

SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY

Last reviewed and approved by Trustees: July 2022

Next due for review: April 2023

Our Vision

We envisage an inclusive society where LGBTQ+ young people are healthy, successful and celebrated.

Our Purpose

We support the wellbeing and creativity of LGBTQ+ young people in Cambridgeshire, Peterborough and surrounding areas through information, support and groups. We build inclusive communities to tackle inequalities through consultancy, training and education to all sectors.

Our Values

Relevant – Our learning and development is continuous.

Engaging – We are warm and welcoming.

Accessible – We create inclusive communities and safe spaces.

Community Led – We are motivated by the voices of LGBTQ+ young people.

High Quality – Our support and guidance are of the highest quality.

Reviewed by:

Review date:

INTRODUCTION

The Kite Trust (referred to as TKT below) fully recognises the important role we play in safeguarding children and young people – protecting them from harm is everyone’s responsibility at TKT, regardless of role. This policy sets out the ways in which TKT performs our safeguarding duty in respect to children up until their 18th birthday. For safeguarding policy related to adults aged 18 and above, please refer to our [Safeguarding Adults at Risk Policy](#).

TKT ensures effective safeguarding measures are embedded throughout the organisation through safe recruitment, robust training and effective management and peer review.

It is the responsibility of TKT to identify both emerging and existing issues, along with any potential unmet need of all children and young people with whom we work.

In addition, we work closely with our local safeguarding partners and are committed to ensuring effective information sharing and reporting and to ensure the voices of young LGBTQ+ people are heard, and that their needs met.

We recognise the additional, unique needs of young LGBTQ+ people and embed effective practice throughout our work to ensure we are understanding and meeting all of their needs – protecting their safety at every level.

This policy establishes a framework for all colleagues, volunteers and trustees. It clarifies our expectations and seeks to ensure that we undertake our responsibilities with regard to the safeguarding and protection of all the children and young people we work with, and that we respond to concerns appropriately, effectively and promptly.

In addition, TKT understands the responsibility we have under the Charities Commission to have arrangements in place to safeguard and promote the welfare of its service users.

These responsibilities are more fully explained in “[Safeguarding Standards and Guidance for the Voluntary and Community Sector: Working with children, young people and young adults, aged 0–18](#)” 2019 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).

Other useful documentation include Cambridge & Peterborough Safeguarding Partnership Board’s guidance on:

- [Child Trafficking and Modern Slavery](#)

- [County Lines](#)
- [Cuckooing](#)
- [Children Who Go Missing](#)
- [Resolving Professionals Differences \(Escalation\) Policy](#)
- [Children and Young People Displaying Harmful Sexual Behaviour](#)
- [Child Sexual Behaviour Assessment Tool](#)
- [Bruising in Pre-Mobile Babies Protocol](#)
- [Effective Support for Children and Families \(Thresholds\) Document](#) which sets out the Continuum of Need

This policy explains our:

- Commitment to safeguarding children
- Responsibilities
- Safe recruitment procedures and supervision of staff and volunteers
- Safeguarding training requirements
- Responsibilities when delivering activities and services to children
- Reporting processes
- Approach to collaborative working.

A full list of the types of abuse, signs to look for and procedures to safeguard can be found in our [Safeguarding Children and Child Protection Procedures](#) document.

PURPOSE AND SCOPE

According to the NSPCC, LGBTQ+ children and young people face the same risks as all children and young people, but they are at greater risk of some types of abuse. For example, homophobic, biphobic or transphobic bullying or hate crime. LGBTQ+ children are also more vulnerable to, or at greater risk of, sexual abuse, online abuse or sexual exploitation (Barnardo's and Fox, 2016; McGeeney et al, 2017; Xu and Zheng, 2014).

This policy in conjunction with the safeguarding children procedures aim to ensure that all at TKT operate in line with the legal framework for safeguarding and protecting children, including: the Children Act 1989; the Adoption and Children Act 2002; the Children Act 2004; and the Domestic Abuse Act 2021.

In this policy, we use the term "child" to mean an individual under the age of 18 years old, including unborn babies.

The term "colleagues" used within this policy is used to refer to all staff, Associate Trainers, sessional workers and volunteers.

TKT's policy is to make sure all children the organisation has contact with, are safeguarded by the following:

- Maintaining clear policies and procedures for all colleagues
- Adopting safe recruitment practices for the onboarding of colleagues
- All colleagues being effectively and regularly supervised and all safeguarding concerns addressed as early as possible
- Adopting a proactive approach to safeguarding
- Colleagues receiving appropriate safeguarding training which is refreshed annually
- The reinforcement of training/knowledge checking through team meetings and supervisions
- Making sure colleagues working with children have the skills experience, support and resources to carry out their role
- Creating a culture of safety, equality and protection
- Supporting effective information sharing
- Making sure events involving children are risk assess and well supervised
- Ensuring compliance with the core principles of the general data protection regulations (GDPR)
- Reviewing our policies and procedures annually.

RESPONSIBILITIES

Safeguarding is everyone's responsibility at the Kite Trust. Protecting people and safeguarding is a governance priority. Our policy applies to all staff and volunteers working for The Kite Trust, including trustees. Trustees recognise this duty and take all reasonable steps to protect from harm those who come into contact with TKT.

The board has appointed two nominated trustees for safeguarding and child protection, who work with the Designated Safeguarding Lead to ensure the effective management of safeguarding in the organisation including the implementation and review of robust policies and procedures.

TKT's Safeguarding Policy and Procedures are consistent with the Local Safeguarding Children Board (LSCB) procedures.

The Designated Persons for safeguarding and child protection at The Kite Trust are:

- Pip Gardner (Designated Safeguarding Lead)
- Sarah Bigler
- Katie Girling-Weeks

- Bethan Rees

PREVENTION

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.

The Kite Trust will therefore:

- 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.
- 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.
- Ensure individual support, group work and residential opportunities equip service users with the skills they need to stay safe from abuse both in the real and the virtual world and provide them with information about who to turn to for help.

SAFE RECRUITMENT & STAFFING

Recruitment

TKT has a safe recruitment commitment that is embedded into all of our recruitment practices, including ensuring appropriate DBS and reference checks are undertaken.

The following members of staff have undertaken Safer Recruitment training:

- *Pip Gardner – Chief Executive*
- *Sarah Bigler – Programme Manager*
- *Bethan Rees – Programme Manager*

All colleagues who work with children and young people must have undergone TKT's vetting procedures (including an enhanced DBS disclosures check and satisfactory references) before commencement of their work with children. No staff or volunteer will have unsupervised access to children without first having undergone this vetting.

For those working directly with children this disclosure must include a DBS children's barred list check. For those also working directly with vulnerable adults the disclosure must also include a DBS vulnerable adults barred list check.

Further information on TKT's DBS procedure and application to our work can be found in our [Recruitment Policy](#) and the [Safeguarding Children and Child Protection Procedures](#).

Allegations of Abuse

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.

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.

The Procedure for this can be found in the [Safeguarding Children and Child Protection Procedures](#) document.

Staff Boundaries

The Kite Trust will ensure that all staff and volunteers 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.

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).

The Kite Trust will ensure that communication between staff, volunteers and service users, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

Training, Information Sharing and Personnel

The depth of child protection training that colleagues receive will depend on their role.

All colleagues and volunteers, regardless of whether their role includes client-facing work, must be informed of the following as part of their staff induction:

- Where to find TKT's Safeguarding Children Policy and Procedures. Any amendments to such policies and procedure will be sent out to all colleagues and discussed in supervision
- A summary of the different types of abuse and neglect, and the signs and indicators of abuse and neglect
- What to do if they are concerned that a child is being harmed

- What to do if they are worried about the behaviour of a member of TKT staff or volunteer
- What to do if concerns raised are not listened to, the escalation process and Whistleblowing Policy.

TKT will ensure that all colleagues and volunteers receive this information as part of their initial role induction and before they begin delivering any services. All colleagues will sign the Code of Conduct and confirm that they have been made fully aware of, and understand the contents of the Safeguarding Policies and Procedures.

All colleagues and volunteers working directly with children must attend in-depth training to a level suitable for their role within the first 3 months of starting their role. This training will be delivered by a provider approved by the Designated Safeguarding Lead. Such training will cover:

- An in-depth look at the various types of abuse, their signs and symptoms
- Colleagues' responsibilities
- The organisational role and responsibilities
- The local safeguarding partners and associated local authority reporting processes.

This training must be refreshed every two years.

TKT's Designated Safeguarding Lead (DSL) is our Chief Executive – Pip Gardner. 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. They will have the required knowledge, skills and experience to undertake the lead role effectively and will undertake the required safeguarding lead training every two years. When they are absent, these responsibilities will be covered by another Designated Person from the Senior Leadership Team. Designated Persons should also have the required knowledge, skills and experience and have undertaken the required safeguarding lead training every two years to be able to deputise for the DSL.

Within the Board of Trustees there will always be a minimum of two nominated Trustees for Safeguarding and Child Protection. One of these trustees will be the chair.

Where there is any update in safeguarding legislation, the designated safeguarding lead will provide updates to trustees, staff and volunteers and will prepare reports for the board.

Further information on TKT's Safeguarding Personnel and Procedures can be found in the

[Safeguarding Children and Child Protection Procedures](#) document.

Supervision

All colleagues will receive regular line management supervision – between every 4–6 weeks. Supervision sessions can be used to provide updates to colleagues who have reported safeguarding concerns and to check knowledge and assess training needs. It is also an opportunity to provide updates in relation to legislation and policy changes, together with ensuring internal procedures are understood.

At every supervision meeting, colleagues are required to make a self-declaration that nothing has changed in their personal circumstances that might call into question their suitability to work with children or adults at risk.

Any safeguarding concerns about children must be reported immediately and any disclosures should not wait until supervision.

CONTEXTUAL SAFEGUARDING

We recognise the additional safeguarding concerns that LGBTQ+ children face. LGBTQ+ children face many risk factors through the discrimination and prejudice they face growing up. 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.

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

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 they are valued and not to be blamed for any abuse which has occurred.

More information on contextual safeguarding can be accessed through the NSPCC's website – [Contextual safeguarding: what is it and why does it matter?](#)

LIAISON WITH OTHER AGENCIES

The Kite Trust will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children and young people who access their services.
- Co-operate as required, in line with Working Together to Safeguard Children 2018, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.

RECORD KEEPING

The Kite Trust will:

- 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
- Ensure all records of concerns are kept securely on CharityLog and hard copies of any records made are appropriately disposed of.
- Keep all child protection records for a set period of time as set out in our Data Retention policy.
- Ensure all actions and decisions are led by what is considered to be in the best interests of the child.

More information on the procedure for documenting, recording and reporting, can be found in the [Safeguarding Children and Child Protection Procedures](#) document.

CONFIDENTIALITY AND INFORMATION SHARING

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.

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.

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.

Further information about such procedures can be found in the [Safeguarding Children and Child Protection Procedures](#) document.

COMMUNICATION WITH PARENTS/CARERS

The Kite Trust will:

- Ensure that parents/carers are informed of the responsibility placed on The Kite Trust and its staff in relation to child protection by setting out its duties on our website.
- 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 the agency being referred to. *(Further guidance on this can be found in the Inter-agency Procedures of the Local Safeguarding Children Board)*
- Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury, and a parent/carer is the alleged perpetrator.
- 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.

EVENTS AND ACTIVITIES

All TKT colleagues when delivering events and services to children are required to follow the organisation's code of conduct and other relevant organisational policies including the Health & Safety Policy and the Youth Work Programme Policy.

The arrangements for safeguarding children and child protection as written in this policy shall apply to residential trips and out of group activities. Further guidance is outlined in the Youth Work Programme Policy section on Residential.

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.

DIGITAL TECHNOLOGY AND ONLINE SAFETY

TKT recognises that the online world provides many opportunities, however it can also

present significant risks and challenges, and we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online. Children should be able to use the internet for support, educational and personal development, but safeguarding must be in place to ensure their safety at all times.

Staff working with young people and our Communication and Engagement Officer, will undertake safeguarding training every two years and ensure online safety knowledge is up to date, including how to identify: cyberbullying, emotional abuse, sexting (coercion), sexual abuse and sexual exploitation.

All colleagues and volunteers, regardless of whether their role includes working with children and young people, must understand that we have a responsibility to:

- Help keep children and young people safe online, whether or not they are using TKT's networks
- Ensure that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Work in partnership with children, young people, their parents or carers and other agencies in helping young people to be responsible in their approach to online safety
- Review and update the security of all of TKT's information systems regularly.

Whilst in a work setting, colleagues should only take photos, make video or audio recordings, or store service users personal data on an organisation owned device, never on a personal device. Protocols for staff and volunteers to use in respect to their personal social media accounts are set out in our [IT Policy](#).

Where digital technologies and online spaces are used for the delivery of The Kite Trust services, these will be appropriately risk assessed. This will take place in a way which recognises them as a new 'venue' for the delivery of activities, but which also takes into consideration the different risks present when using digital technologies and online spaces in place of physical spaces. To mitigate against these risks, appropriate measures will be taken including have at least two responsible adults present on any group call and commencing new online activities with an opportunity for all group members to co-create a group agreement to keep each other safe and able to participate.

SUPPORTING OUR SERVICE USERS

Mental Health, Self-Harm and Suicidality

Any child or young person, who expresses thoughts about suicide, must be taken seriously and appropriate help and intervention should be offered without delay.

LGBTQ+ young people are disproportionately likely to experience poor mental health. Just Like Us' 2021 report, found LGBTQ+ young people are:

- Three times more likely to self-harm and twice as likely to have depression, anxiety and panic attacks
- Twice as likely to contemplate suicide, rising to three times more likely for Black LGBTQ+ young people

TKT follows the Norfolk LSCB "Children at Risk of Suicide" policy, and further information and procedures can be found in [Safeguarding Children and Child Protection Procedures](#).

Substance Misuse and Child Protection

The discovery that a service user is 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.

Children of Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence. When the organisation receives information about drug and alcohol abuse by a service users' parents/carers they will follow appropriate procedures. Further information about the factors of concern and procedures can be found in the [Safeguarding Children and Child Protection Procedures document](#).

Domestic Abuse

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.

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.

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.

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.

Service users with disabilities

We recognise that, statistically, service users with emotional and behavioural difficulties and disabilities are most vulnerable to abuse. The Kite Trust staff who support 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.

Confidentiality and outing young people

We recognise that there is a risk factor around young people who are accessing our services being outed in regards to their sexual orientation 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.

A list of Useful Contacts and Definitions can be found in our [Safeguarding Children and Child Protection Procedures](#).