



PROCLAIMERS

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The Safeguarding Children Policy

Aim

The purpose of Proclaimers' safeguarding policy is to ensure every child at our organisation is safe and protected from harm.

We are committed to safeguarding and promoting the welfare of all children who come into contact with our organisation.

This means we will always work to:

- protect children from harm
- prevent impairment of children's health or development
- ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- take action to enable all children to have the best outcomes

This policy, endorsed by the leadership of Proclaimers, will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children in our organisation.

Proclaimers fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

Our policy applies to all children, volunteers, visitors and staff.

A child is someone under the age of 18 years old.

SECTION 1: Definitions of Abuse

People should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Statutory Definitions of Child Abuse and neglect are forms of harm 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 a stranger. They may be abused by an adult or adults or another child or children.

Working Together to Safeguard Children (2018) outline the 4 categories of child abuse as;

Physical 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. 'Working Together' highlights the need to be aware of and act if injury or distress is observed in a pre-mobile child.

Emotional Abuse

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical, psychological and or emotional 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 provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment.

Other forms of abuse include:

Domestic Abuse

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive, 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. Domestic violence can form part of domestic abuse.

Domestic abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Domestic Abuse can include coercive and controlling behaviour.

Controlling behaviour

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

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.

Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Child Criminal Exploitation (CCE)

Child Criminal Exploitation refers to the grooming, manipulation and recruitment of young or vulnerable persons to become involved in criminal activities; normally in gangs or organised crime groups. This often involves involvement in drug related activity e.g. dealing and committing violent or sexual offences. This is sometimes referred to as 'County Lines'.

Honour Based Violence (HBV)

Honour based abuse crimes and incidents cut across all cultures, nationalities, faith groups and communities and can go beyond international boundaries.

It is a crime or an incident, which has or may have been committed to defend the honour of the family and/or community. They can include controlling sexual activity, domestic abuse, false imprisonment, fear of or actual forced marriage, or un-explained death (suicide) (This list is not exhaustive).

Forced Marriage

Forced marriage is a marriage entered into under duress, which can include physical, psychological, financial, sexual and emotional pressure. Forced Marriage is illegal what ever someone's age. It is also illegal to remove or take steps to remove someone from the country for the purpose of entering them into a forced marriage. Forced marriage is different from an arranged marriage where the person willingly consents to the marriage.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. It can have long-term physical and psychological consequences

It is illegal in the UK to subject a girl or woman to Female genital mutilation (FGM) or to facilitate this. It is also illegal to remove a person from the UK for the purpose of commissioning FGM.

All incidents or suspected incidence of FGM must be reported to the police regardless of when they occurred- this is called Mandatory Reporting and is done in order to protect other members of the community who may be at risk of FGM.

Radicalisation (Prevent Strategy)

Radicalisation refers to the process by which a person comes to support terrorism or extremist ideologies associated with terrorist groups. Radicalisation can happen face to face or online.

The 2011 Prevent Strategy aims to stop people from becoming terrorists or supporting extremist ideologies this includes;

- Far right and far left extremists
- ISIS influenced groups and other religious extremists
- Environmental extremists
- Animal Rights extremists
- Pro-life extremists. (This list is not exhaustive)

Preventing someone from becoming a terrorist or supporting terrorism is no different from safeguarding vulnerable individuals from other forms of exploitation.

Health and Wellbeing Concerns

Although the following health and wellbeing concerns do not automatically constitute safeguarding concerns, they are areas which can have a profound impact on a young person's life and can become safeguarding concerns:

- **Mental health problems** (anxiety, depression, eating disorders, OCD, Schizophrenia, bi-polar disorder, and personality disorder)
- **Young Carers** (providing care for a family member because they're sick, or have a disability or mental health problem. Or, if a parent or family member has an alcohol or drug problem).
- **Substance Misuse** (illegal drugs such as cannabis and new psychoactive drugs, and alcohol)

Section 2: Responding to allegations and concerns

Allegations

Allegations refer to a reported incident of abusive behaviour. Allegations may be made by anyone, of any age or standing (i.e. a child, family member or another volunteer). Allegations may range from brief statements to detailed descriptions of what is alleged to have happened. Historically 'allegations' have been referred to as 'disclosures' (the terms are used interchangeably within this document). All allegations should be treated seriously and the below procedures followed.

Concerns

Concerns refer to observations or indications that may suggest that a child has suffered harm. This could include observations of real-time interactions (i.e. observing how an adult interacts with a child) or be based on behavioural markers displayed by the child. Concerns also include observed injuries on a child. For details of what may indicate a cause for concern, please see Appendix 2.

Responding to allegations and concerns

Under no circumstances should someone carry out their own investigation into an allegation or suspicion of abuse. These procedures should be followed:

- If the allegation or concern arises during a formal event (e.g. Sunday Service) then the person who is aware of the allegation or concern should first alert the Leader responsible for the room within which you are serving (i.e. Discoverers, Explorers, Adventures, Fearless) that they have a safeguarding concern and need to inform the Designated Safeguarding Leader. The Leader responsible for the room and the person reporting the concern will agree between themselves who is best placed to inform the Designated Safeguarding Lead.
- This person should report concerns as soon as possible to Laura Miles, Designated Safeguarding Lead for Children (DSL) Tel no: 07814 700393.
- The role of the DSL and their deputy is to collate and clarify the precise details of the allegation or concern and pass this information on to statutory agencies who have a legal duty to investigate.
- The DSL will liaise with the relevant agencies including Thirtyone:Eight (formerly the Churches Child Protection Advisory Service), Social Services through either the Multi-Agency Safeguarding Hub (MASH) or the Children's Advice and Duty Service (CADS) and the Police.
- Concerns must not be discussed with anyone other than those nominated above.
- The DSL will ensure appropriate support in place for anybody reporting concerns.
- The DSL **may** need to inform others depending on the circumstances and/or nature of the concern.
- The DSL will support the person raising a concern to create a written record of the concerns which will be kept in a secure place.
- In the absence of the DSL then the report should be made to either Rose McCrum, who is the Deputy Designated Safeguarding Lead (Tel no: 07500 903762) or the Designated Safeguarding Lead for adults John Lee (Tel no: 07746 855114)
- If the suspicions in any way involve the DSL, then the report should be made in the first instance to the director responsible for safeguarding who is Mark Hodder (Tel no: 07843 564540). If the leadership is implicated seek advice from the Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

Handling allegations against team members

Any concerns or allegations about a worker (either a volunteer or staff member) must be reported immediately:

It is important to make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works 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
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children (*'Working Together', 2018: 57*)

Any concerns about a volunteer or staff member must be reported immediately to the Designated Safeguarding Lead (DSL) who will establish, in conjunction with ThirtyOne:Eight and any other relevant agencies as to whether the concern constitutes an allegation, a concern about the quality of care or practice or a complaint.

- All concerns are referred to the DSL (Laura Miles, 07814 700393) who will then refer in the first instance to ThirtyOne:Eight and then the Designated Officer (previously the Local Authority Designated Officer) team if necessary. The DSL will also inform the Managing Director (Pastor Tom Rawls).
- The referral to the Designated Officer must be within 24 hours of a concern or allegation being made.
- Any action that involves a worker being removed from their role will also trigger a referral to the Disclosure and Barring Service for consideration as to whether they should be added to the Barring List.
- In the rare situations that the concerns are about the DSL, concerns must be referred to the Deputy (Rose McCrum). This may not be appropriate; in which case any member may personally refer directly to either the designated safeguarding director (Mark Hodder) or the managing director (Tom Rawls)
- Any allegation will be treated in the strictest confidence; however, it may be necessary to inform a Department or Team Leader to ensure that any restrictions placed on a worker are adhered to.
- If you have concerns regarding another worker but are unsure as to whether these constitute an allegation, complaint or formal concern, it is possible to have a consultative consultation with the DSL.
- Any 'whistle-blower' disclosing information in good faith will be protected if she/he has a reasonable suspicion of child abuse.

SECTION 3: Prevention

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- The applicant has been interviewed and produced valid identification documents
- Safeguarding has been discussed at interview
- Written or oral references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications, where relevant, have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- All team members will have a 6-monthly review with their department leaders.

In addition to fulfilling the above requirements, all those seeking to join the Kids or Youth team must serve on another team within church for at least 3 months prior to joining the Kids or Youth teams.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a team member's document pack. This pack contains the following documents:

- Proclaimers Safeguarding policy
- Safeguarding Cause for Concern form and Body Map
- A team members Code of Conduct
- An E-Safety Safeguarding policy
- An Anti-bullying policy
- A Complaints, Confidentiality and Information sharing policy
- A Managing Handling Allegations (or whistle blowing) policy

These documents are also available to view in the safeguarding file.

SECTION 4 Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and offering support, where appropriate, to all those who have been affected by abuse who have contact with or are part of Proclaimers. This support is often in addition to that provided by other agencies and does not replace the services offered by others, e.g. mental health services.

The leadership is also committed to offering pastoral care for team members who work with children or adults who have been abused. These include team members who have heard disclosures as well as those who are working more closely with children and adults who have been abused.

The support we offer is to create a safe environment for our team members to talk through what they have heard, seen and are dealing with. This will be done through our pastoral care lead, Rose McCrum Tel no: 07500 903762 and in partnership with other professional agencies if need be.

Working with offenders who have harmed children

When someone attending Proclaimers is known to have abused children the Leadership will offer pastoral care, but it's safeguarding commitment to the protection of children means that boundaries, limits or restrictions will be set for that person which they will be expected to keep.

Where possible, these decisions will be made in consultation with other services, e.g. Probation or the Police who will already be monitoring known individuals given that Multi-Agency Public Protection Arrangements (MAPPA) places a duty on the police and probation services to assess and manage risk posed by offenders. MAPPA works in partnership with other agencies such as health, social services and housing.

In consultation and liaison with the probation service, the safeguards should include:

- A risk assessment to establish whether the offender can be safely managed within Proclaimers. This will include looking at the details of the offences as well as subsequent attitudes and behaviour
- A contract that the offender agrees to and signs that places boundaries on their movements and behaviour within the context of the organisation's work
- Close monitoring of the individual to ensure they comply with the contract including non-contact with children
- Supportive adult relationships to whom the offender is accountable, to help them to deal with life issues and maintain an offence-free lifestyle

Behavioural boundaries need to be put in place. These should help the offender feel secure and less at risk of false accusations. Most importantly, these boundaries will serve to protect children and young people who attend church activities.

These boundaries may include:

- An offender should not be permitted to get close to children (either physically or emotionally)
- He or she should not sit in the vicinity of children at church or attend meetings where there are children in the home
- An offender should never be allowed to work with children and young people
- They should not hold positions of leadership or responsibility where seen by children within the church because a child is likely to regard them as someone they can trust.
- They should not undertake any activity where they might be seen as in a position of trust because a child is likely to regard them as someone they can trust.

SECTION 5: Practice Guidelines

As Proclaimers is a place where we are working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

As well as a general code of conduct for workers we also have specific good practice guidelines for the activities we are involved in.

As mentioned in section 3, all our Kids and Youth team receive a leaders' pack which contain our safeguarding policies.

In addition to this both the Kids and Youth team undergo additional safeguarding training every quarter.

The Kids and Youth Team each receive a manual when they join the team and they are expected to adhere to these guidelines when planning activities for their age groups.

The parents/carers of each child/children and teenager(s) are expected to complete a consent form for their child/children and teenager(s).

The consent forms include the following details:

- Names and age of children
- Medical or allergy information for each child
- Name and contact details of a parents/carer in case of emergency
- Permission from the parent/carer to administer first aid/medical assistance in an emergency
- Permission from the parent/carer to take and use photos of their child within Proclaimers

The E-safety consent forms are outlined in the E-safety Safeguarding policy.

SECTION 6: Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement, will have their own policy that meets Thirtyone:Eight's safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The Leadership also have an E-Safety Policy that needs to be read in conjunction with this safeguarding policy.

The safeguarding policy, e-safety policy and all other relevant documents are kept in a file and readily available for anyone who would like to see it.

APPENDICES

APPENDIX 1: Leadership Safeguarding Statement

The Leadership, Pastors Tom and Denise Rawls (hereafter referred to as Leadership), recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 5 May 2021.

Proclaimers is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action, they may need to take action in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight formerly the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for assessing all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

Although we are required to review these documents annually, our pursuit of excellence means these documents are continually being reviewed and if we make further changes you will be issued with an updated copy and alerted to any significant changes

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as Designated Safeguarding Leads for this organisation.

Laura Miles 07814 700393 Designated Safeguarding Lead for Children

Rose McCrum 07500 903762 Deputy Child and Adult Designated Safeguarding Lead

John Lee 07746 855114 Designated Safeguarding Lead for Adults

A copy of the full policy and procedures is available upon request

Signed by leadership/organisation

Signed

Signed

Date

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This policy has been devised in accordance with the following legislation and guidance:

- 'Working Together to Safeguard Children DfE (July 2018)
- 'Keeping Children Safe in Education' DfE (2019)
- Norfolk Safeguarding Children Partnership procedures
- Norfolk Safeguarding Children Partnership Protocol: Allegations Against Persons who Work with Children
- 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (May 2019)
- 'What to do if you're worried a child is being abused', DfE (March 2015)
- Information sharing: advice for practitioners providing safeguarding services, DfE (July 2018)
- 'The Prevent duty: Departmental advice for schools and childcare providers', DfE (June 2015)
- Mandatory Reporting of Female Genital Mutilation- procedural information Home Office (December 2015)
- Sexual violence and sexual harassment between children in schools and colleges', DfE (May 2018)
- 'Teaching online safety in school' DfE (June 2019)

Appendix 2: Safeguarding Children- Quick Reference Guide

What do we need to protect children from?

Type of harm	What it includes	Who might perpetrate it
Physical Abuse	Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.	Parents, stepparents, carers or other adults in the home. Siblings. Professionals or volunteers.
Emotional Abuse	Persistent emotional maltreatment of children, e.g. communicating they are worthless, inadequate or only valued insofar as they can meet another person's needs. It can also include unrealistic expectations or overprotection.	Parents, stepparents, carers.
Sexual Abuse	Forcing or manipulating a child to take part in any sexual activity including physical contact (e.g. rape) or non-contact acts, e.g. being exposed or made to watch pornography or adult sexual activity. It does not matter if the child is aware it is happening.	Parents, stepparents, carers or other adults in the home or family. Siblings. Peers/friends. Professionals or volunteers. People unknown to the child. People the child connects with online.
Neglect	Failure to consistently meet a child's basic physical and psychological needs that will impact the child's development. It could include not giving a child enough food, clothing, shelter or failing to keep a child safe from physical risks or unsafe people. It can also include not responding to a child's emotional needs.	Parents, stepparents, carers.

Other things to be aware of:

Child Sexual Exploitation (CSE)	This is a type of sexual abuse where a child or young person is groomed and manipulated into performing sexual acts that are often violent, humiliating and dangerous. Sometimes young people will receive money, gifts, affection or social status in exchange for the sexual acts.
Child Criminal Exploitation (CCE)	CCE refers to the grooming, manipulation and recruitment of young or vulnerable persons to becoming involved in criminal activities, normally in gangs or organised crime groups. This often involves involvement in drug related activity e.g. dealing and committing violent or sexual offences. This is sometimes referred to as 'County Lines'.
Domestic Violence (DV)	DV involves any incident or pattern of incidents of controlling, coercive, 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. Children being exposed to domestic violence is a safeguarding issue, regardless of whether they are the identified victim.
Young caring	Young Caring is when a child takes on caring responsibilities for either parents or other siblings. Young Caring in itself is NOT a safeguarding issue, but Young Carers are entitled to additional support. Although there are instances when Young Caring can become a safeguarding issue if the pressure on the children is too much.
Prevent (radicalisation)	Radicalisation is the process of someone potentially becoming a terrorist. This includes both far-left and far-right (e.g. white supremacists) extremists; ISIS influenced groups; religious extremists or environmental, animal-rights or pro-life extremists. Prevent is the name of the national strategy to prevent radicalisation.

Honour Based Violence (HBV)	HBV involves a crime being committed, often an assault or murder, with the aim of protecting a family's reputation. Ensuring discretion and confidentiality in reporting these issues is essential.
Female Genital Mutilation (FGM)	FGM includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. This is often, but not always, linked with cultural or religious beliefs. Regardless of culture or religion, it is illegal for FGM to be carried out in the UK or to remove someone from the country for the purposes of FGM. Any known instances of FGM MUST be reported to the police.
Forced Marriage	Forced Marriage is when an adult or child is forced to marry someone against their wishes under physical, psychological, financial, sexual or emotional pressure. People may be forced to leave the country in order to enter into a marriage. Ensuring discretion and confidentiality in reporting these issues is essential.

What to look out for:

Please note, this is not an exhaustive list, and it is always advisable to discuss any worries or concerns you may have with the Designated Safeguarding Lead for Children (Laura Miles, 07814 700393). Apart from a direct disclosure when a child tells us about something that is happening, the biggest indicator of harm is often a child's behaviour and therefore it is important to know what to look out for. Significant changes in a child's behaviour should always raise our curiosity about what may have promoted the change.

Age group	Behaviour
All ages	Any injuries; Talks of being left home alone or with strangers; Poor bond or relationship with a parent, also known as attachment; Acts out excessive violence with other children; Lack of social skills and has few, if any, friends; developmentally inappropriate knowledge e.g. sexual activity, financial concerns
Under 5s	Doesn't cry or respond to parent's presence or absence from an early age; Reaches developmental milestones late with no medical reason; significantly underweight but eats well when given food
5-11 years	Becomes secretive and reluctant to share information; Reluctant to go home; Parents show little interest in child's performance and behaviour or are openly critical of the child; Parents are dismissive and non-responsive to professional concerns; Wets or soils the bed; Uses self-harm or expresses suicidal ideation
11-18 years	Drinks alcohol or uses substances regularly from an early age; Is concerned for younger siblings without explaining why; Becomes secretive and reluctant to share information; Talks of running away or goes missing; Shows challenging/disruptive behaviour; Use of self-harm or expresses suicidal ideation

Additional things to look out for if you're worried a child may be the victim of either CSE or CCE:

Unexplained gifts or suddenly having more money; substance or alcohol misuse; pregnancy or sexually transmitted infections; significant change in attitude or presentation; using phones to record conversations; having boyfriends or girlfriends who are 4 years or more older; going missing; associating with others involved in either CSE or CCE; having multiple phones.

What to do if a child is making a disclosure:

- If possible, bring another leader into the conversation.
- Stay calm, listen and be supportive.
- Don't ask any leading questions, interrogate the child, put ideas in the child's head, or jump to conclusions. It is ok to clarify your understanding, using the child's own words e.g. 'I want to make sure I am understanding you right, so you told me that last night, when you got home from school, Mummy was in a huff and she shouted at you and then smacked you with a wooden spoon on your arm— is that right?'
- Don't stop or interrupt a child who is recalling significant events.
- Accept what you hear without passing judgement, criticising the alleged perpetrator or investigating.

- Don't make promises you may not be able to keep, especially about confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Tell them what you are going to do - the safeguarding process must be followed.
- Contact Laura Miles (Designated Safeguarding Lead for Children, 07814 700393) or, in their absence, Rose McCrum (Deputy Safeguarding Lead, 07500 903762) or your team leader immediately.
- You will be asked to write down everything that happened (i.e. what was said and in what circumstances, including what happening immediately before the child disclosed)

What to do if you are worried or a child has made a disclosure:

- Speak to Laura Miles (Designated Safeguarding Lead for Children, 07814 700393) as quickly as possible. If Laura is not around, speak to Rose McCrum (Deputy Safeguarding Lead, 07500 903762). In the absence of both Laura and Rose, speak to your team leader.
- Do not speak to other people about your worries or concerns.
- Do not address any of the issues with parents/carers until you have spoken to Laura or Rose.
- We will provide you with support through this process.

TAKE AWAY POINT: You don't know whether your little piece of information is the final piece in someone else's puzzle. Only by sharing our concerns (appropriately) can we all work together to keep children safe. It is always better to talk to the Designated Safeguarding Lead than regret not doing so later.

APPENDIX 3: Guidelines for responding to a person who may have been abused

- If possible, bring another leader into the conversation.
- Stay calm
- Listen and be supportive
- Don't ask any leading questions, interrogate the child, put ideas in the child's head, or jump to conclusions
- Don't stop or interrupt a child who is recalling significant events
- Accept what you hear without passing judgement, criticising the alleged perpetrator or investigating
- Don't make promises you may not be able to keep e.g. confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Tell them what you are going to do - the safeguarding process must be followed
- Contact Laura Miles (DSL 07814 700393) or, in their absence, Rose McCrum (Deputy DSL 07500 903762) or your team leader immediately.
- You will be asked to write down everything that happened (i.e. what was said and in what circumstances, including what happened immediately before the child disclosed).
- Do not talk to anyone else about what has been disclosed.

APPENDIX 4: Additional policies

Please also ensure you read the following policies

- Safeguarding Cause for Concern form 2021 and body map
- Code of Conduct 2021
- E-safety policy 2021
- Anti-bullying policy 2021
- Managing allocations and Whistle Blowing 2021
- Safeguarding Adults Policy 2021

APPENDIX 5: Useful Numbers

Designated Safeguarding Lead (Children)	Laura Miles	07814 700393
Deputy Designated Safeguarding Lead:	Rose McCrum	07500 903762
Designated Safeguarding Lead, Ipswich (Children)	Dave Marcus	07800 656392
Deputy Designated Safeguarding Lead, Ipswich:	Annabel Mills	07749 724425
Designated Safeguarding Lead (Adults):	John Lee	07746 855114
Pastoral Care Department Leaders:	Rose McCrum	07500 903762
Youth Department Leaders (Norwich):	Rose McCrum (Betts) Stuart McCrum	07810741490 07392 790003
Kids Department Leader (Norwich):	Josh Fiddy Ruth Fiddy	07850 582697 07706 794499
Director with Safeguarding responsibility:	Mark Hodder	07843 564540

External phone numbers- only to be used in the absence of all of the above people.

Thirtyone:Eight:	0845 1204550
Norfolk Children's Services 24 hours:	0344 800 8020
Norfolk Children's Advice and Duty Service (CADS):	0344 800 8021
Suffolk Children's Services 24 hours:	0808 800 4005
Suffolk Professional Consultation Line:	03456 061 499
Norfolk Local Authority Designated Officers (LADO) Team	LADO@norfolk.gov.uk
Suffolk Local Authority Designated Officers (LADO) Team	LADO@suffolk.gov.uk
	0300 123 2044
Norfolk and Suffolk Police:	101
In an emergency:	999