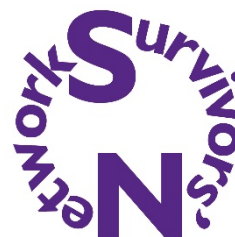


Survivors' Network Child Protection and Safeguarding Policy
Key Contact: Child Protection Named Trustee
Date Agreed: September 2017
Review Date: September 2019



Child Protection and Safeguarding Policy

Survivors' Network believes that children have the right to protection from abuse, neglect and exploitation, and that the well-being of children must be a paramount consideration when providing services. Survivors' Network is committed to ensuring that all staff who work with children and young adults, including volunteers, are able to provide an environment where children and young adults are safe at all times.

Survivors' Network is committed to preventing the abuse of children and does not condone the silence that surrounds child abuse. We will actively work against the abuse of children alongside the provision of support to our client group.

This policy is mandatory and applies to all staff, trustees, and volunteers in Survivors' Network. It is essential that all staff, trustees, volunteers, beneficiaries, donors and the general public are aware of its central messages and any duties/responsibilities it places on them. It is supported by the Survivors' Network Code of Conduct with regard to Child Protection which is a mandatory document that all staff, volunteers and trustees at Survivors' Network must sign before they begin working with Survivors' Network clients (which is appended to this policy).

This document contains the following sections:

1. Survivors' Network key Child Protection contacts and procedures
2. Reporting and Reaction Procedures
3. Responding to allegations about staff, volunteer and trustee conduct towards children
4. Information Sharing
5. Survivors' Network Safe Recruitment Practices

Appendix A: Statement of Commitment and Code of Conduct

Appendix B: Definitions

Appendix C: Resources

Appendix D: Safeguarding Flowchart

1. Survivors' Network key Child Protection contacts and procedures

Named Person Responsible for Child Protection: Survivors' Network Director

Trustee Directly Responsible for Child Protection: The Nominated Trustee

Policies and Procedures:

This policy applies to everyone within the organisation at Survivors' Network, including trustees, staff, volunteers, and external clinical supervisors and consultants. All of these individuals are bound by our Child Protection Policy and copies will be made available to them. All individuals must read these procedures and sign our Code of Conduct statement.

Staff of Survivors' Network:

Survivors' Network staff (those paid by Survivors' Network for full-time, part-time and/or occasional work) are bound by the Child Protection and Safeguarding Policy, our Code of Conduct and guidelines. Staff must ensure that they are not only aware of the Policy but are also committed to promoting the principles and practices of the Policy. All staff must be aware of their responsibilities to protect children and how their role might be impacted by this responsibility.

It is crucial that the staff of Survivors' Network uphold the highest standards of professional and ethical conduct while working for Survivors' Network since the actions of all staff reflect on the reputation and principles of the Survivor's Network.

The Survivors' Network management structure is open and inclusive; we are a small organisation with minimal hierarchy. If you have concerns about staff or child welfare we have an "open-door policy" whereby concerns can be raised both formally and/or informally with any member of staff or the trustee body. The Child Protection Officer (CPO) is the nominated trustee, and she should be the contact point for child protection concerns. Her contact details can be obtained from the Director. In her absence or if you are uncomfortable discussing your concerns with her please contact any of the service's coordinators or your clinical supervisor. They will then refer matters to the CPO and/or the Chair of the Trustees who in turn will seek the advice of relevant outside agencies.

All persons employed by Survivors' Network will be required to:

- Provide two contacts for references (to be taken up before the formal offer of employment is made)
- Attend all child protection training provided by the organisation
- Provide or be subject to a DBS disclosure (enhanced disclosure)
- Sign the Survivors' Network Code of Conduct

Volunteers and Trustees:

Survivors' Network volunteers and trustees are bound by the Child Protection and Safeguarding Policy, our Code of Conduct and associated guidelines. Volunteers and trustees must ensure that they are not only aware of the Policy but are also committed to promoting the principles and practices of the Policy. It is crucial that every volunteer and trustee for Survivors' Network upholds the highest standards of professional and ethical conduct while working for Survivors' Network since the

actions of all volunteers and trustees reflect on the reputation and principles of the organisation.

Since volunteers are often employed for a short period of time, service coordinators who directly manage and supervise volunteers must stress the importance of child protection issues during initial interviews, training and induction and in the annual review sessions with the volunteer.

All volunteers and trustees are required to:

- Ensure that they have read and understood the Child Protection and Safeguarding Policy
- Provide two contacts for References that can be easily verified
- Provide or be subject to a DBS disclosure (Enhanced disclosure)
- Sign the Survivors' Network Code of Conduct and Statement of Commitment to the Survivors' Network Child Protection and Safeguarding Policy

Survivors' Network recognises that many of our volunteers and trustees work in sectors where they will be provided with DBS disclosure as part of that employment. Survivors' Network will accept DBS disclosure from other organisations so long as this has been undertaken within the last six months and that the volunteer or trustee resides at the address listed on the disclosure.

2. Reporting and Reaction Procedures

Directions for staff on handling disclosures of abuse and concerns about other worker's conduct in relation to children can be found in the Child Protection Code of Conduct.

There are standardised and formal processes for reporting and reacting to witnessed, suspected, or alleged child abuse and/or violation of the Child Protection and Safeguarding Policy. Our Policy is driven by a commitment to the Convention on the Rights of the Child and therefore our reporting and reaction procedures will uphold the best interests of the child.

In line with the Survivors' Network Data Protection Policy any allegations of child abuse will be kept as confidential as possible. Concerns must be logged following the agreed Incident Reporting Procedure, and after processing, all incident forms will be securely stored in the Survivors' Network Human Resources cabinet. Recorded incidents and concerns must be signed and dated by the member of staff, volunteer or trustee that lodged the concern, who will be kept informed of the follow up by internal and external procedures and the resolution of any concerns.

The Director will take adequate care to ensure confidentiality with matters regarding child protection, especially with regard to the transfer of information, electronically, verbally and via the postal system.

All volunteers, staff, trustees and consultants must act immediately if they have concerns or suspicions regarding child protection, as any delay may further affect a child's safety. Advice and guidance can be sought from Clinical Supervisors, the

NSPCC or the Pan Sussex Child Protection Procedures or Working Together to Safeguard Children 2015 Document.

Concerns and suspicions should be reported to the designated person, or the alternative designated person in accordance with the Survivor's Network Incident Reporting Procedure. These concerns will be acted upon immediately.

All relevant contact information and details regarding internal and external Child Protection Officers and agencies will be readily available and easily accessible to all Survivors' Network staff and volunteers.

The responsibility for investigating allegations of child abuse rests with the Police and local social service child protection department. Survivors' Network Director should seek the advice of the Social Services, Police or NSPCC in deciding whether a formal referral to Social Services is necessary.

Police and Social Services procedure will then be followed. If it is decided that external reporting should not take place, then there must be a clear rationale for that decision which should be recorded. The decision not to report cannot be taken in isolation and discussion must be recorded between the member of staff or volunteer concerned, their line manager and the Director or clinical supervisor. The decision not to report in such circumstances should be reported to the Board of Trustees.

2.1 Volunteer-Led Services Procedures

Volunteers should explore the difficulties that clients are presenting with and focus on emotional holding and validation. For clients requesting information about how to deal with child protection concerns, they should be directed to the NSPCC. For clients who haven't directly acknowledged that the situation presented offers a child protection concern, volunteers can encourage the client to think in terms of child protection and safeguarding and provide the NSPCC number for the client for more information.

Where there are clear concerns volunteers should discuss their concerns with a colleague or on-call manager and follow the recording procedure outlined above. The Safeguarding Flow Chart is displayed in the Survivors' Network administrative office, and has the most up to date contact information for the staff members who can be contacted with any concerns. The clients' permission will be sought if possible (unless to do so would endanger them or another person further). The reasons for sharing the information will be outlined clearly to them and the risks of not sharing along with the statutory duty of the organisation will also be discussed.

If a child protection issue is identified, the designated person or alternative designated person will make contact with the client within 24 hours to explain the concerns that the workers have and the options for follow up and additional support.

It is crucial to have the client's contact details for any follow up action.

- As the Helpline is an anonymous service, volunteers will ask clients for the clients' contact details.

- Clients using the Drop In will have to provide a full name and contact number for themselves on accessing the Drop In for the first time. It will be explained to clients at this stage that if a child protection or a safety concern arises while they are using the Drop In then this number will be passed to a member of staff to enable a follow up action.
- Link clients' details are taken at the assessment stage and securely stored in the Link database. This policy will be explained to clients at this stage.

2.3 Counselling Procedures

The Counselling service will abide by the BACP Code of Ethics and the legal implications placed on it by this professional body. The Counselling service will undertake the same procedure as detailed above for the volunteer-led services if a child protection issue is identified

No external agencies will be informed of a client's attendance at the counselling service without the express permission of the client and only with the knowledge and agreement of the Counselling Services Coordinator.

2.4 Advocacy Procedures

The advocacy service will include child protection and safeguarding in its routine needs and risk assessment and make follow up referrals as necessary to external agencies to seek additional support for the client.

For clients who are under 18 and choose to report to the Sexual Assault Referral Centre in Crawley (SARC) (The Saturn Centre), the Saturn Centre will make an automatic safeguarding alert. Our advocacy service will ensure that this is completed as part of their contract with the SARC.

For clients who are under 18 and choose to self-refer to the Survivor's Network advocacy service, an automatic safeguarding alert will not be made but may be made if on-going risk to the client or risk to others is identified as part of the work with the advocacy workers.

For clients who are under 18 where there is an immediate risk to the client, a referral to social services will be made. In all cases it is best practice to seek the client's permission prior to a referral being made but if it is felt that the wait to get this permission would pose a significant delay or place the child at further risk a referral to social services will be made without the client's permission.

2.5 Parental/carer involvement

When working with young people under 18 it is good practice to have a degree of involvement with the parents and/or carers. It is not good practice for the same worker to be providing support to both client and parent/carer. Clients must feel assured that information will not be passed to the parent/carer via the organisation without their consent or approval. It is the policy of the organisation to work with non-

abusing parents or carers only. For further information please see our parent information leaflet (“A guide for parents and carers”).

3. Responding to allegations about a staff member’s conduct towards children

If a member of staff, volunteer, trustee, client, or member of the public feels that a Survivors’ Network member of staff, volunteer or trustee has behaved in a way that has caused harm to a child or exposed a child to harm or behaved in a way that indicates that they are unsuitable to work with children, either in their present role or in any capacity, these must be raised using the procedure outlined below

In considering allegations, the organisation is aware that:

- A police investigation may need to be carried out if there has been a criminal offense
- Social Services may need to make an assessment with regard a child’s need for protection or additional services
- Disciplinary action may need to be taken against the staff member following the organisation’s grievance procedures

Responding to allegations:

Survivors’ Network will ensure that all allegations are investigated fairly with respect to both the interest of the child and the protection of the professional reputation of the member of staff concerned.

Survivors’ Network will strive to ensure that in all matters concerning the protection of children a resolution is reached and documented and the appropriate authorities notified.

In all cases the child, parent, legal guardian or carer of the child, and the member of staff concerned, will be informed as soon as possible once the allegation is made. Effort will be made to keep all parties informed during the investigation and all will be formally made aware of the outcome of the process.

Every effort should be made to maintain confidentiality and protect the organisation from negative publicity while an allegation is being considered.

The fact that a staff member tenders their resignation, or ceases to provide services to the organisation, will not prevent an allegation being followed up in accordance with these procedures.

Records must be kept of all allegations made, the details of how the allegation was followed up and resolved, and the details of any action taken and decisions reached. These will be kept on the staff member’s HR file and a copy made available to the staff member. This information will be kept on file for the staff member throughout their period of employment with the organisation and for 10 years after their departure from the organisation. This will ensure that accurate information can be given on any future reference.

Cases must be investigated and resolved as quickly as possible in order to ensure the best outcome for both the child and staff member concerned. The time taken to investigate will depend on a variety of factors including the nature, seriousness and complexity of the allegation.

Allegations should be reported initially to the Child Protection Officer and/or Director who will inform the Local Safeguarding Children Board (LSCB) Local Authority Designated Officer (LADO) within one working day. If the allegation concerns the Child Protection Officer and/or Director or in their absence, allegations should be made to the Chair of Trustees who will then inform the LADO.

Allegations will normally be investigated by the LADO with the support of the Director and/or the Chair of Trustees. The LADO will provide advice, liaison and ensure that a fair and consistent approach is taken throughout the investigation.

It will be the judgement of the Director in consultation with the Child Protection Officer as to whether an allegation needs an immediate referral to the Child Protection Team. It is important to ensure, however, that all allegations are followed up and given due consideration. Therefore the LADO will be informed of all allegations reported to Survivors' Network.

The LADO will be responsible, in consultation with Survivors' Network, for deciding what further action must be taken.

If a police or Social Services investigation needs to take place these agencies will be informed prior to informing the staff member involved to ensure the preservation of essential evidence and for the protection of other children.

If a police or Social Services investigation is deemed to not be necessary by the LADO the next steps will be determined by the LADO in consultation with the Director. Options open to the organisation will range from taking no further action to dismissal under the organisation's grievance procedure for gross misconduct.

Once the member of staff or volunteer has been informed they should be advised to contact their clinical supervisor, trade union or professional body for support. In line with the principles of the grievance and disciplinary procedures, the organisation will ensure that wherever possible the staff member or volunteer is enabled to have a voice and provide any context or background to the allegation.

In some cases, more information will be needed before a decision can be made about what action to take. Initial investigations will be carried out by Survivors' Network with the support of the LADO in order to enable a full decision to be made. The parameters of this investigation will be decided in consultation with the LADO, the Director and the Child Protection Officer within 48 hours of a complaint being received to the organisation. If it is not appropriate for the organisation to carry out this initial investigation due to complexity or the involvement of more than one member of staff/volunteer, the organisation will ask our Board of Trustees to appoint an external independent investigation.

It is important that the organisation makes a priority of the future protection of children. The possible risk of harm to children that the staff member poses should be fully assessed by the LADO and the Director. This may lead to a decision being made to suspend the staff member or volunteer during the course of the investigation. Staff members or volunteers will not be suspended automatically but only after careful risk assessment by the organisation and the LADO. The LADO may seek the advice of the police and Social Services as to whether the investigation is serious enough to warrant suspension.

If they are a paid employee, they will continue to receive pay and individual supervision from the organisation. If they are a volunteer and as such receive group supervision they must refrain from using group supervision but individual supervision will be provided as an alternative.

If following an investigation the allegation is substantiated and a criminal sentence passed the staff member or volunteer will be dismissed by the organisation.

If a police investigation fails to find enough evidence to prosecute or the CPS make the decision not to charge the case Survivors' Network will inform the staff member or volunteer immediately. The organisation in consultation with the LADO will then decide on whether internal grievance and disciplinary procedures will be deployed and which external agencies need to be informed.

If there is to be no further action under grievance and disciplinary procedures and the staff member is to return to their role, the organisation will offer support and guidance in the form of additional clinical supervision and line management. If the staff member has been suspended, a phased return may be negotiated in consultation with the staff member, their line manager and their trade union representative. If the staff member may still have contact with the child or member of the public who made the allegation, the staff member and their line manager can negotiate how this will be best managed.

If failings or weaknesses in Survivors' Network processes or practices have been identified during the course of any investigation, these will be highlighted to the Board of Trustees, and appropriate remedial action will be taken and notified to all staff and volunteers as necessary.

4. Information Sharing

All information about the reported allegation, the alleged perpetrator and the alleged victim should be shared with the LADO. They will then make an assessment about what information needs to be shared with which agencies to best enable a full investigation of the allegation.

Client case notes will not be routinely shared as part of this disclosure unless directly relevant to the nature of the allegation and the relationship between the alleged victim and perpetrator.

5. Survivors' Network Safe Recruitment Practices

As an organisation employing people who work directly and indirectly with children the Survivors' Network recognises its responsibility to ensure that all candidates appointed are safe and appropriate to do so. The procedure for ensuring that future workers will provide a safe and supportive environment for clients relies on the organisation's ability to make sure that information is gathered and analysed to ensure all candidates are suitable for working with children.

All job descriptions and person specifications will include reference to the candidate's ability to work with children and young people.

A statement on the organisation's commitment to child protection and safeguarding will be included in the cover letter and directions to this full policy will be included in the application pack.

Advertisements for all roles will make reference to our commitment to safeguarding and child protection and the need for an enhanced Disclosures Barring System disclosure.

Each application received to the Survivors' Network will be scrutinised fairly in line with our recruitment procedure, and a commitment to safeguarding and child protection will be checked as part of the short listing selection criteria.

A face to face interview will be conducted for all candidates. Specific questions will be asked about the candidate's commitment to child protection and understanding of safeguarding issues.

Two references will be taken up prior to appointment and appropriate checks will be made with the ISA.

5.1 DBS Disclosure

As an organisation, the Survivors' Network uses the DBS service to assess any applicant's suitability for positions of trust with access to vulnerable children or adults. We comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We ensure that we will not discriminate unfairly against any subject of a disclosure on the basis of previous convictions or other information received that are not directly relevant to safeguarding issues.

Survivors' Network is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, gender reassignment status, religion and belief, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

We ensure that all those in Survivors' Network who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

If successful at interview, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

If something is revealed by a DBS disclosure, we will discuss it with the applicant. If it is not relevant to their position working with children it should not affect their offer of employment. We will always undertake to discuss any matter revealed in a working disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Appendix A:

Statement of Commitment to the Survivor's Network Child Protection and Safeguarding Policy

I, _____, have read and understood the standards and guidelines outlined in this Child Protection and Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while associated with Survivors' Network. I have been given a copy of the Survivor's Network Code of Conduct, and I agree with the principles contained therein.

I further understand that adherence to Survivors' Network Child Protection Policy will involve the following: undergoing a disclosure from the Disclosure and Barring Service; signing a personal declaration stating any criminal convictions, including those considered 'spent'; declaring any previous investigations or allegations made against me with respect to child protection issues; and providing two character references.

A copy of this statement will be kept on your HR file along with your DBS Disclosure Number and two references for you. A copy will also be given to you to keep as part of your contract of employment or volunteer agreement with Survivors' Network.

(Print name)

(Job title/role)

(Signature)

(Date)

For office use only: DBS Disclosure Number:

Survivors' Network Code of Conduct

Survivors' Network believes in and advocates children's rights to survival, protection, development and participation. This Code of Conduct includes guidance on appropriate and expected standards of behaviour of adults towards children, and also of children towards other children. It has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense.

Appropriate Standards of Behaviour:

Adults should:

- Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development
- Encourage and respect children's voices and views
- Be inclusive and involve all children without selection or exclusion on the basis of gender, disability, ethnicity, religion or any other status
- Be aware of the potential for peer abuse (e.g. children bullying, discriminating against, victimising or abusing children)
- Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse
- Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors)
- Develop clear rules to address specific physical safety issues relative to the local physical environment of a project
- Avoid placing yourself in a compromising or vulnerable position when meeting with children (e.g. being alone with a child in any circumstances which might potentially be questioned by others)
- Meet with a child in a central, public location whenever possible
- Immediately report the circumstances of any situation which occurs which may be subject to misinterpretation to the designated Child Protection Officer
- Report suspected or alleged abuse to the designated Child Protection Officer

Inappropriate Standards of Behaviour:

Adults should not:

- Hit or otherwise physically assault a child
- Use language that will mentally or emotionally abuse any child
- Act in any way that intends to embarrass, shame, humiliate, or degrade a child
- Show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status
- Develop a sexual relationship with a child
- Kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way
- Befriend or contact a child outside of the professional relationship using social media or allow clients to use social media to contact them

- Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming
- Encourage any crushes by a child
- Initiate physical contact (e.g. holding hands) unless initiated by the child.
- Suggest inappropriate behaviour or relations of any kind
- Allow children to engage in sexually provocative games with each other
- Stand aside when they see inappropriate actions inflicted by children on other children because it is frequent and commonplace

What to do if a child tells you that they or another young person is being abused:

- Show the child that you have heard what they are saying, and that you take them seriously
- Encourage the child to talk, but do not prompt or ask leading questions.
- Don't interrupt when the child is recalling significant events. Don't make the child repeat their account
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child
- Do not promise to keep what you have been told secret or confidential, as you will have a responsibility to disclose information to those who need to know. Remember that reporting concerns is not a betrayal of trust
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible
- Report your concerns to your line manager, clinical supervisor or Director within 1 working day of disclosure
- Do not confront the alleged abuser
- Do not worry that you may be mistaken. You will always be taken seriously by the organisation
- Make a note of the date, time, place and people who were present at the discussion

Behaviour of any adult or colleague (including members of the public) towards children or young people causes you concern:

- Do not dismiss your concerns
- Do not confront the person about whom you have concerns
- If it is a person with professional responsibility for children or young people, you must act in accordance with the Survivors' Network Child Protection and Safeguarding Policy and report it to a member of the staff team, a trustee or a clinical supervisor
- It is very important that you do not ignore or dismiss suspicions about another professional or colleague however uncomfortable it might be to address them

Appendix B: Definitions

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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

Neglect The persistent failure to meet a child's basic psychological and/or physical 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, 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); or
- Ensure access to appropriate medical care or treatment

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

Physical abuse A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to

behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Achieving Best Evidence Home Office Guidelines that identify best practice in working with vulnerable and intimidated child and adult witnesses.

Barring Lists Comprehensive lists of people deemed unsuitable to work with children and /or vulnerable adults –will come into effect when the Safeguarding Vulnerable Persons Act 2006 is implemented (follows the Bichard Inquiry).

Child in need A child is in need if:

- She is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for her of services by a local authority.
- Her health or development is likely to be significantly impaired, or further impaired, without the provision for her of such services; or
- She is disabled.

Child Protection Child Protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

Children A child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has become sixteen years of age, is living independently, is in Further Education, is a member of the Armed Forces, is in hospital, is in prison or a young offenders' institution does not change their status or their entitlement to services or protection under the Children Act 1989.

'Children's social services' or 'local authority children's social services'

The work of the local authorities exercising their social services functions with regard to children. This is not meant to imply a separate 'children's social services' department. Throughout the procedures the generic term social services is used.

CPS Crown Prosecution Service

Development Physical, intellectual, emotional, social or behavioural development.

Domestic Abuse Term used in practice to encompass the spectrum of abuse.

Domestic Violence Term often used in legislation and by Criminal Justice Agencies.

DTC Detention Training Centre for under 18s.

EDT Emergency Duty Team.

Enquiry (1) Term used under Section 47 part of child protection process, (Children Act 1989) sometimes referred to as a Section 47 investigation.

Enquiry (2) Means whereby checks are made to the Child Protection Register.

Fostering Inclusive of family placements.

FPO Family Protection Officer (Police).

Harm Ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Health Physical or mental health

ICS Integrated Children's System

IDVA Independent Domestic Violence Advocate

ISVA Independent Sexual Violence Advocate

Local Authority A county council or county borough council

LSCB Local Safeguarding Children Board

LADO Local Authority Designated Officer

MAPPA Multi Agency Public Protection Arrangements

MARAC Multi Agency Risk Assessment Conference

Partnerships Term used to describe structures e.g. Health and Well Being, Children and Young People's Partnerships, Community Safety Partnerships

POCA Protection of Children Act 1999. List of people who are unsuitable to work with children in childcare positions

POVA Protection of Vulnerable Adults

Prostitution Legal term used for commercial sexual exploitation

Ritual/Complex Abuse: organised sexual, physical, and psychological abuse, which can be systematic and sustained over a long period of time. It involves the use of rituals, with or without a belief system. It usually involves more than one person as abusers

Safeguarding and promoting the welfare of children

- Protecting children from maltreatment;
- Preventing impairment of their health or development; and
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

SARC Sexual Assault Referral Centre

Child Sexual Exploitation (CSE): Child sexual exploitation is a form of child 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.

Significant harm Section 31(10) of the Children Act 1989 states that “where the question of whether harm suffered by a child is significant turns on the child’s health or development, his health or development shall be compared with that which could be reasonably be expected of a similar child”.

SOPO Sexual Offences Prevention Order.

Staff Members Inclusive of trustees, volunteers, professionals, independent contractors, caretakers.

Statutory Agencies e.g: Local Authorities – All Departments, Health, Police, Probation, CAFCAS.

ViSOR Violent and sex offender register.

Voluntary Organisations e.g: Barnardo’s, Save The Children, NSPCC, NCH, Tai Hafan, Women’s Aid.

Welfare and Wellbeing There is no statutory definition. The Children Act 1989 introduced the welfare checklist that a Court shall have regard to in certain circumstances. The 1989 Act states that a “Court shall have regard in particular to:-

- The ascertainable wishes and feelings of the child concerned (considered in the light of their age and understanding);
- Their physical, emotional and educational needs;
- The likely effect on them of any change in her circumstances;
- Their age, sex, background and any characteristics of theirs which the Court considers relevant;
- Any harm which they have suffered or are at risk of suffering;
- How capable each of their parents, and any other person in relation to whom the Court considers the question to be relevant, is of meeting their needs;
- The range of powers available to the Court under this Act in the proceedings in question.”

Whistleblowing Policy and procedures to enable staff members to raise concerns.

Worker Paid member of staff, volunteer, trustee, consultant or temporary staff, cleaner or contractor undertaking work for on behalf of the organisation

YOI Young Offender Institution.

Appendix C: Resources

These procedures take account of the following:

Safe From Harm A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales, 1993

The Human Rights Act 1998

Achieving Best Evidence in Criminal Proceedings - Guidance for Vulnerable or Intimidated Witnesses including Children, 2002

The Victoria Climbié Inquiry Report of and Inquiry by Lord Laming, 2003;

The Children Act 2004

Child Abuse Linked to Accusations of “Possession” and “Witchcraft”, 2006;

Pan Sussex Child Protection Procedures and Working Together to Safeguard Children: March 2015

Children’s Workforce Development Council Safeguarding Guidance 2010

Working Together to Protect Children: March 2015

BACP Ethical Frame Work

Rape Crisis National Occupational Standards

Appendix D:

Survivors Network Safeguarding Flow chart

Do you have any concerns about a child or vulnerable adult's safety?

If the risk is immediate and serious do not hesitate to call 999 and pass on your concerns

YES

Discuss your concerns with a colleague or co-worker. If you are lone working use the on-call manager. For the on-call managers rota please check the white board in the main office. The on call managers contact details:

Jay Breslaw – 07960 021743

Tania Barros – 0754 8889592

Katie Cotterell Snow – 07530 908235

Helen Race – 07739 318874

Safeguarding lead trustee: Sharon Marks - 07813 117181

Do you still have any concerns?

NO

YES

No referral needed
Continue to work with client
considering additional support
needs as appropriate

If possible, explain your concerns with the client first, look for cooperation and explain that you will need to share those concerns with someone who can help.

Pass concerns to the Safeguarding Lead, Jay Breslaw, another co-ordinator or in their absence Sharon Marks as soon as possible. They are responsible for making safeguarding referrals.

Children and Young People

Brighton

Front Door for Families 01273 290400

East Sussex

Single Point of Advice (SPOA) 01323 464222

West Sussex

Multi Agency Safeguarding Hub (MASH) 01403 229900

Adults

Brighton BHCC Adult Social Care 01273 295555

East Sussex: Adult social care 0345 60 80 191

West Sussex: Adults' CarePoint on 01243 642121

Make a note of who you have told and what you have shared on the Cause for Concern Form and pass it to the safeguarding lead. Forms can be found on the server at Staff/Policies

If possible inform the client and continue to offer support

Debrief with colleagues and/or the on-call manager

The safeguarding lead is responsible for following up the referral and feeding back to you. If you receive additional information you must pass this to the safeguarding lead.