

Safeguarding and Child Protection Policy

The Kite Trust

April 2018

INTRODUCTION

The Kite Trust fully recognises the responsibility it has under the Charities Commission to have arrangements in place to safeguard and promote the welfare of its service users.

This responsibility is more fully explained in *Safeguarding Standards and Guidance for the Voluntary and Community Sector: Working with children, young people and young adults aged 0-25 2017 Edition (England) NSPCC*.

Staff should read the above document together with “What to do if you’re worried a child is being abused: Advice for practitioners” (March 2015).

Through their day-to-day contact with service users and direct work with families all staff at The Kite Trust have a responsibility to:

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children and young people can receive support
- Identify children who may benefit from early help
- Know what to do if a service user tells them he/she/they are being abused or neglected
- Follow the referral process if they have a concern

Our policy applies to all staff, paid and unpaid, working for The Kite Trust including trustees.

It is consistent with the Local Safeguarding Children Board (LSCB) procedures.

There are four main elements to our policy:

PREVENTION through the support offered to young people and the creation and maintenance of an organisation wide ethos

PROCEDURES for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix A)

SUPPORTING VULNERABLE CHILDREN those who may have been abused or witnessed violence towards others.

PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN

1.0 PREVENTION

- 1.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children and young people.
- 1.2 The Kite Trust will therefore:
 - 1.2.1 establish and maintain an environment where service users feel safe in both the real and the virtual world and are encouraged to talk and are listened to
 - 1.2.2 ensure service users know that there are staff at The Kite Trust whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
 - 1.2.3 include in both one to ones, group work and residential opportunities which equip service users and with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help

2.0 PROCEDURES

- 2.1 We will follow the procedures set out in the Cambridgeshire Local Safeguarding Children Board "Inter-Agency Procedures". A copy of these procedures can be found on the LSCB website: <http://www.cambridgeshire.gov.uk/lscb/>
- 2.2 **The Designated Safeguarding Lead (DSL) for Child Protection is:**

Name: Lara Jaffey

Position: Executive Director and Designated Safeguarding Lead

Contact Number: 07958 101398

The Designated Person (DP) is:

Name:

Position:

Contact Number:

- 2.3 **The nominated trustees for Safeguarding and Child Protection are:**

Name: Niamh McNabb

Contact Number: 07857 292765

Name: Juliet Snell

Contact Number: 07940 313779

- 2.3.1 The DSL should have the appropriate status and authority within the organisation to carry out the duties of the post. They should be given the time, funding, training, resources and

support to provide advice and support to other staff on child welfare and child protection matters. (See Keeping Children Safe in Education, Annex B)

2.3.2 The lead responsibility for child protection remains with the DSL and cannot be delegated.

2.3.3 The DSL should undergo the two day training specific to this post

2.3.4 This training should be updated **every two years**.

2.3.5 In addition to the formal training set out above the DSL should refresh their knowledge and skills e.g. via bulletins, meetings or further reading at **least annually**.

2.3.6 The DSL should also ensure that every member of staff, paid and unpaid, and the trustees know who the Designated Personnel are and the procedures for passing on concerns from the **point of induction**.

At induction staff, volunteers and new Trustees will receive a copy of the safeguarding policy which outlines the procedures for passing on concerns.

Volunteers should speak directly to the paid member of staff running the activity if they have any concerns about a young person.

The paid member of staff will log the concern and pass onto the DSL or DP.

The paid member of staff will inform the volunteer of any actions taken, if appropriate.

If the concern involves the member of staff running the activity then you should refer to The Kite Trust Whistle Blowing policy.

2.3.7 The DSL should always be available for staff to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual organisations to define what “available” means”.

The DSL or DP is available after every group session for any member of staff to discuss any safeguarding concerns. The DSL or DP will be available by phone. If the DSL or DP is unavailable due to annual leave then the staff member can contact the lead trustee, also by phone.

2.3.8 Governing bodies should ensure that DSLs and DPs take advice from a child protection specialist when managing complex cases. The Designated Personnel have access to **professional consultations with staff working in the Multi-agency Safeguarding Hub (MASH)**. The Emergency Duty Team (out of hours) is also available. Contact numbers are found in Appendix B.

2.3.9 The Kite Trust has two nominated trustees for safeguarding and child protection who have undertaken appropriate training

2.4 The DSL should ensure every member of staff and every trustee knows:

- the name of the designated person/s and their role
- how to identify the signs of abuse and neglect
- how to pass on and record concerns about a child/ young person

- that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the DSL/DP
- that they have a responsibility to provide a safe environment in which service users can receive support
- where to find the Inter – Agency Procedures on the LSCB website

2.4.1 The DSL should ensure that all staff members undergo safeguarding and child protection training at induction. The training should be regularly updated. In addition all staff members should receive regular safeguarding and child protection updates as required **but at least very two years**

2.4.2 The DSL should ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to service users and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies

2.4.3 The DSL should ensure that children, young people and adults are informed of the responsibility placed on The Kite Trust and staff in relation to child protection by setting out these duties on the main Kite Trust website and in initial meetings, furthermore it will endeavor to make this information as accessible as possible

2.5 **Liaison with Other Agencies**

The Kite Trust will:

2.5.1 work to develop effective links with relevant services to promote the safety and welfare of all children and young people who access their services

2.5.2 co-operate as required, in line with Working Together to Safeguard Children 2015, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups

2.6 **Record Keeping**

The Kite Trust will:

2.6.1 keep clear, detailed, accurate, written records of concerns about service users (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately

2.6.2 ensure all records are kept securely, separate from the main child or young person's file, and in a locked location. The DSL has access to this locked location. A spare key is kept with one of the safeguarding trustees.

2.6.3 All child protection records will be kept for a set period of time as set out in our Data Retention policy

2.6.4 All actions and decisions will be led by what is considered to be in the best interests of the child.

2.7 **Confidentiality and information sharing**

- 2.7.1 Child protection information will be stored and handled in line with GDPR 2018 principles. The GDPR does not prevent Kite Trust staff from sharing information with relevant agencies, where that information may help to protect a child or young person.
- 2.7.2 Child protection records are subject to the provisions of GDPR 2018. This means that a parent, carer or young person of sufficient age and understanding, may make a request to see the child protection record. If any member of staff receives a request from a young person or parents to see child protection requests, they will refer the request to the Designated Safeguarding Lead.
- 2.7.3 The Designated Safeguarding Lead will take advice from the Local Authority, for any records which have been escalated and together a decision will be made about what information to share. This decision will consider the balance between the potential risk to the child and the principle of working openly and honestly with parents or carers. For any records that haven't been escalated, the Designated Safeguarding Lead will take advice from the board of Trustees, and together a decision will be made about what information to share. This decision will consider the balance between the potential risk to the child and the principle of working openly and honestly with parents or carers.

The Kite Trust will:

- 2.7.4 ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or Social Care as required.
(See "Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers", DfE 2015)
- 2.7.5 ensure that the Designated Safeguarding Lead will only disclose any information about a child or young person to other members of staff on a 'need to know' basis.
- 2.7.6 make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children
- 2.7.7 ensure staff are clear with children and young people that they cannot promise to keep secrets.

2.8 **Communication with Parents/Carers**

The Kite Trust will:

- 2.8.1 ensure that parents/carers are informed of the responsibility placed on The Kite Trust and it's staff in relation to child protection by setting out its duties on the/website.
- 2.8.2 undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If The Kite Trust believes that notifying parents could increase the risk of harm to the child, advice will be sought from Social Care. (*Further guidance on this can be found in the Inter-agency Procedures of the Local Safeguarding Children Board*)
- 2.8.3 Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury.

2.8.4 record what discussions have taken place with parents on the Log of Concern about a Child's Welfare or if a decision has been made not to discuss it with parents, record the reasons why.

3.0 SUPPORTING OUR SERVICE USERS

3.1 We recognise the additional safeguarding concerns that LGBT+ young people face. LGBT+ young people face many risk factors through the discrimination and prejudice they face growing up.

3.2 The Kite Trust may be one of the only stable, secure and predictable elements in the lives of service users at risk. Nevertheless, when accessing The Kite Trust's services their behaviour may be challenging and defiant or they may become withdrawn.

3.3 We recognise that we are here to support young people around their sexual or gender identity and that we will, where appropriate, refer on to other local services for specialist support.

3.4 **The Kite Trust will support the service user through:**

3.4.1 One to ones, groups and workshops that encourage self-esteem and self-motivation

3.4.2 An ethos that actively promotes a positive, supportive and safe environment and values the whole community

3.4.3 The Kite Trust's behaviour policy will support vulnerable service users within its services. All staff will agree on a consistent approach, which focuses on the behaviour of the service user but does not damage their sense of self-worth. The Kite Trust will ensure that the service user knows that some behaviour is unacceptable but she/he/they are valued and not to be blamed for any abuse which has occurred

3.4.4 Liaison with other agencies which support the service user such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams

3.4.5 A commitment to develop productive and supportive relationships with peers and the wider LGBT+ community

3.4.6 Recognition that service users living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers

3.4.7 Monitoring and supporting the service users welfare, keeping records and notifying Social Care in accordance with the Cambridgeshire Local Safeguarding Children Board "Inter - Agency Procedures"

3.5 Substance Misuse and Child Protection

3.5.1 The discovery that a service users misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but The Kite Trust will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the service users substance misuse may cause them to be vulnerable to other abuse such as sexual abuse
- to believe the service users substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- where the misuse is suspected of being linked to parent/carer substance misuse.

3.6 **Children of Substance Misusing Parents/Carers**

3.6.1 Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

3.6.2 When the organisation receives information about drug and alcohol abuse by a service users parents/carers they will follow appropriate procedures.

3.6.3 This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child

3.7 **Domestic Abuse**

3.7.1 Where there is Domestic Abuse in a family, the service user will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

3.7.2 Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

3.7.3 This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

3.7.4 Charities are often ideally placed to offer appropriate support, alongside other agencies, whether families are in crisis, or whether there are early signs of potential abuse.

3.8 Female Genital Mutilation (FGM)

(We recognise some people that experience FGM identify as male or non- binary)

- 3.8.1 “FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways”. (Multi-agency statutory guidance on female genital mutilation, April 2016).
- 3.8.2 The age at which FGM is carried out varies enormously according to the community. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a person’s first pregnancy.
- 3.8.3 FGM is internationally recognised as a violation of the ‘Human rights of girls and women’, and is illegal in most countries, including the UK.
- 3.8.4 We will report any ‘known’ cases of FGM in under-18s which we identify in the course of our professional work to the police. (Multi-agency statutory guidance on female genital mutilation, April 2016)
- 3.8.5 The Kite Trust takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.
- 3.8.6 The Designated Safeguarding Lead will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents/ family/care givers will not be informed before seeking advice. The case will still be referred to Social Care even if it is against the service user’s wishes.

3.9 Child Sexual Exploitation (CSE)

- 3.9.1 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.
- 3.9.2 Sexual exploitation can take many different forms from the seemingly ‘consensual’ relationship to serious organised crime involving gangs and groups.
- 3.9.3 It is important to recognize that some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.
- 3.9.4 Young people who go missing can be at increased risk of sexual exploitation and so procedures are in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions.

3.9.5 The Kite Trust will complete the LSCB Child Exploitation Checklist and refer to the Multi-Agency Safeguarding Hub (MASH) if there is a concern that a young person may be at risk.

4.0 Peer on Peer Abuse

- 4.1 Peer on peer abuse can manifest itself in many ways. This can include sexual bullying, being coerced to send sexual images, sexual assault and teenage relationship abuse. There are clear links with sexual exploitation and domestic abuse.
- 4.2 This form of abuse will not be tolerated and victims will be appropriately supported. Any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.
- 4.3 Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 4.4 The Kite Trust will include within its services, information and materials that support children in keeping themselves safe from abuse including abuse from their peers and online.
- 4.5 Additional guidance on sexting can be found in "Sexting in schools and colleges: Responding to incidents and safeguarding young people" published by the UK Council for Child Internet Safety (UKCCIS)

5.0 Prevention of Radicalisation

- 5.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.
- 5.2 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. The Kite Trust is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- 5.3 Staff at The Kite Trust should be made aware of this duty.
- 5.4 When any member of staff has concerns that a child/young person may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Safeguarding Lead/Prevent Lead.

6.0 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

6.1 The Kite Trust will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken.

6.2 **The following members of staff have undertaken Safer Recruitment training**
(Include who has completed the Safer Recruitment training)

Lara Jaffey- Executive Director

6.3 Any allegation of abuse made against a member of staff will be reported straight away to the Designated Safeguarding Lead. In cases where the Designated Safeguarding Lead is the subject of an allegation, it will be reported to the named Trustee. (See Allegations flowchart Appendix C.)

Under Section 75 of the Childcare Act, 2006 individuals are disqualified from childcare provision if they have committed certain specified offences. Staff may also be disqualified “by association” if they are living or working in the same household as a person who is disqualified. This applies to any member of staff employed in early years childcare (up to the age of 5) or later years childcare (up to the age of 8) in nursery, primary or secondary school settings or the management of such settings. Staff should sign a self-declaration form to confirm that they are not “disqualified by association”. A record of self-declaration should be kept on The Kite Trust’s system.

6.4 The Kite Trust will consult with the Local Authority Named Senior Officer in the event of an allegation being made against a member of staff.

6.5 The Named Senior Officer will liaise with the Local Authority Designated Officer (LADO) ensuring that all allegations are reported to the LADO within one working day. Following consultation with the LADO, the Named Senior Officer will advise on all further action to be taken. Please note that the DSL should **not** seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

6.6 The Kite Trust will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the organisation and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

6.7 Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

6.8 Consideration must be given to the needs of the child and a recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

- 6.9 The Kite Trust will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with children/ young person and parents/carers as advised within the Local Authority's Code of Conduct. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.
- 6.10 All staff have signed to confirm that they have read a copy of the Local Authority's Code of Conduct, Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (October 2015).
- 6.11 The Kite Trust will ensure that staff and volunteers are aware that sexual relationships with children and young people aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Trust). (Please see Code of Conduct for further guidance on appropriate boundaries with service users)
- 6.12 The Kite Trust will ensure that communication between staff and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

7.0 OTHER RELATED POLICIES

- 7.1 Physical Intervention and/or the Use of Reasonable Force
Health and Safety
Online Safety and Acceptable Use
Whistleblowing
Complaints procedure
Behaviour

7.2 Use of Mobile Phones and Social Media Policy

- 7.2.1 Our policy on use of mobile phones, cameras and sharing of images is set out in a separate document and is reviewed annually. It is recognised that personal mobile phones have the potential to be used inappropriately and therefore The Kite Trust has developed a policy to outline the required protocol for all staff, children/ young people and volunteers.
- 7.2.2 Staff will ensure all personal social media profiles are secured and private to restrict access by service users.

8.0 Service users WITH SPECIAL EDUCATIONAL NEEDS

We recognise that, statistically, service users with emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Kite Trust staff who deal with service users with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

The Kite Trust may support service users with emotional and behavioural difficulties and/or challenging behaviours. In these instances The Kite Trust will support staff to decide

appropriate strategies that will reduce anxiety for the individual service user and raise self-esteem as part of an overall behaviour support plan agreed with the service user.

We promote high standards of practice, including ensuring that disabled children and young people know how to raise concerns, and have access to a range of adults with whom they can communicate as well as access to all policies/procedures that concern them.

9.0 GOVERNING BODY CHILD PROTECTION RESPONSIBILITIES

9.1 The governing body fully recognises its responsibilities with regard to child protection and safeguarding and promoting the welfare of children. It aims to ensure that the policies, procedures and training in the organisation is effective and comply with the law and government guidance at all times.

It will:

- Nominate a trustee for safeguarding and child protection who will take leadership responsibility for the organisation's safeguarding arrangements and practice and champion child protection issues
- ensure an annual report is made to the full trustee board, Any weaknesses will be rectified without delay
- ensure that this Safeguarding and Child Protection policy is annually reviewed and updated and shared with staff. It will be made available on the website.

9.2 Residential trips and out of group activities

9.2.1 If the organisation provides residential trips or out of group activities directly under the supervision or management of organisation staff, the organisation's arrangements for child protection as written in this policy shall apply.

9.2.2 The Kite Trust works to a staff/ young person ratio of 1:5 for residential trips.

9.2.3 Where services or activities are provided separately by another body, the trustee body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the organisation on these matters where appropriate.

10.0 Confidentiality and outing young people

10.1 We recognise that there is a risk factor around young people that are accessing our services being outed in regards to their sexual or gender identity. We recognise that by involving other services in any safeguarding matter we risk breaking confidence of our service users and we factor this into our risk assessment.

This policy was ratified on

and will be reviewed on

Signed by the Executive Director

Trustees

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Four categories of abuse

Physical Abuse - 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.

Neglect - 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.

It may occur during pregnancy as a result of parents substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers failing to:

- Provide adequate food, clothing and shelter including exclusion from home or abandonment
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision including the use of inadequate care-givers
- Ensure access to appropriate medical care or treatment

Emotional Abuse - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another persons needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate
- Not recognising their gender identity

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment although it may occur alone

Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
 - children in looking at, or in the production of, sexual images,
 - children in watching sexual activities
 - or encouraging children to behave in sexually inappropriate ways
 - grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women and non-binary people can also commit acts of sexual abuse, as can other children.

Useful Contacts

Early Help Hub (EHH)	Tel: 01480 376666
Multi-Agency Safeguarding Hub – referrals and professional consultation (office hours) 01733 234724 (out of hours)	Tel: 0345 045 1362
Emergency Duty Team (Out of hours)	Tel: 01733 234724
Police Child Abuse Investigation Unit	Tel: 101
Local Authority Designated Officer (LADO) Janet Farr Lyn Chesterton	Tel: 01223 727968

Cambridgeshire Local Safeguarding Children Board – Safeguarding Inter-Agency Procedures
<http://www.cambridgeshire.gov.uk/lscb/>

Relevant Documents

“Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children” (March, 2015)

“What to do if you’re worried a child is being abused: Advice for practitioners” (March, 2015)

“Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers” (March, 2015)

Guidance for Safer Working Practice for those working with children and young people in education settings (October 2015)

Managing an allegation against a member of staff in your establishment

Appendix C

