



Safeguarding Policy

ConnectEd

March 2020

Pathways

Reviewed: March 2020
For Board Approval: June 2020


Rainbows

The Catholic Children's Society (Westminster)

73 St Charles Square

London W10 6EJ

Tel: 020 8969 5305 Fax: 020 8960 1464


Stay&Play

info@cathchild.org.uk

www.cathchild.org.uk


St Francis

Charity No 210920 Company No 85235

Safeguarding Children Policy

Contents

POLICY	
1. Aims	3
2. Introduction	3
3. What is abuse & neglect	4
4. Thresholds for support & intervention	6
5. Responsibilities of the Catholic Children's Society	6
PROCEDURES	
6. Reporting concerns about a child or young person	7
7. Dealing with child protection concerns	8
8. Reporting concerns/allegations about staff/volunteers	11
9. Therapeutic Staff working in schools	12
10. Staff working with the Post Adoption and After Care Service, St Francis Family Centre, St Mark's Stay & Play	12
11. Non-recent abuse	12

Appendices

1	Guidelines for Safer Working Practice	14
2	Glossary of terms used in Working Together 2018	15
3	The Catholic Church & Child Protection	21
4	Disclosure of Abuse - What to do if a child makes a disclosure	23
5	Charity Commission Advice	24
6	Useful Contact Numbers	27

Safeguarding Children Policy

1. Aims

- Safeguarding children not only includes child protection, but also encompasses a range of other areas, including but not limited to, health and safety, bullying, site security, medical needs, drugs and substance misuse.

Catholic Children's Society (CCS) is committed to:

- ensuring that the welfare of children is paramount at all times
- working in partnership with others in order to safeguard children
- ensuring safe and effective working practices are in place

2. Introduction

This policy sets out clear expectations about the roles and responsibilities of the Catholic Children's Society and all its employees, volunteers and representatives, in working together with other professionals and agencies in promoting children's welfare and safeguarding them from abuse and neglect. It also outlines the procedure for handling allegations against professionals, either current or non-recent.

Failure to adhere to this policy may result in further steps, including potential disciplinary proceedings.

This policy takes account of the following:

The Children Act 1989 and 2004: provides the main legislative foundation for the care and protection of children. Its overriding consideration is that the child's welfare is paramount and delay is likely to prejudice a child's welfare.

[London Child Protection Procedures \(2018\)](#): which provides in Part A, London-wide core procedures for responding to abuse and neglect, and in Part B, more detailed practice guidance.

[Working Together to Safeguard Children \(2018\)](#): provides a national framework within which agencies and professionals should work together to put the Children Acts into practice.

This policy stands alongside the other CCS policies listed below:

- whistle blowing
- complaints
- information sharing,
- safeguarding adults at risk
- disciplinary
- Computer & email policy

Safeguarding Children Policy

3. What is abuse and neglect?

Working Together to Safeguard Children (2018) defines abuse as:

“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.”*

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.”*

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.”*

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*

Safeguarding Children Policy

financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”

Neglect: *“The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:*

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)*
- b. protect a child from physical and emotional harm or danger*
- c. ensure adequate supervision (including the use of inadequate care-givers)*
- d. ensure access to appropriate medical care or treatment*

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.”

In addition to the main categories of abuse, it is important to be aware that children and young people may also be vulnerable from a number of additional specific safeguarding issues:

- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding Children Policy

Appendix 2 of the Catholic Children's Society Guidance includes a glossary of other terms used within Working Together 2018.

4. Thresholds for support and intervention

Local arrangements will be agreed by relevant agencies who will publish a 'threshold document' which sets out local criteria for action. As stated in Working Together 2018 this should include:

- *“the process for the early help assessment and the type and level of early help services to be provided*
- *the criteria, including the level of need, for when a case should be referred to local authority children's social care for assessment and for statutory services under:*
 - *section 17 of the Children Act 1989 (children in need)*
 - *section 47 of the Children Act 1989 (reasonable cause to suspect a child is suffering or likely to suffer significant harm)*
 - *section 31 of the Children Act 1989 (care and supervision orders)*
 - *section 20 of the Children Act 1989 (duty to accommodate a child)*
- clear procedures and processes for cases relating to:
 - the abuse, neglect and exploitation of children
 - children managed within the youth secure estate
 - disabled children”
 -

Working Together to Safeguard Children 2018

5. Responsibilities of The Catholic Children's Society

- To provide a clear safeguarding policy and procedures that are reviewed annually and made available to all staff and volunteers and service users on the CCS website.
- To ensure there is a Senior Designated Safeguarding Lead (and enough appropriately trained DSLs to cover all individual sites) who is the key point of contact within the organisation for staff/volunteers to share any safeguarding concerns with.
- To ensure the senior leadership team have appropriate feedback from the Designated Safeguarding Lead in order to review and evaluate the effectiveness of the policy and procedures.
- To ensure that any gap or weaknesses identified, are remedied in a timely way.

Safeguarding Children Policy

- To ensure all staff and volunteers have access to high quality safeguarding training, at a level and frequency appropriate to their role and responsibilities.
- To ensure that all staff are aware of and have understood the organisation's code of conduct.
- To ensure that sufficient resources are directed to this area of work.
- To ensure that the organisation follows robust safer recruitment procedures.

Training

All workers will receive safeguarding children training at a level appropriate to their role and responsibilities. This should be refreshed annually in line with good practice.

The designated safeguarding lead and deputy, should access training annually as good practice, in order to keep appraised of any national and local changes to procedures and legislation. In addition the Society will ensure that sufficient numbers of appropriate staff have accessed Safer Recruitment training to enable at least one person per interview panel to meet the best practice standards in safer recruitment.

PROCEDURES:

6. Reporting concerns about a child or young person

If a worker has safeguarding concerns about a child or young person, they should report concerns to the designated safeguarding lead as soon as possible using the safeguarding concerns Proforma (and use of body map if helpful / appropriate) These documents will be held securely by the designated safeguarding lead.

If the member of staff is unable to contact the local DSL, they should contact the Deputy or senior Designated Safeguarding Lead.

Senior Designated Safeguarding Officer: Rosemary Keenan

Designated Safeguarding Leads (DSL)

- Post Adoption & After Care: Irena Lyczkowska
- Connected Central: Aine Hayes
- ConnectEd North: Meryem Adem
- ConnectEd West: Liz Lockwood
- St Francis Family Centre: Margaret Wilkinson
- St Mark's Stay & Play: Maria McKenzie
- **Therapeutic Staff working in schools - DSL in school where the child is located**

Safeguarding Children Policy

7. DEALING WITH CHILD PROTECTION CONCERNS

Initial Action

7.1 ACTION BY PERSON RECEIVING OR IDENTIFYING A CONCERN

- Treat the concern seriously and take all reasonable steps to protect the child
- Call an ambulance if urgent medical attention is needed and immediately inform the Duty Social Worker within the Local Authority covering the child's home address
- Talk to the child according to age, understanding, language preference and special needs
- Avoid leading questions and keep an open mind
- Do not interrupt, make assumptions, offer suggestions or alternative explanations, or attempt to investigate the concern
- Reassure the child that information will only be passed on a 'need to know' basis; do not promise total confidentiality
- Tell the person with designated responsibility for child protection immediately

7.2 ACTION BY DESIGNATED PERSON

- Discuss the information with the person receiving the concern in order to decide what action to take
- If the child has made an allegation against a professional, the Designated Lead should now contact the LADO within the Local Authority where the professional works
- Has the child suffered or is the child at risk of significant harm? If yes, contact the Duty Social Worker in the Local Authority where the child's home address is located
- Does the concern amount to a possible criminal offence? NB: REMEMBER concerns about possible sexual abuse should not be discussed with the parents prior to discussion with Children's Services. If yes, contact the Duty Social Worker in the Local Authority where the child's home address is located
- Does the child need additional services? If yes, can the organisation support this? If not, do you need to contact the LA for support e.g. education psychologist or should you make a 'child in need' referral to statutory services in the borough e.g. Localities or Early Help

7.3 CONSENT

- **If the child can understand the significance and consequences of making a referral to LA children's social care, they should be asked their view.**
- **However, it should be explained to the child that whilst their view will be taken into account, the professional has a responsibility to take whatever**

Safeguarding Children Policy

action is required to ensure the child's safety and the safety of other children.

- Where practicable, concerns should be discussed with the parent and agreement sought for a referral to children's social care unless seeking agreement is likely to place the child at risk of significant harm through delay or the parent's actions or reactions
- Where a professional decides not to seek parental permission before making a referral to LA children's social care, the decision must be recorded in the child's file with reasons, dated and signed and confirmed in the referral to children's social care.
- The parent's withholding of permission must form part of the verbal and written referral to LA children's social care;
- The parent should be contacted to inform them that, after considering their wishes, a referral has been made.
- Any doubts should be discussed with the Duty Social Worker within the Local Authority covering the child's home address.

7.4 RECORDING

- The person receiving the concern should record the information including date, time, place, those present and anything said, in the child's own words. This should be signed and dated by the person receiving and countersigned by the designated person.
- All decisions (including taking no further action), the reasons and those who made them, should be recorded (timed, dated, signed and countersigned as appropriate)
- When calling the Duty Social Worker, be ready to provide the child's name, date of birth, ethnicity, address, information about the concern as above, details of any siblings and contact details of parent(s)

You may need to refer to your notes if called to give evidence in court

REMEMBER

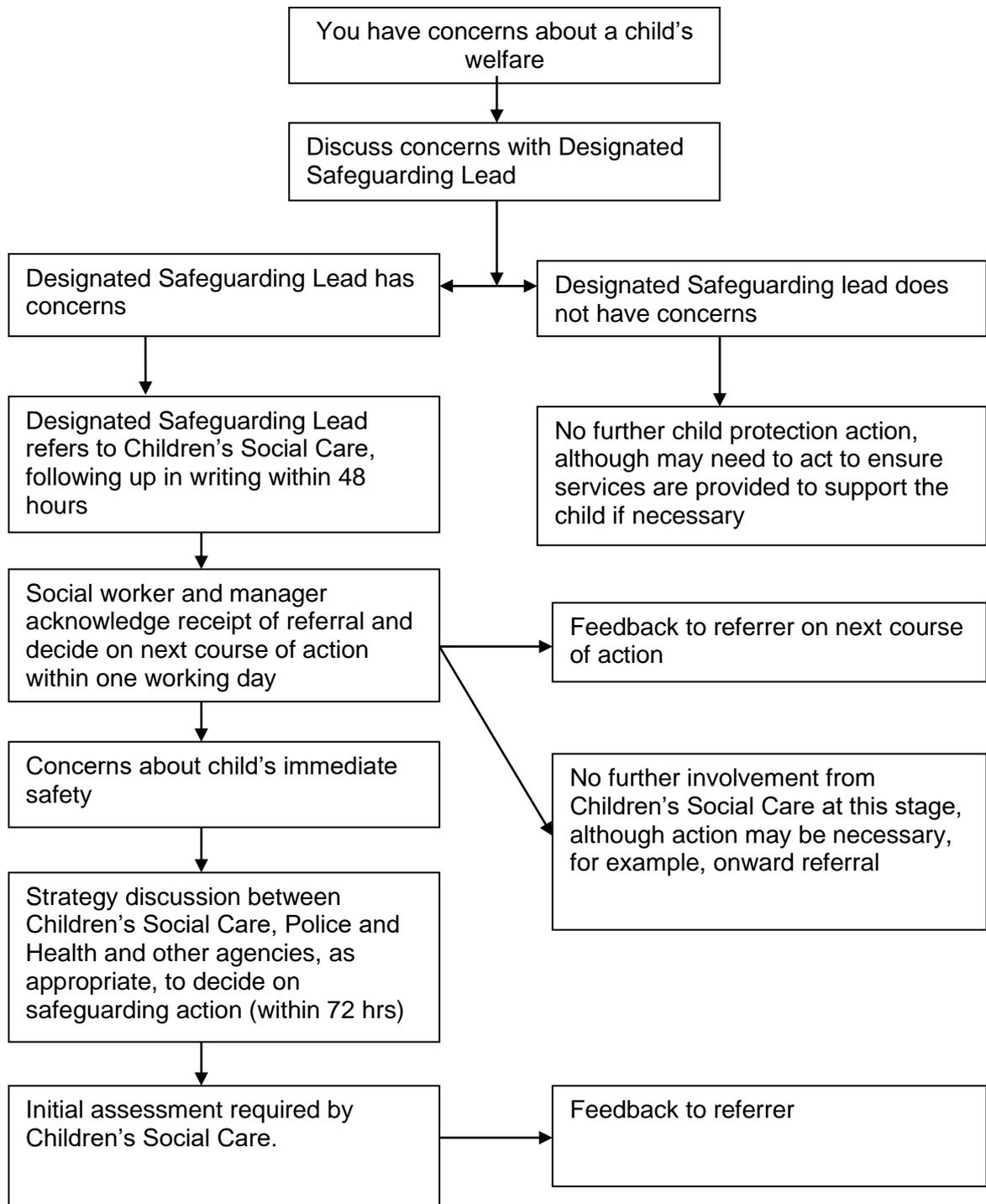
Act quickly, delay may prejudice a child's welfare

Where an allegation is made against a member of staff who works in a CCS Ofsted registered and inspected project, CCS is also required to inform Ofsted of the allegation as soon as it has been made. This includes both current and non-recent abuse.

(Contact details for Ofsted are: Piccadilly Gate, Store Street, Manchester M1 2WD. Telephone: 0300 123 1231; E-mail: enquiries@ofsted.gov.uk).

Safeguarding Children Policy

PROCEDURE TO BE FOLLOWED BY ALL THOSE WORKING FOR THE CATHOLIC CHILDREN'S SOCIETY IF YOU HAVE CONCERNS ABOUT A CHILD'S WELFARE:



Safeguarding Children Policy

8. Reporting concerns/allegations about staff/volunteers:

8.1 *An allegation may relate to a person who works (or volunteers) with children who has:*

- *behaved in a way that has harmed a child, or may have harmed a child;*
- *possibly committed a criminal offence against or related to a child;*
or
- *behaved towards a child or children in a way that indicates they may pose a risk of harm to children.”*

8.2 In the event of the safeguarding concern / allegation (whether current or non-recent) being about a member of staff/volunteer, this should be reported to the designated safeguarding lead, who in turn will consult with or refer to the LADO (Local Authority Designated Officer – in line with the London Child Protection Procedures).

8.3 If the staff concern or allegation (whether current or non-recent) is about the designated safeguarding lead, the member of staff should contact the LADO directly, and follow the whistle blowing policy.

8.4 Allegation about a priest / employee or volunteer of the Catholic Church:

The discussion with the DSL must also consider whether or not the alleged abuser is a priest or an employee of the Catholic Church or a volunteer in the Church. In line with the Data Protection Act 1998, the written permission of the service user for information to be passed on to the Diocesan Safeguarding Co-ordinator should be sought. The contact details for this person are at the end of this document. Appendix 3 gives information on the Catholic Church and Safeguarding Children.

8.5 Recommendations regarding suspension, will be made to CCS at the point of referral to the LADO or at the initial LADO strategy meeting. Any recommendation by the LADO to suspend a member of staff will be kept under review and will include consideration of a duty of care towards the member of staff.

Safeguarding Children Policy

9 Therapeutic staff working in schools:

If disclosure by a child is made to a member of CCS staff working within a school, you should follow the school's safeguarding policy and procedures and report to the school DSL. If the allegation is about a member of the school staff, the counsellor should discuss this immediately with The DSL in the school who will inform the head teacher of the school. If the allegation is made about the head teacher then the chair of governors will be informed by the school DSL so that they can inform the Local Authority Designated Officer (LADO).

10 Staff Working within the Post Adoption and After Care Team, St Francis Family Centre, St Mark's Stay & Play:

The worker should inform their Team Leader who is their DSL of the matter or their DSL if there is no Team Leader. The DSL will need to read the file and agree which local authorities should be informed. Where appropriate, the regulatory authority - Ofsted - should also be informed of any concerns. If the Team Leader / DSL is unavailable the Deputy DSL, who is the Head of Services or the Lead DSL should be informed, this is the Chief Executive Officer. The DSL must inform the Lead DSL

11 Non-recent abuse.

11.1 All allegations of non-recent abuse by an adult(s) that s/he or another person was abused as a child or young person whilst receiving a service from the CCS or after adoption or fostering through the agency, must be treated seriously. An adult is defined as anyone over the age of 18.

In relation to this type of historical allegation, the CCS defines non-recent abuse as:

- The actual or likely abuse reported by an adult, that s/he or another person was abused as a child or young person whilst receiving a service, in the care of or placed for fostering by the agency or after adoption through the Agency.

Abuse comprises emotional abuse, neglect, physical injury and sexual abuse as defined above. Abuse does not include care of a standard that was accepted at the time by the Agency, but would not be accepted now

11.2 Where the allegation of abuse is made by a child under 18

If a child under 18 comes forward about abuse when they were younger, the LADO should be informed. Consent is not required for this.

11.3 What to do if an adult comes forward to disclose abuse that occurred when they were a child

In such cases, with their consent, police should be notified. The LADO will still need to be notified if the abuser is known to still be working or may still be working with children so that risk assessments can be undertaken. Consent of the adult is not required for this and the identity of the alleged victim may not be disclosed to the LADO without the alleged victim's consent.

11.4 What to do if an adult comes forward with disclosure of abuse but the perpetrator is known to have died.

Safeguarding Children Policy

In such cases with the consent of the alleged victim, police are notified but the LADO is not notified.

IT IS IMPORTANT TO CONSIDER THAT CONSULTATION WITH THE LADO CAN BE VERY HELPFUL IN COMPLEX ISSUES TO HELP DETERMINE ANY NEXT STEPS.

Where the alleged abuser does not work with children, an initial and brief discussion must be had to ascertain if possible what risks the alleged perpetrator may continue to pose to children and others. It would not be the role of the CCS to conduct any investigation at this initial stage, which could potentially reveal a criminal matter. The alleged victim should be encouraged to report the matter to either: a) their local police and matters are then referred to the relevant Child Abuse Investigation Team to deal with the matter or b) the Police in the location where the alleged offence occurred, and corroboration of the referral obtained, for example a crime reference number. If this has not already happened or will not happen, then that worker must consult with their Line Manager and inform the police. The urgency of this referral should be discussed with the CCS Line Manager who will consider the current perceived risk of abuse to children. This procedure will take place whether or not the person reporting the matter is the victim. It will also take place even if the alleged victim withholds consent for their details to be passed to the statutory services. Consideration should be given, however, to the vulnerability of the alleged victim before a report is made.

Where the allegation of non-recent abuse is made against a member of the clergy or a religious, liaison between the Safeguarding Co-ordinator and CCS staff must be discussed with the service user and agreement sought to the appropriate exchange of information if that information does not entail a child or persons at risk of significant harm. A written record must be kept of the information that can be shared from the outset and may be reviewed subsequently. All records and information held must be stored and transported in accordance with the current Data Protection legislation and policy.

Signed off by Dr Rosemary Keenan – CEO and CCS Trustees
The Royal Borough of Kensington & Chelsea LSCB

Safeguarding Children Policy

Appendix 1: Guidelines for Safer Working Practice:

- i. Know the organisation's safeguarding policy and procedures and ensure you know who the designated safeguarding leads are
- ii. Maintain professional boundaries
- iii. Do not share your address, personal phone number or email address, social media accounts.
- iv. Any gifts to individual children should be of insignificant value and given equally as part of an agreed reward system
- v. Do not single a child out for special treatment
- vi. Do not accept gifts regularly, or ones of significant value. Declare any that may be misconstrued.
- vii. If a child touches you inappropriately, it may be innocent, but could indicate a problem that needs to be explored
- viii. Avoid clothing which could give the wrong messages
- ix. Physical contact should be needs led, age and gender appropriate
- x. Avoid conduct which could be misinterpreted e.g. horseplay, tickling or fun fights
- xi. Do not do anything personal for a child that they can do for themselves
- xii. Report incidents involving a child, including injuries
- xiii. Do not make, or encourage others to make, comments which are inappropriate, demeaning or insensitive, or humiliating, or might be interpreted as such
- xiv. Do not take photographs of children using personal equipment and only with the agreed permission of your line manager.
- xv. Do not socialise with children or take them to your home
- xvi. Avoid meeting with children in secluded areas
- xvii. Ensure visual access and/or open door in 1:1 situations and avoid using 'engaged' signs on doors.
- xviii. Report any concerns about a colleague's behaviour and/ or attitude toward children
- xix. **IF IN DOUBT ALWAYS SHARE A CONCERN**

Safeguarding Children Policy

Appendix 2: Glossary of Terms used in Working Together 2018

Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: a. protecting children from maltreatment b. preventing impairment of children's health or development c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care d. taking action to enable all children to have the best outcomes
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
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.
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

Safeguarding Children Policy

child that they are worthless or unloved, inadequate, or valued only insofar as they meets the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

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.

Safeguarding Children Policy

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.

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. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. protect a child from physical and emotional harm or danger
- c. ensure adequate supervision (including the use of inadequate care-givers)
- d. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

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

Safeguarding Children Policy

also regard calls for the death of members of our armed forces as extremist.

Young carer

A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).

Parent carer

A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.

Education, Health and Care Plan

A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and/or a disability (SEND). See the Special Educational Needs and Disability Code of Practice 0-25 (2014).

Local Authority Designated Officer

County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Any new appointments to such a role, other than current or former designated officers moving between local authorities, should be qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

Safeguarding partners

A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: (a) the local authority, (b) a clinical commissioning group for an area any

Safeguarding Children Policy

part of which falls within the local authority area, and (c) the chief officer of police for an area any part of which falls within the local authority area. The three safeguarding partners should agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents. To fulfil this role, the three safeguarding partners must set out how they will work together and with any relevant agencies as well as arrangements for conducting local reviews.

Child death review partners

child death review partner in relation to a local authority area in England is defined under the Children Act 2004 as (a) the local authority, and (b) any clinical commissioning group for an area any part of which falls within the local authority area. The two partners must make arrangements for the review of each death of a child normally resident in the area and may also, if they consider it appropriate, make arrangements for the review of a death in their area of a child not normally resident there. They must also make arrangements for the analysis of information about deaths reviewed under this section. The purposes of a review or analysis are (a) to identify any matters relating to the death or deaths that are relevant to the welfare of children in the area or to public health and safety, and (b) to consider whether it would be appropriate for anyone to take action in relation to any matters identified.

County lines

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

Safeguarding Children Policy

Child criminal exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Safeguarding Children Policy

Appendix 3: The Catholic Church and Safeguarding Children

The Catholic Church is fully committed to acting within the guidance as set out in *Working Together to Safeguard Children* (2018) The Catholic Church has a National Safeguarding Advisory Service (CSAS). This, and its earlier predecessor organisation COPCA, was established following reviews of child protection and safeguarding within the Catholic Church chaired by Lord Nolan (2001) and Baroness Cumberlege (2006).

The Catholic Safeguarding Advisory Service Procedures, outline the following principles and values:

1. Key Principles and Values

The following expressions of principles and values have been agreed by the Catholic Church nationally and underpin its response and actions under these procedures at all times.

- 1.i The Catholic Church in England and Wales embraces its role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment.
- 1.ii All adults within the Church have a responsibility to act and intervene when it appears that children need to be made safe from harm, whether the risk of harm is Neglect, Sexual Abuse, Physical Abuse or Emotional Abuse.
- 1.iii The Church will act in an open, transparent and accountable way in working in partnership with Children's Social Care Services, the Police, Health Agencies, Probation Services and other agencies to safeguard children and assist in bringing to justice anyone who has committed an offence against a child.
- 1.iv Anyone who brings concerns or allegations to the notice of the Church will be responded to sensitively, respectfully and seriously. All concerns and allegations will be dealt with within the national procedures and in a timely manner.
- 1.v The Church is fully committed to acting within the guidance as set out in *Working Together to Safeguard Children 2018* and acknowledges that the Church must work in partnership with other agencies and not act alone.
- 1.vi Pastoral Care will be made available to children and their families and to other relevant people where there have been concerns and allegations of some form of harm or maltreatment of a child.
- 1.vii Where services and support are provided to an adult, who has acted to harm a child, safeguards should be put in place to manage the risk that the adult may harm another child.

Safeguarding Children Policy

2. The Catholic Church in England and Wales is fully committed to work in relation to Vulnerable Adults:

- 2.i Actively and constructively within legislative frameworks set out in guidance ;
- 2.ii Actively promote the empowerment and well-being of vulnerable adults through the church;
- 2.iii Recognise that everyone has the right to live their life free from violence, fear and abuse;
- 2.iv Recognise that adults have the right to be protected from harm and exploitation, and;
- 2.v Recognise that adults have the right to independence that involves a degree of risk
- 2.vi The Church will act in an open, transparent and accountable way in working in partnership with Adult Social Care Services, the Police, Health Agencies, Probation Services and other agencies to safeguard vulnerable adults and assist in bringing to justice anyone who has committed an offence against a vulnerable adult.

Safeguarding Children Policy

APPENDIX: 4

Disclosure of abuse – what to do if a child makes a disclosure:

- React calmly so as not to frighten or deter the child / young person
- Listen carefully to what the child / young person tells you without interrupting and take it seriously.
- Ask questions for clarification only. Do not use leading questions that could lead to a particular answer.
- Do not stop a child / young person who is freely recalling significant events. Allow them to continue at their own pace
- Acknowledge how difficult it might have been for them to share this with you.
- Reassure them that they have done the right thing in telling.
- Tell the child / young person that they are not to blame.
- Never promise a child / young person that what they told you can be kept a secret. Explain to the child / young person that you have a responsibility for their safety and therefore have to tell someone in authority. Let them know there are others who can help them and that they are not alone.
- Tell them what you will do next and with whom the information will be shared
- Ensure the safety of the child / young person
- As soon as possible, take care to record in writing what was said using the child's own words. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record.
- Record any subsequent events and actions.
- It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with the appropriate designated safeguarding lead and followed through appropriately.

NB: You may also have concerns about a child's welfare where there has not been any disclosure or allegation. In the best interests of the child / young person, these concerns should be raised with the designated safeguarding lead and followed through appropriately.

We must remember that all citizens have a moral duty to protect children and refer concerns to the relevant authorities as outlined in these procedures.

Safeguarding Children Policy

Appendix 5: Charity Commission Advice



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

UK Criminal Incidents

Reporting offences committed in the UK to UK policing

Sometimes it will be immediately clear that an incident involves criminal issues and needs to be reported. Sometimes it will be clear what has happened is of concern but not criminal. In some cases, the facts or whether what has happened just may not be clear at the stage you are made aware of it or looking into it.

Where it is clear the incident involves criminality, charities are expected to act responsibly and take action to report it to the authorities. In some situations the report may need to be made to a statutory safeguarding or other authority aside from, or as well as, the police.

Where a criminal offence has been or has potentially been committed, in the UK, and/or there are safeguarding risks to a child or adult, it should usually be reported to the police force local to where the offence took place.

If the incidents have taken place across different police force areas, the charity should initially report the incident to the police force where the primary offence or greatest prevalence of offending took place.

Overseas criminal incidents

The need to report to local policing authorities overseas

Where an incident takes place overseas, incidents should usually be reported to local law enforcement authorities and/or safeguarding organisations overseas, in the location where the incident and suspected offence has taken place.

Where it may not be possible to report a criminal incident

There will be some occasions, where reporting to the police and law enforcement authorities overseas may not be possible. There may be issues with victim consent which may be a legal requirement to reporting in some countries and/or the need to consider that in doing so it may endanger the life or safety of the victim. In some cases this might also apply to the alleged offender. Charities need to assess the risks, including the risk of harm to others if the matter is not reported, to decide what action to take in these cases.

The charity will be expected to be able to explain why a case or incident has not been reported and show that that is a reasonable and justified decision in the circumstances.

Safeguarding Children Policy

Cultural and legal differences and sensitivities

We are also conscious that charities need to be sensitive to and take account of the different laws and international cultures, including the risk of harm to the victim. In some countries depending on the incident, there may be a real risk of harm or criminality for the victim for cultural reasons, for example in situations of pregnancy outside of marriage, prostitution or sex with teenagers or of people of the same sex. In other cases the victim may not consent

or there might be real risk of human rights abuses in that legal system, or of corruption or of individual perpetrator protection in the local judiciary, or a likely risk of community justice or vigilante action. In these cases, it will again be for the charity to explain why a decision not to report it to the local authorities is a reasonable and justified decision in the circumstances – does it stand up to public scrutiny.

National Crime Agency interest in overseas matters

In cases where a person has committed or potentially committed a child sexual abuse/exploitation offence overseas, involving a British national or a person with a claim to UK residency, the UK authorities may have an interest even though it is overseas.

The reason for this is that the National Crime Agency, has some extra territorial jurisdiction to bring prosecutions in the UK in certain circumstances. This is under Sexual Offences Act 2003; where section 72 of that Act allows a UK national or a UK resident to be charged in the UK for certain sex offences, usually involving a child committed overseas, where they constitute an offence in the country where the act took place, and are an offence in England and Wales.

The NCA advice is that reporting to the NCA should normally follow on from the matter being reported locally in the country where the offence allegedly took place.

Exceptions to this would be where charities have taken the decision based on risk not to report to the local country authorities, for the reasons outlined above. In these circumstances, they should report to the NCA, making it clear that the matter could not be reported to local law enforcement in country and why.

Information required by UK Law Enforcement on such reports

The type of information the policing is likely to require if you report an incident involving a suspected criminal matter is set out below

- the name of the person suspected of committing the crime
- confirmation of their nationality or claim to UK residency status
- the role they had, for example trustee, employee, volunteer within the charity or relationship with it at the time of the incident
- details of what happened, including date(s) and location(s)

Safeguarding Children Policy

- details of the victim(s), including where known: name, age / date of birth, nationality, location at time of offence, and present location
- outline of the action taken by the charity locally in country, including any steps taken to protect the victim
- why the charity has not referred the matter locally to law enforcement overseas or why they believe the matter will not be progressed
- named contact points for the case within charity and/or local law enforcement
- If you have it, the policing may also want
- the person's date of birth
- the person's address in the UK where known
- details of any witnesses, and what claims they have made
- what if any response the person has provided in relation to the allegations
- details of the person's employment history with the charity and/or others where known