

Safeguarding & Child Protection Policy

1. Policy Statement

Rebuild East Midlands aims to safeguard children and young people from abuse and exploitation in all that we do.

A child or young person is defined here as anyone under the age of 18. We recognise that:

- The welfare of the children and young people is paramount
- All children, regardless of age, disability, gender, racial heritage, religious beliefs, sexual orientation or identity, have the right to equal protection from all types of harm or abuse both on and off sexual line.
- Working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

2. Aims

At Rebuild East Midlands we want to provide protection for the children and young people who access our services predominantly through their parents.

We want to provide staff and volunteers with guidance on procedures they should adopt if they suspect a child or young person may be experiencing, or be at risk of, harm.

3. Scope

This policy applies to all staff, including supervisors and managers, the board of trustees, paid staff, volunteers or anyone working on behalf of Rebuild East Midlands.

Rebuild East Midlands will seek to keep children safe by:

- valuing, listening to and respecting them;
- appointing a Designated Safeguarding Lead (DSL), a deputy DSL and a Lead Trustee for Safeguarding;
- adopting child protection and safeguarding best practice through our policies and procedures for staff and volunteers;
- providing effective management of staff and volunteers through supervision, support, training and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely;

- sharing information about safeguarding and good practice with children, their families, staff and volunteers via one-to-one discussions, group work, leaflets and other channels;
- using our child protection procedures to share concerns and relevant information with agencies who need to know and involving children, parents/carers and families appropriately;
- using our procedures to manage any safeguarding allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for the children in the families we work with, our staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance;
- ensuring our work is anti-discriminatory and anti-oppressive and recognises the possibility of unconscious bias.

4. Definitions of abuse and neglect

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Abuse may occur through the actions of an adult or adults, or another child or children. The Children's Act 2004 recognises four categories of abuse:

4.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. It can be actual or likely physical injury to a child or young person, as well as the failure to prevent physical injury. Physical harm may also be when a parent or carer fabricates the symptoms of or deliberately induces illness in a child or young person.

3.2 Sexual Abuse & Sexual Exploitation

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including sexual exploitation, whether or not the child is aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact or non-penetrative acts. They may include non-contact activities, such as involving children in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in Internet chat rooms, involving children looking at, or in the production of sexual abuse imagery, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

3.3 Emotional Abuse

Emotional abuse is the severe or persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Witnessing the harm of another person, such as in the case of domestic violence, is a form of emotional abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

3.4 Neglect

Neglect is 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 involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment.

Other forms of abuse covered by this policy are:

3.5 Female Genital Mutilation (FGM)

Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

3.6 Domestic Violence as Abuse

Domestic Violence is defined by the Home Office as: 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners, or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings'.'

The term domestic violence is used to include any form of physical, sexual or emotional abuse between people in a close relationship. It can take a number of forms such as physical assault, sexual abuse, rape, threats and intimidation. It may be accompanied by other kinds of intimidation such as degradation, mental and verbal abuse, humiliation, deprivation systematic criticism and belittling.

The term domestic violence includes the term domestic abuse.

3.7 Forced Marriage

A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or adults at risk of physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage, urgent referrals should be made to Children's Adults' Social Care. In the case of a young person at risk of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the young person.

3.8 Trafficking

Children can be trafficked into, within and out of UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children in this situation to give informed consent. Even when a child understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children are protected too.

Children are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

3.9 Online abuse

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

The NSPCC have a more detailed account of types of abuse that children and young people can face on their website <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse>

5. Roles and Responsibilities

All Rebuild East Midlands staff and volunteers should be vigilant when children and young people are on the premises or at their activities or present at home visits or appointments. See Appendix E - Home Visit Working Practice Guidelines

For contact details for above Designated persons, and relevant reporting agencies see Appendix A.

5.1 Relevant legislation & policies

This policy compliments and should be considered along with other Rebuild East Midlands policies such as the Safeguarding Vulnerable Adults Policy

This policy is also informed by the *Children's Act 2004* and *Working together to safeguard children 2015* document

5.2 The Procedures

All Rebuild East Midlands staff, trustees and volunteers should be aware of categories and signs of abuse as set out above. In the event of a member of staff, trustee or volunteer having a concern about a child or young person's safety or welfare or receiving an allegation of abuse they should deal with it as set out in the Procedure and Process Flowchart – see Appendices B and C.

5.3 Records & Information Sharing

Clear and accurate written records of allegations, the process of investigation, disciplinary actions taken and decisions reached will be made and kept securely following an allegation and copies will be kept on file. Information will only be shared on a need to know basis and strict confidence adhered to.

All records, information and confidential notes will be kept in separate file on SharePoint. Only the designated persons will have access to these files. Any discussions or actions taken will be recorded within 48 hours.

5.4 Training and Implementation of the Policy & Procedures

Rebuild East Midlands recognises that appropriate Child Protection training should be available for all staff, volunteers and trustees, appropriate for their varied roles. Training for staff and volunteers takes place at appropriate points utilising the training facilitated by the Local Authority where appropriate.

All members of staff and volunteers will undertake training in safeguarding as part of their induction and then on a regular basis.

6. Declaration

Your acceptance of this document will be by using the Tick (under the Actions section in BreatheHR).

This equates to your signature and will demonstrate that you have read and understood this policy, and will act in accordance with it.

7. Policy Review

This policy will be reviewed annually but more frequently if the circumstances in which Rebuild East Midlands operates changes significantly, or if relevant changes in legislation occur.

| Version | Date | Ownership | Rationale |
|---------|------------|-------------|---|
| 0.1 | Dec 2019 | L. Gladwell | Created |
| 1.0 | 5 Dec 2019 | L. Gladwell | Ratified by Trustees |
| 1.1 | 4 Jan 2020 | A. Davies | Minor formatting changes made |
| 1.2 | 1 Apr 22 | L.Gladwell | Minor amends for annual review |
| 1.3 | 9 Sept 22 | A Davies | Board subcommittee review and changes made as a result. |
| | | | |

Appendix A

Child Protection Designated Persons

1. First Designated Person responsible for Child Protection, Rebuild East Midlands CEO

Name: Lesley Gladwell
 Contact: 07398 887922

2. Second Designated Person responsible for Child Protection

Name: Diane Rogers
 Contact: 07946 241987

3. Board of Trustee member responsible for Child Protection

Name: Cheryl Stevens
 Contact: 07974 101439

Relevant Child Protection Organisations and First Responders

- In case of an emergency or where you believe a child is at immediate risk and in need of protection you should call the police on 999.
- Alternatively if you want advice from the Police and the child is not at immediate danger you can call the Police on 101.
- Derby Children's Social Care have a duty team to help you talk about concerns you might have, and take action to make children safe. The team are available on 01332 641172 from 9am-5pm.
- Out of hours you can contact Careline on 01332 786968

Other Useful Contacts

- NSPCC practitioner helpline : 0800 800 500
- NSPCC FGM Helpline: 0800 028 3550
- Home Office Forced Marriage Unit: 020 7008 0151
- Modern Slavery Helpline: 08000 121 700

Appendix B

Protecting Children and Young People Procedures

What to do if Abuse is Disclosed

In Rebuild East Midlands, every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the staff and CEO to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis. A copy of our Child Protection Policy will be made available to any other appropriate body.

Responding to the child/young person:

1. Stay calm.
2. Listen to what the child / young person is actually saying.
3. Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
4. Reassure them that they have done the right thing by telling you.
5. Do not ask the child / young person to repeat what they have they told you, for another worker or Trustee member; if the matter is to be investigated further it will be done so by trained professionals.
6. Do not promise the child that this can be kept secret, as subsequent disclosure could then lead to the child feeling betrayed. Explain that you have to inform the relevant agencies to make sure the child or young person is kept safe.
7. Reassure the child that the people who will be informed will be sensitive to their needs and will be looking to help protect them.
8. Never make statements such as "I am shocked, don't tell anyone else".
9. Again, reassure the child that they were right to tell you and show acceptance.
10. Let the child know what you are going to do next, and that you will let them know what happens.

Step by Step Actions to take next:

1. Use the incident form (see Appendix D) to make a record of any conversations with the child or young person, trying to make these as detailed as possible, including when and where the conversations took place, injuries etc.
2. Record as soon as possible and use the actual words used by the child or young person.
3. Keep all records factual. Be aware of not making assumptions or interpretations of what the child/young person is telling you. Store all records securely.
4. Discuss your concerns with the Designated Person responsible for child protection (see Appendix A). If the allegations implicate the first designated worker, the concerns should be

discussed with the named Trustee responsible for child protection (see Appendix A). The Designated Person will decide on whether to report any suspicions or concerns that you might have. If they decide not to proceed with a referral, the person initiating the concerns can contact the Social Services directly (Appendix A).

5. If appropriate, inform parents/carers that you are going to report your suspicions/concerns. This might not always be possible and should not put the child or yourself at risk. When you report an incident, the duty social worker will ask you if the parent/carer has been informed. If they haven't, they will want to know the reasons why. In the case where a child or young person implicates a parent/carer in a disclosure of abuse it might not be deemed appropriate to inform parents/carers of the referral to external agencies.
6. The person to whom the disclosure was made should ensure that the child or young person who has disclosed the information is informed about what will happen next, so they can be reassured about what to expect. This includes who you will tell and when. It is important they feel part of the process, rather than it happening around them.

Recognising inappropriate behaviour in staff, volunteers and other adults:

There is no guaranteed way to identify a person who will harm children. However, there are possible warning signs. These may include:

- Paying an excessive amount of attention to a child or young person or to groups of children, providing presents, money or having favourites.
- Seeking out vulnerable children, e.g. disabled children.
- Trying to spend time alone with a particular child or young person or group of children on a regular basis.
- Making inappropriate sexual comments.
- Sharing inappropriate images.
- Being vague about where they have worked or when they have been employed.
- Encouraging secretiveness.
- People other than the parent/carer carrying children out of the building they are in, either the hall, old building or outside.

There may be other sources of concern; this is not a conclusive list. If you are concerned about another staff member, volunteer, member or visitor's behaviour you need to record it on an Incident Form (Appendix D) and pass this on to the First Designated Person (Appendix A),

If a Staff Allegation is made, or you Suspect a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour:

If it appears that a staff member, volunteer (including Trustees), member or visitor has:

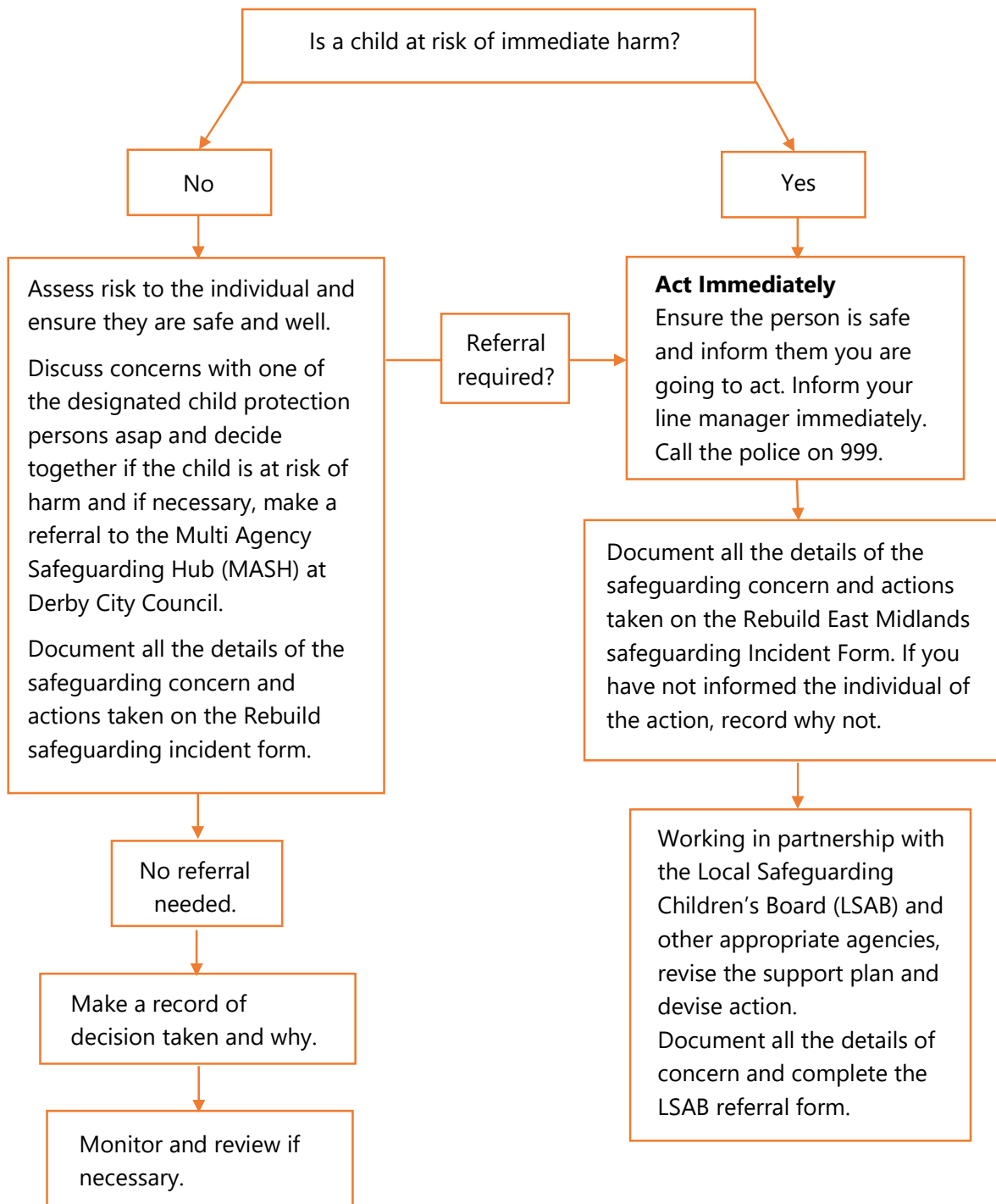
- behaved in a way that has harmed a child, or may have harmed a child, or,
- possibly committed a criminal offence against or related to a child, or,

- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children, or,
- if you have any other related suspicion about their behaviour then these procedures must be followed:
 - i. Record your concerns on an Incident Form (Appendix D) and report them to the First Designated Person.
 - ii. The Designated Person (along with the assistance of the Trustee member responsible for Child Protection if deemed appropriate) should take steps to ensure that during the remainder of the working day that particular member of staff is not left in sole charge of the children or any child.
 - iii. It may be clear in some cases that an immediate referral must be made to the Duty Social Care Team and police for investigation. Follow their advice on how to deal with allegations against staff or volunteers, such as how & when to inform parents, investigations, support for staff etc.
 - iv. If the concern is regarding the First Designated Person, the above procedure will be followed but the report will be made to the Second Designated Person and the Trustee responsible for Child Protection.

Confidentiality, both in respect of the child and his/her family and the person against whom the allegations are made, will be strictly maintained. The trustees will support the first Designated Person in her role, and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need to know basis.

Appendix C

Rebuild East Midlands Project Safeguarding Flowchart



Appendix D - Incident Form

Print these pages out, or this form can be found in the Safeguarding Folder on Sharepoint.

| | |
|--|-------------------------------|
| Your name: | Name of organisation: |
| Your role: | |
| Contact information (you): | |
| <i>Address:</i> | <i>Postcode:</i> |
| <i>Telephone number:</i> | <i>Email address:</i> |
| Child's name: | Child's date of birth: |
| Child's ethnic origin: | Does child have a disability: |
| Child's gender: Male/ Female | |
| Parent's / carer's name(s): | |
| Contact information (parents/carers): | |
| <i>Address:</i> | <i>Postcode:</i> |
| <i>Telephone number:</i> | <i>Email address:</i> |
| Have parent's / carer's been notified of this incident? Yes / No | |
| If YES please provide details of what was said/action agreed: | |
| <p>Are you reporting your own concerns or responding to concerns raised by someone else:</p> <p><input type="checkbox"/> Responding to my own concerns</p> <p><input type="checkbox"/> Responding to concerns raised by someone else</p> | |
| <p>If responding to concerns raised by someone else: <i>Please provide further information below</i></p> <p>Date and times of incident:</p> <p>Details of the incident or concerns:</p> <p><i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i></p> | |
| Child's account of the incident: | |

| |
|--|
| Please provide any witness accounts of the incident: |
| Please provide details of any witnesses to the incident: <i>Name:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i> |
| Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position in organisation:</i> <i>Date of birth:</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i> |
| Please provide details of action taken to date: |
| Has the incident been reported to any external agencies? Yes / No |
| If YES please provide further details: <i>Name of organisation / agency:</i> <i>Contact person:</i> <i>Telephone numbers:</i> <i>Email address:</i> <i>Agreed action or advice given:</i> |

| | | | |
|------------------------|--|--------------------|--|
| Your Signature: | | Print name: | |
| Date: | | | |

Contact your organisation’s Designated Safeguarding Officer in line with reporting procedures.

Appendix E

Home Visit Working Practice Guidelines

Visiting individuals at home with children/young people present:

Rebuild East Midlands staff and volunteers will regularly visit individuals they support at home and at times this may also be in the presence of their children.

The following guidelines are helpful to keep in mind in respect of safe practice for Child Protection:

- Engage the lone working procedures to notify you are attending a home visit, estimated time of visit and if children will be present.
- Know as much information as possible about the environment you are visiting.
- Never go into a child's home if a parent/guardian is not present.
- Be mindful of conversations regarding trafficking/exploitation in the presence of children and potential trauma impact.
- Rebuild East Midlands staff should not be left alone in homes with children without parents.
- The NSPCC recommend that a child under 12 should not be left home alone although this is not law. However, if you visit a home and a baby, toddler or young child has been left alone contact the police on 999 and notify the First Designated person as this is a protection concern.