

Safer Programme or NSCP validated training will be attended by all relevant staff, at the relevant level. Holt Youth Project has a commitment to update training every 3 years.

Section Five – Allegations and Whistle-blowing Policy

It is the duty of everyone in the organisation to pass on any allegations or concerns about a child's welfare without delay. Any concerns or allegations about a volunteer or staff member must be reported immediately:

Allegations against adults

Managing allegations against staff and volunteers who work with children and young people up to the age of 18

Procedures

All allegations/concerns are to be reported to the Designated Safeguarding Lead.

The named Designated Senior Manager, Julie Alford, must contact the Local Authority Designated Officer (**LADO**) within one day of receiving an allegation or concern, following procedures on the NSCP link:

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>

Contact is via referral/consultation forms on the website: www.norfolkscb.org

The manager should not investigate the allegation at this stage.

Allegations must be reported if the behaviour has:

- harmed or may have harmed a child
- is a possible criminal offence
- indicates that an individual is unsuitable for working with children

The LADO will discuss the case with the manager and oversee its conclusion.

See Norfolk County Council Norfolk Safeguarding Children Board flow chart for details of actions and outcomes.

In the rare situations that the concerns are about the Designated Safeguarding/Senior Manager Lead, concerns must be referred directly to the LADO team.

- In an emergency, dialling 999 may be the only sensible course of action.
- Both the LADO team and the police will advise, assist and support in any future actions you would need to take e.g. informing parents.
- Ensure that everyone understands that any whistle-blower disclosing information in good faith will be protected if s/he has a reasonable concern about a child.

Section Six – Complaints, Confidentiality and Information Sharing

Confidentiality/information sharing

N. B. Confidentiality cannot be promised or guaranteed in the event of child protection.

Confidentiality and Information Sharing Policy

- In general, all personal information will be treated as confidential
- The welfare of the child is always the priority
- Confidential information may be disclosed to Children’s Services or the Police if a child’s health and welfare needs protecting, or when a crime has, or maybe, committed
- In cases of medical or other sensitive information being held, members of the group will only be informed on the ‘need to know’ basis
- If there are concerns about the welfare of a child or young person, it is important for everyone to understand that they may not promise confidentiality
- Information is kept in a locked drawer or cabinet, which is in a locked room or building.

Name:.....

Signed:

Organisation:

Date:.....

Date for review:.....

Section Seven – Health and Safety

- Copies of Public Liability Insurance
- Copies of staff First Aid Certificates

Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Julie Alford if they have a safeguarding concern about a child in our project.

Information Required	Enter Information Here
Full name of child	
Date of birth	
Class/tutor group/form group	
Your name and position at Holt Youth Project	

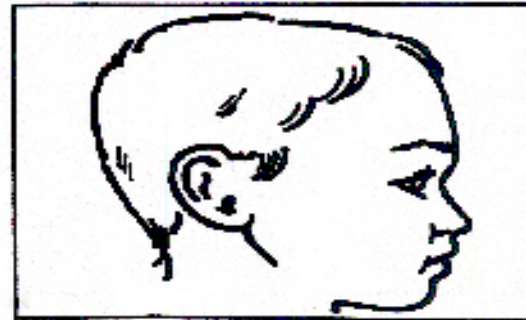
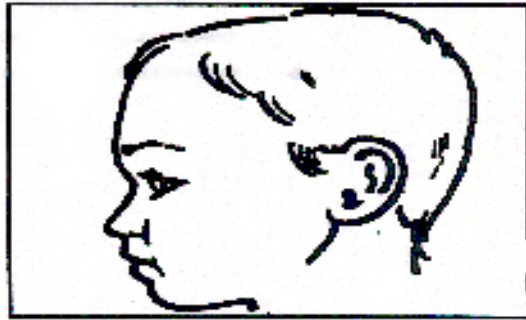
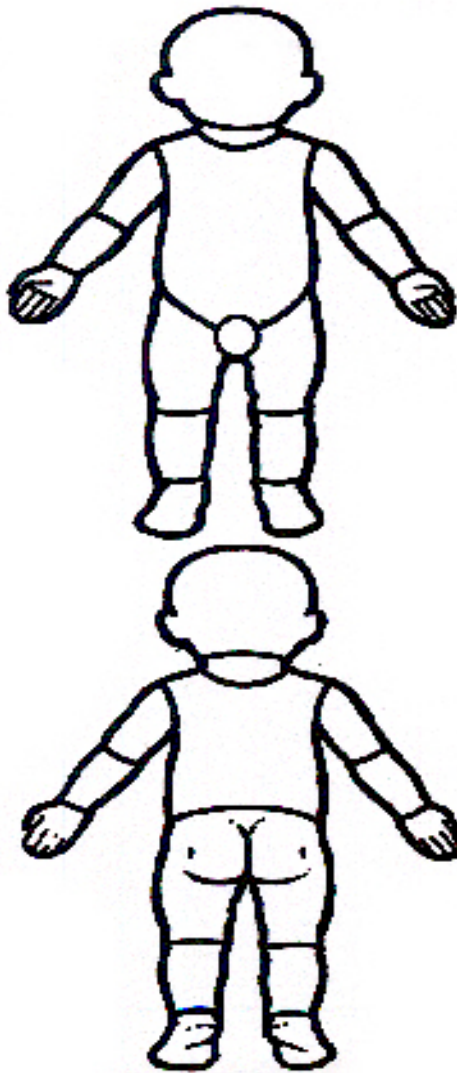
Information Required	Enter Information Here
<p>Nature of concern/disclosure</p> <p><i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</i></p> <p><i>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</i></p> <p><i>[Make it clear if you have a raised a concern about a similar issue previously]</i></p>	
Time & date of incident:	
Name and position of the person you passing this information to?	
Your Signature	
Time and date form completed	
Time form received by DSL	
Action Taken by DSL	
Referral made to Attendance Lead [yes/no, date and time]	
Referral made to police [yes/no, date and time]	
Referral made to Just One Norfolk [yes/no, date and time]	

Information Required	Enter Information Here
Referral made to CADS [yes/no, date and time]	
Referral made to Community & Partnerships [yes/no, date and time]	
Referral Made to Other Agency [yes/no, date and time, name of organisation]	
Parents Informed [yes/no, date and time]	
Feedback given to pastoral team [yes/no, date and time]	
Feedback given to teacher [yes/no, date and time]	
Feedback given to child [yes/no, date and time]	
Feedback given to person who recorded disclosure [yes/no, date and time]	
Further Action Agreed	

Information Required	Enter Information Here
DSL Decides no further action is required and the reason for the decision.	
Full Name of DSL	
Signature of DSL	
Date of Signature	

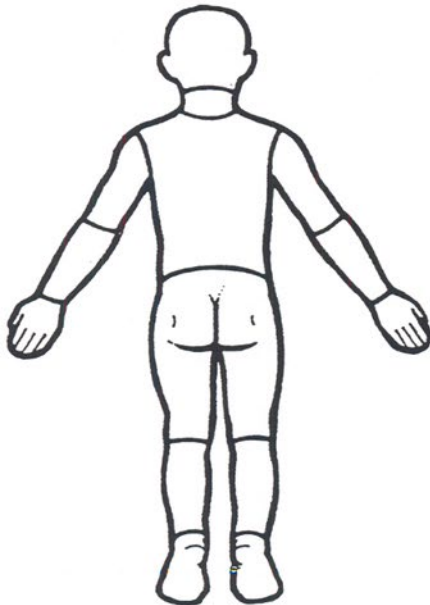
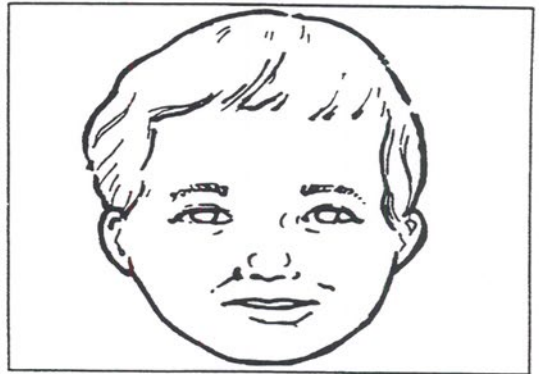
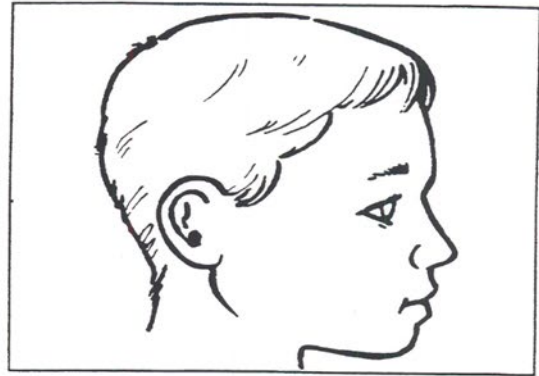
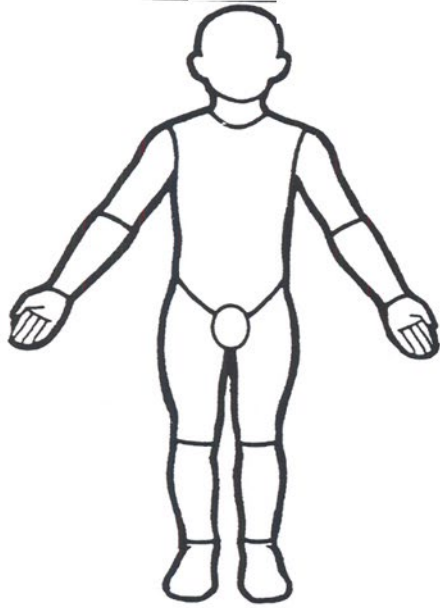
Body Map

Young Child



Indicate clearly where the injury was seen and attach this to the referral form

Body Map



Older Child

Indicate clearly where the injury was seen and attach this to the referral form.