

# **THE SALMON YOUTH CENTRE IN BERMONDSEY**

## **Safeguarding Policy**

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## 1. Introduction

Salmon Youth Centre (SYC) is committed to providing a safe and secure environment for children, staff and visitors and to promoting a culture where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and acting to enable all children to have the best outcomes.

The safeguarding policy draws upon duties conferred by the Children Acts 1989 and 2004, The Children and Families Act 2014, S175 of the 2002 Education Act, and the guidance contained in "[Working Together to Safeguard Children](#)", the DfE's statutory guidance "[Keeping children safe in education](#)", Ofsted Guidance and procedures produced by the London Safeguarding Children Board ([LSCB](#)) and the Southwark Safeguarding Children Board ([SSCB](#)). We also have regard to the advice contained in DfE's "[What to do if you're worried a child is being abused](#)" and "[Information Sharing – Advice for practitioners](#)". The Policy is applicable to all on and off-site activities undertaken by young people whilst they are the responsibility of the SYC.

## 2. Policy Statement

**The Designated Safeguarding Lead is: Jamie Anglesea (Acting Director) 0207 394 2444**  
**The Deputy Designated Safeguarding Lead(s) are: Miranda Haslem (Youthwork Manager) 020 7237 3788**

The Designated Safeguarding Lead (DSL) takes lead responsibility for safeguarding and child protection (including online safety) and provides advice and support to other staff on child welfare and child protection matters, takes part in strategy discussions and inter-agency meetings, and/or supports other staff to do so, and contributes to the assessment of children. DSL is the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates SYC representation at Child Protection (CP) conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this should be reported to other agencies as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will be sought from the Deputy Designated Safeguarding Lead (DDSL) and Thirtyone:eight Agency. If a child is in immediate danger or is at risk of harm, a referral will be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

Although all staff should be aware of the process for making referrals to children's social care and for statutory assessments that may follow a referral, along with the role they might be expected to play in such assessments, the DSL (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns. The DSL or a deputy will always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the Senior Leadership Team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the DSL (or deputies) as soon as is practically possible.

## **POLICY AIMS**

The purpose of this policy is to:

- Identify the names of responsible persons at SYC and explain the purpose of their role
- Outline the role of the Trustees
- Describe what should be done if anyone at SYC has a concern about the safety and welfare of a child who attends
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed “vulnerable”
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff and volunteers
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-SYC staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Clarify how children will be kept safe through the everyday life at SYC
- Outline how the implementation of this policy will be monitored.

### **3. Organisation and Responsibilities**

Safeguarding and promoting the welfare of children at SYC is the responsibility of the whole organisation. All adults working in SYC (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of SYC leadership team as soon as possible.

#### **3.1 The Trustees**

##### **THE ROLE OF THE TRUSTEES**

The Trustees will ensure that they comply with their duties under legislation and that the policies, procedures and training at SYC are effective and comply with the law at all times. Trustees are expected to receive appropriate training on safeguarding at induction that is updated regularly. In addition, they should receive information (for example, via emails, e-bulletins and newsletters) on safeguarding and child protection at least annually so that they can demonstrate knowledge of their responsibilities relating to the protection of children, young people and vulnerable adults.

The Trustees will ensure that SYC contributes to inter-agency working in line with statutory guidance “[Working Together to Safeguard Children](#)” and that SYC safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Southwark Safeguarding Children Board (SSCB).

The Trustees has formally adopted this policy and will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the Director.

The Trustees has nominated *Adrian Greenwood the Chair of Trustees and Sara Manwell* as a lead to take leadership responsibility for SYC safeguarding arrangements.

Concerns about and allegations of abuse made against the Director will be referred to the Chair of Trustees who will liaise with the LA’s designated officer (DO) and partner agencies and will attend any strategy meetings called in respect of such an allegation against the Director.

As a good practice, the Director will provide report to the Trustees outlining details of any safeguarding issues that have arisen bi monthly and the outcome of any cases identified. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name.

Also as a good practice, the nominated Trustees will meet on a regular basis with the DSL to monitor SYC safeguarding arrangements and both the volume and progress of cases where a concern has been raised to ensure that SYC is meeting its duties in respect of safeguarding.

### **3.2 Director**

The Director is responsible for

- The implementation, maintenance, monitoring and review of this Policy, across Salmon Youth Centre
- Leading by example in actively promoting safeguarding practices in Salmon Youth Centre
- Informing the Chair or Trustees of any referrals to Data barring system (DBS)
- Keeping records of concerns raised against a member of staff or volunteer on their staff file
- Making a referral to DBS in conjunction with the Designated Safeguarding Lead
- Providing safeguarding advice to all areas of Salmon Youth Centre
- Monitoring the implementation of this Policy across Salmon Youth Centre and reporting any concerns to the Chair of Trustees
- Reporting to the Trustees via the Director any relevant matters relating to safeguarding
- Responding in a timely manner to any suspected abuse allegations
- Keeping written records in line with our Data Protection Policy
- Referring a case on to social services where necessary

### **3.3 Senior Leadership Team**

The Senior leadership Team is the key to the success of this Policy. They are the Designated Safeguarding Leads accountable for the safeguarding standards within their area of control. Specifically, they are responsible for

- Working with the Director to maintain this Policy through planning, implementing, measuring and reviewing performance on an organisational level
- Ensuring the people, they manage have implemented the Safeguarding Policy and have received the appropriate safeguarding training
- Making sure they and their staff understand the safeguarding arrangements within Salmon Youth Centre
- Informing, instructing, training and supervising employees
- Ensuring all incidents relating to safeguarding are reported to the Senior Management Team
- Reporting safeguarding issues which they cannot resolve to the Designated Safeguarding Lead

### **3.4 All Employees and Volunteers**

All employees and Volunteers are responsible for

- Making sure they understand the part they play regarding safeguarding children, young people and vulnerable adults
- Co-operating with managers in following the safeguarding arrangements set out in this Policy
- Reporting any suspicions of abuse or neglect to the Designated Safeguarding Lead. If the Designated Safeguarding Lead is involved then report to the Chair of Trustees.
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children, young people or vulnerable adults

### **3.5 Working in Partnership**

Salmon Youth Centre will cooperate and coordinate with all organisations with which it works in partnership to safeguard the children, young people and vulnerable adults it has contact with.

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## **4. General Arrangements for Implementing the Safeguarding Policy**

### **4.1 Safer Recruitment**

Safeguarding the children, young people and vulnerable adults who Salmon Youth Centre have contact with is considered at the recruitment stage. All staff, volunteers and Trustees are required to attend interview and provide references, as detailed in the Salmon Youth Centre's recruitment, selection and induction procedures.

A Disclosure and Barring Service (DBS) check will also be obtained for staff, volunteers, Resis and Trustees. Eligibility to apply for a DBS check and the appropriate level of check is explained in the DBS Guidance document provided by THIRTYONE:EIGHT. A repeat DBS check will be obtained every three years for all eligible employees, volunteers, Resis and Trustees.

During interview all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

### **4.2 Safer Working**

All staff and volunteers working for Salmon Youth Centre have a responsibility to safeguard the welfare of the children, young people and vulnerable adults that they are working with to ensure their physical, sexual and emotional safety. In order to achieve this all staff and volunteers should follow some simple guidelines.

#### **Staff and Volunteer Code of Conduct**

- Do treat everyone with respect
- Do ensure that your own behaviour is appropriate at all times

#### **Good Practice Guidelines for Working with children, young people and vulnerable adults**

- Plan activities so that they involve more than one member of staff, volunteer, or other relevant accompanying adult (e.g. youth leader) being present, or are at least in sight or hearing of others
- When meeting with a child, young person or vulnerable adult this should take place as publicly as possible. If privacy is needed, the door should be left partly open and other staff and volunteers informed of the meeting
- Don't exaggerate or trivialise safeguarding issues
- Don't let allegations made by a child, young person or vulnerable adult go without being addressed and recorded
- Don't deter anyone from making allegations through fear of not being believed
- Don't engage in or permit abusive behaviour between young people e.g. ridiculing, bullying
- Don't engage in sexually provocative or rough physical games with a child, young person or vulnerable adult
- Don't make suggestive remarks or gestures or tell jokes of a sexually inappropriate or discriminatory nature
- Don't show favouritism to any individual
- Don't allow yourself to be drawn into inappropriate attention-seeking behaviour, such as tantrums or crushes but deal with such behaviour firmly and fairly
- Do respect a person's right to privacy

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## Physical Contact

Staff and volunteers should not have unnecessary physical contact with child, young person or vulnerable adult. There may, however, be occasions when physical contact is unavoidable or positively desirable or necessary for safety reasons, for example

- Providing reassurance for a distressed person
- When teaching sports such as gymnastics or swimming
- When working with a person with a disability who requests such assistance
- Giving direct assistance when fitting outdoor activity equipment, e.g. harness
- Administering first aid
- Lifeguarding

Wherever possible there should be an attempt to ask the person to agree to such contact. Where appropriate, staff should explain their actions. This should be conducted openly and ideally with another member of staff or volunteer present. Staff should be aware of their positioning so that, where possible, others can clearly see the assistance being given.

Staff and volunteers should avoid doing things of a personal nature that the person can do themselves. However, when working with people with disabilities, personal care and help is sometimes required.

In very rare circumstances there may be a need to physically restrain a young person for their own or other's safety. See Appendix B for further guidance about restraint.

### 4.2.1 Social Media

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of indecent images of children.

Furthermore, social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "sexually groom" a child, young person or vulnerable adult. In addition, electronic communication is being used more and more by young people as a means of bullying their peers and distributing inappropriate images.

In order to safeguard Salmon Youth Centre employees and the people we work with the good practice outlined in the THIRTYONE: EIGHT Guidelines must be followed.

### 4.2.2 Photography

Photos of young people taking part in Salmon Youth Centre programmes and activities are an excellent way of communicating and promoting Salmon Youth Centre but when personal information is added to photographs, these images can be used to identify children, and put their safety and privacy at risk. Photographs can also be adapted for inappropriate use. To manage the risks associate with photographing children and young people all employees must comply with the Salmon (General Data Protection Regulation) GDPR guidelines.

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### 4.2.3 Residential Trips away

Salmon Youth Centre staff organising residential trips for children, young people or vulnerable adults must follow the procedures outlined below

By following basic safeguarding best practices we can protect children, young people and vulnerable adults participating in our programmes.

- Adults should ideally not share a bedroom with a child or young person, however, this may be necessary where the adult is the child or young person's carer
- Bedrooms of only two young people should be avoided if possible
- Bedrooms must not be mixed male and female
- Adults and young people must use separate shower facilities

### 4.3 Responding to Safeguarding Concerns

Staff and volunteers may become concerned about a person in a number of ways

- A child, young person or vulnerable adult may tell (disclose) that s/he or someone else has been or is being abused
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adult

In all cases the following procedures must be followed.

When a child, young person or vulnerable adult wants to confide in you

- Stay calm and listen carefully to them
- Show them that you take what they are saying seriously
- Encourage the child, young person or vulnerable adult to talk, but do not interrupt whilst they are recalling events
- Ask questions only to clarify your understanding of what you are being told. Do not investigate. Do not ask them to repeat his/her account
- Do not promise to keep the information secret. Explain that you have to pass the information on to those who can help. Tell the child, young person or vulnerable adult what you are going to do next
- Do not confront any alleged abuser
- As soon as you can, write down what the young person has said, using the child's own words
- Report to your Designated Safeguarding Lead as soon as you can, and definitely before the end of the shift/day (see next section for relevant designated people)

Reporting a young person's disclosure of abuse is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number 0800 1111



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If the child, young person or vulnerable adult has communication difficulties or English is not their first language, pass this information on so that an appropriate interpreter can be identified.

If you become concerned about a child, young person or vulnerable adult (due to the young person's behaviour, presentation or other reason)

- Do not trivialise or dismiss your concerns
- If the behaviour may be sexually harmful to other young people do not explain it away as 'normal'
- Report your concerns to your Designated Safeguarding Lead as soon as you can, and definitely before the end of the day (see next section for relevant designated people)

Information that may seem trivial can frequently form the missing piece of the puzzle and lead to protective action being taken.

Children, young people or vulnerable adults who display sexually harmful behaviour need to have an assessment of their needs, including possible needs for protection.

If you become concerned about the behaviour of an adult

- Do not dismiss your concerns
- Do not confront the person about whom you have concerns
- Report your concerns to your Designated Safeguarding Lead as soon as you can, and definitely before the end of the day (see next section for relevant designated people)

It is VERY IMPORTANT you do not ignore or dismiss suspicions about another professional or colleague, however well or little you know them, or whatever position they may occupy in their organisation.

If your concerns are about your Designated Safeguarding Lead speak to the Director. If your concerns are about the Director speak to the Designated Safeguarding Leads.

Your concerns will be taken in confidence and even if they are subsequently seen to be mistaken, you will not suffer any adverse consequences for raising the concern. The only exception to this would be where it could be clearly shown that the concerns were raised maliciously.

If a parent, carer or other member of the public tells you of their concerns about a young person or the behaviour of an adult

- Do not leave it to them to make their own referral to social care services. You should make your own report
- Take adequate details about their concern and the identity of the young person
- Report your concerns to your Designated Safeguarding Lead as soon as you can, and definitely before the end of the shift/day (see next section for relevant designated people)

Concerns raised by members of the public should always be taken seriously and where necessary Salmon Youth Centre should take responsibility to make the referral to social care services.

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If you are dissatisfied with the response to any of your concerns above, raise these again with your Designated Safeguarding Lead. If you are unable or unwilling to do this you can approach the Director.

#### **4.4 Designated Safeguarding Lead**

Salmon Youth Centre has appointed Designated Safeguarding Leads who is trained to respond to safeguarding concerns. Staff who have safeguarding concerns must raise these with a Designated Safeguarding Lead and should not make a direct referral to any outside agency.

#### **4.5 Training**

All Salmon Youth Centre staff, volunteers and Trustees will be given safeguarding training. Staff are required to attend the internally run training course as part of their Induction within the first month of their employment. Volunteers will be given safeguarding training as part of their Induction. This will be organised locally through the Senior Management Team. Volunteers, Staff and Trustees are required to undertake the e-learning course provided by Southwark Council. Staff will also be required to do the e-course Protecting Information provided by HM Government.

#### **4.6 Working with Partner Agencies**

Working with partner agencies is a key part of our work both at Residential Centres and on our programmes in Salmon Youth Centre. It is important in these circumstances that there is clarity of responsibility for different aspects of safeguarding between the two parties.

##### **Where staff from another agency accompany parties**

In those circumstances where staff from another agency accompany children, young people or vulnerable adults to Salmon Youth Centre, the primary responsibility for the safety and welfare of those children lies with that agency. Salmon Youth Centre staff will raise concerns of a safeguarding nature with the Salmon Youth Centre Designated Safeguarding Lead who may raise the concern with the Designated Safeguarding Lead from the other agency.

##### **Delivery in partnership with another agency at other locations**

Where SYC is delivering in partnership with organisations in other locations it should be clear in the partnership agreement which organisation has responsibility for risk assessment and safeguarding of the young people. SYC remains responsible for risk assessing any activities that SYC is delivering or leading.

##### **In all circumstances**

In all circumstances Salmon Youth Centre should remain alert to indications that a child, young person or vulnerable adult may be suffering, or may be at risk of suffering abuse or neglect and concerns should be reported to the appropriate Designated Safeguarding Lead.

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## Reports

The Designated Safeguarding Lead will follow the guidelines outlined and advice given by THIRTYONE: EIGHT. This may include discussion with a Designated Safeguarding Lead in a partner organisation and/or reporting to an outside agency.

### 4.7 Concerns about the behaviour of a member of staff or a volunteer

These procedures should be used in respect of all cases where it is alleged that a person who works with children, young people or vulnerable adults has:

- behaved in a way that has or may have harmed a child, young person or vulnerable adult
- possibly committed a criminal offence against or related to a child, young person or Vulnerable adult
- behaviour towards a child, young person or vulnerable adult in a way that indicates he or she may pose a risk of harm in connection with the person's employment or voluntary activity.

If the concern is not connected to the person's employment or work activity, these procedures may also apply.

It is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation.

There may be up to three strands in the consideration of an allegation

- a police investigation of a possible criminal offence
- enquiries and assessment by social services about whether a child, young person or vulnerable adult is in need of protection or in need of services
- consideration by an employer or regulatory body of action in respect of the individual

If there is an immediate risk, appropriate actions may need to be taken by the member of staff e.g. urgent involvement of police; suspension of member of staff and removal from Salmon Youth Centre premises; securing evidence; urgent medical attention.

Any allegation or concern which arises should be reported immediately to a Designated Safeguarding Lead who will then follow the procedures and advice received from THIRTYONE: EIGHT.

Where staff receive an allegation against someone from another organisation, this should be reported to a Designated Safeguarding Lead.

## 5. Confidential Information and Retaining Records

All children, young people and vulnerable adults, and their families, are entitled to their privacy. However, where there are concerns about the safety or welfare of a child, young person or vulnerable adult, those concerns and the necessary personal

information will need to be shared with those who can make decisions about action to safeguard the child, young person or vulnerable adult.

There is nothing in any legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a child, young person or vulnerable adult, or where a criminal act may be, or may have been committed.

Employees should make written notes at the earliest opportunity and these should be passed to the Designated Safeguarding Lead. The Designated Safeguarding Lead must keep all written documents relating to a safeguarding issue in a secure place. There is a secure folder on the "server" for all electronic documents.

These detailed records should be kept until Salmon Youth Centre is confident that the information is held accurately with the agency responsible for taking further action to safeguard the child, young person or vulnerable adult i.e. partner agencies, social services or the police. A chronology of decisions made and actions taken can then be kept on file, once the detailed records are deleted or destroyed. This record should be held in line with SYC Data Protection Policy.

Where concerns have been raised about a member of staff or a volunteer and these relate to behaviour that has harmed, or may have harmed a child, young person or vulnerable adult; possibly committed a criminal offence against, or related to a child, young person or vulnerable adult; or behaved in a way that indicates s/he is unsuitable to work with children, young people or vulnerable adults, then:

- The Director and/or Designated Safeguarding Leads
- The Designated Safeguarding Lead receiving the information must follow the correct procedures
- A clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached, will be recorded
- This record will be kept in the person's confidential personnel file and a copy should be given to the individual

Salmon Youth Centre has a Duty to Refer to DBS any employees or volunteers who have been dismissed, redeployed, retired/redundant or resigned where Salmon Youth Centre believe that this person has either:

- Engaged in relevant conduct or
- Satisfied the harm test or
- Received a caution for, or been convicted of, a relevant offence

(As defined in the Safeguarding Vulnerable Groups Act 2006).

The Director is responsible for making this referral to DBS and for informing the Chair of Trustees.

The Company Secretary is responsible for notifying the Charity Commission of any serious incidents relating to safeguarding in line with the Charity Commission's Reporting Serious Incidents Policy.

## Appendix A

### Types of child abuse and neglect

**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. They may be abused by an adult or adults or another child or children.

**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.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a 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 cyberbullying), 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, although it may occur alone.

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

**Neglect:** 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 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.

**In addition to these types of abuse and neglect, members of staff will also be alert to following specific safeguarding issues:**

#### **Child Sexual Exploitation (CSE)**

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some indicators of children being sexually exploited are: going missing for periods of time or regularly coming home late; regularly missing school or education or not taking part in education; appearing with unexplained gifts or new possessions; associating with other young people involved in exploitation; having older boyfriends or girlfriends; suffering from sexually transmitted infections; mood swings or

changes in emotional wellbeing; drug and alcohol misuse and displaying inappropriate sexualised behaviour. A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching. Sexual activity with a child under 16 is also an offence. It is an offence for a person to have a sexual relationship with a 16 or 17 year old if that person holds a position of trust or authority in relation to the young person. Non consensual sex is rape whatever the age of the victim. If the victim is incapacitated through drink or drugs, or the victim or his or her family has been subject to violence or the threat of it, they can not be considered to have given true consent and therefore offences may have been committed. Child sexual exploitation is therefore potentially a child protection issue for all children under the age of 18.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of this school, this will result in an immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the [London Child Protection Procedures](#). This will determine how and when information will be shared with parents and the investigating agencies.

### **'Sexting'**

Creating and sharing sexual photos and videos of under-18s is illegal. Sharing youth produced sexual imagery, which is commonly known as 'sexting' covers the incidents where

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

When such an incident involving youth produced sexual imagery comes to a member of staff's attention, this will be shared with the designated safeguarding lead with a view to referring to appropriate agencies following the referral procedures. Further information and advice on youth produced sexual imagery is available in the non-statutory guidance produced by the UK Council for Child Internet Safety (UKCCIS)

### **Peer on peer abuse**

Children are capable of abusing their peers. This can take different forms, such as physical abuse (such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; violence, particularly pre-planned, forcing other children to use drugs or alcohol, initiation/hazing type violence and rituals), emotional abuse (blackmail or extortion, threats and intimidation) sexual violence and sexual harassment; sexting, sexual abuse (indecent exposure, indecent touching or serious sexual assaults, forcing other children to watch pornography or take part in sexting) and sexual exploitation (encouraging other children to engage in inappropriate sexual behaviour, having an older boyfriend/girlfriend, associating with unknown adults or other sexually exploited children, staying out overnight, photographing or videoing other children performing indecent acts). Although it is more likely that girls will be victims and boys perpetrators, all peer on peer abuse is unacceptable and will be taken seriously. We do not tolerate these or pass them off as "banter", "just having a laugh" or "part of growing up".

### **Sexual violence and sexual harassment between children**

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It can occur online and offline (both physically and verbally). It is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys. Children who are victims of sexual violence and sexual harassment will find the experience stressful and distressing. This will affect their educational attainment. Staff will share any concerns about or knowledge of such incidents immediately with the DSL with a view to ensuring that support systems are in place for victims (and alleged perpetrators). We take these incidents seriously and ensure that victims are protected, offered appropriate support and every effort is made to ensure their education is

not disrupted. Where necessary, we will work with relevant external agencies to address the issue, which may include a referral to MASH and reporting to the Police. Further information is available in 'Part 5: Child on child sexual violence and sexual harassment' of DfE guidance.

### **Abuse of Trust**

All members of staff and volunteers with Salmon Youth Centre have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any sexual activity with a young person aged under 18, or a vulnerable young person under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

### **Organised Abuse**

This is sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

### **So-called 'honour-based' violence (HBV)**

HBV includes incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. All forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such. If members of staff have a concern about or knowledge of a child that might be at risk of HBV or who has suffered from HBV, they will share it immediately with the DSL with a view to referring to appropriate agencies.

### **Female Genital Mutilation (FGM)**

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

FGM is a deeply embedded social norm, practised by families for a variety of complex reasons. It is often thought to be essential for a girl to become a proper woman, and to be marriageable. The practice is not required by any religion.

FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against women and girls.

FGM is prevalent in 30 countries and is a deeply rooted practice, widely carried out mainly among specific ethnic populations in Africa and parts of the Middle East and Asia. While FGM is concentrated in countries around the Atlantic coast to the Horn of Africa, in areas of the Middle East like Iraq and Yemen, it has also been documented in communities in Colombia, Iran, Israel, Oman, The United Arab Emirates, The Occupied Palestinian Territories, India, Indonesia, Malaysia, Pakistan and Saudi Arabia. It has also been identified in parts of Europe, North America and Australia.

FGM is illegal in the UK. It is estimated that approximately 60,000 girls aged 0-14 were born in England and Wales to mothers who had undergone FGM and approximately 103,000 women aged 15-49 and approximately 24,000 women aged 50 and over who have migrated to England and Wales are living with the consequences of FGM. In addition, approximately 10,000 girls aged under 15 who have migrated to England and Wales are likely to have undergone FGM.

We note a new duty that was introduced on 31 October 2015 that requires teachers, which includes qualified teachers or persons who are employed or engaged to carry out teaching work in schools and

other institutions to report 'known' cases of FGM in girls aged under 18 to the police. The duty applies to any teacher who is employed or engaged to carry out 'teaching work', whether or not they have qualified teacher status, in maintained schools, academies, free schools, independent schools, non-maintained special schools, sixth form colleges, 16-19 academies, relevant youth accommodation or children's homes in England. The duty does not apply in relation to suspected cases – it is limited to 'known' cases' (i.e. those which are visually identified or disclosed to a professional by the victim). The duty does not apply in cases where the woman is over 18 at the time of the disclosure/discovery of FGM (even if she was under 18 when the FGM was carried out). Further information on this duty can be found in the document "[Mandatory Reporting of Female Genital Mutilation – procedural information](#)".

## Preventing Radicalisation

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). Young people can be exposed to extremist influences or prejudiced views, in particular those via the internet and other social media. Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol.

Examples of the ways in which people can be vulnerable to radicalisation and the indicators that might suggest that an individual might be vulnerable:

- Example indicators that an individual is engaged with an extremist group, cause or ideology include: spending increasing time in the company of other suspected extremists; changing their style of dress or personal appearance to accord with the group; their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause; loss of interest in other friends and activities not associated with the extremist ideology, group or cause; possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups); attempts to recruit others to the group/cause/ideology; or communications with others that suggest identification with a group/cause/ideology.
- Example indicators that an individual has an intention to use violence or other illegal means include: clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills; using insulting or derogatory names or labels for another group; speaking about the imminence of harm from the other group and the importance of action now; expressing attitudes that justify offending on behalf of the group, cause or ideology; condoning or supporting violence or harm towards others; or plotting or conspiring with others.
- Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include: having a history of violence; being criminally versatile and using criminal networks to support extremist goals; having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

**Channel** is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism that uses existing collaboration between local authorities, the police, statutory partners (such as the education sector, social services, children's and youth services and offender management services) and the local community.

We will refer children at risk of harm as a result of involvement or potential involvement in extremist activity to Southwark Multi Agency Safeguarding Hub ([MASH](#)). The MASH will share the referral details of new referrals with the Prevent lead police officer and LA Prevent coordinator at the point the referral is received. The referral will then be processed through the MASH multi agency information sharing



system and parallel to this the Prevent police officer will be carrying out initial screening checks. The Prevent police officer will make a referral to the Channel Practitioner if there are sufficient concerns.

### **Private Fostering**

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage). Great grandparents, great aunts, great uncles and cousins are not regarded as close relatives.

The law requires that Southwark Council should be notified if anyone is looking after someone else's child for 28 days or more. The purpose of the council's involvement is to support the child and private foster family (and wherever possible the biological parent/s) with any issues arising. These may be practical issues such as benefits, housing, immigration or emotional issues such as keeping contact with biological family, maintaining cultural identity.

If we become aware of a child in a private fostering arrangement within Southwark, we will notify the council's Multi Agency Safeguarding Hub ([MASH](#)) by emailing [MASH@southwark.gov.uk](mailto:MASH@southwark.gov.uk) or calling **020 7525 1921**. Advice about whether there is a need to notify the council, can be obtained by calling **07539 346808** or sending an email to [privatefosteringadvice@southwark.gov.uk](mailto:privatefosteringadvice@southwark.gov.uk).

### **REFERRALS**

Where there is a safeguarding concern, we take into account the child's wishes and feelings when determining what action to take and what services to provide. We have systems in place for children to express their views and give feedback. We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. Ultimately, all our systems and processes operate with the best interests of the child at heart.

Referrals to services regarding concerns about a child or family typically fall into three categories:

- Early Help Services;
- Child in need - Section 17 (Children Act 1989) referrals;
- Child protection - Section 47 (Children Act 1989) referrals.

[The Southwark Safeguarding Board Multi Agency Threshold Guide](#) sets out the different levels of need and detailed guidance about how concerns within these different levels should be responded to by Southwark agencies.

Safeguarding referrals should be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) via [Inter Agency Referral Form \(IARF\)](#) and copied to the LA's Schools Safeguarding Coordinator. Prior to any written IARF being sent as a referral to social care, there should be a verbal consultation with the MASH social worker or manager, by calling the duty desk on **020 7525 1921**, to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, Honour Based Violence, fabricated or induced illness or the Designated Safeguarding Lead has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

When we make a referral, the local authority should make a decision, within one working day of a referral being made, about the type of response that is required and should let us, as the referrer know the outcome. We will follow up if this information is not forthcoming.

If, after a referral, the child's situation does not appear to be improving, we will consider following local escalation procedures to ensure that the concerns have been addressed and, most importantly, that the child's situation improves.

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## **Recognising Potential Risk to an unborn Child**

In some circumstances, agencies or individuals are able to anticipate the likelihood of significant harm with regard to an expected baby. Indicators may include

- Domestic abuse within the household
- Alcohol and substance misuse by mother, leading to possible harm to the unborn child, or by others with risk to newborn
- Secret or hidden pregnancy or the mother's mental health problems

These concerns should be addressed as early as possible in order to provide sufficient time for full assessment and support so as to enable the parents (wherever possible) to provide safe care.

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## **People with Disabilities**

Salmon Youth Centre is wholly committed to upholding the rights of children, young people and vulnerable adults with disabilities who use our services and particularly their right to be free from violence, abuse or neglect by their parents or anyone else who looks after them. Research suggests that children and young people with disabilities are more vulnerable to physical, emotional or sexual abuse or neglect than a non-disabled child. The level of risk may be raised by

- A need for practical assistance in daily living, including intimate care from what may be a number of carers
- Carers and staff lacking the ability to communicate adequately with the child
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed
- Physical dependency with consequent reduction in ability to be able to resist abuse
- An increased likelihood that the child is socially isolated
- Lack of access to "keep safe" strategies available to others
- Communication or learning difficulties preventing disclosure
- Parents or Carers own needs and ways of coping conflicting with the needs of the child

## **Institutional Abuse**

Children and young people with disabilities are particularly vulnerable to this kind of abuse where practices and behaviours by staff in organisations have become institutionalised or commonly accepted practice. However those behaviours may cause significant harm (as above) and/or may be an abuse of the child's rights. Examples of the latter could be

- Where a child's communication board does not accompany the child everywhere
- Staff who assume a child's wishes or communication and speak for them

- Staff who do not facilitate a child's own communication because of the difficulty or time it takes
- Attributing difficult or challenging behaviour to the child's condition rather than identifying it as communication

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All staff and volunteers within Salmon Youth Centre must be alert to signs of institutional abuse or unprofessional practices or behaviour and raise their concerns as per the procedures outlined above.

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## **Appendix B Restraint Guidance**

Salmon Youth Centre recognises that in certain circumstances it may be necessary to restrain young people participating in our programmes where there is a strong belief that the person may cause injury to themselves or others.

Physical intervention should only be used once all other avenues have been used, e.g. de-escalation or other strategies. Restraint must be justifiable to the extent that any force used is reasonable and necessary in the circumstances.

Salmon Youth Centre staff who are involved in direct delivery (e.g. Instructors) are encouraged to attend Managing Challenging Behaviour Training and using the techniques learned on this training will usually de-escalate a situation, thus negating the need for restraint.

### **Definition of Restraint**

Restraint is an intervention that prevents a person from behaving in way that threatens to cause harm to themselves, to others, or to property, by reducing the ability of a person to move their arms, legs, body or head freely.

### **The Law**

Whilst the use of force by one person on another can be construed as an assault, there is provision in law for force to be used in certain circumstances. These are:

- **Common Law**

If you have a genuine honestly held belief that you or another are in imminent danger, you may use such force as is reasonable and necessary to avert danger, stop or prevent a breach of the peace or to save life.

- **Section 3(1) Criminal Law Act 1967**

A person may use such force as is reasonable in the circumstances in the prevention of crime, or in the effecting or assisting in the lawful arrest of offenders or suspected offenders or of persons unlawfully at large. There is no expectation that Salmon Youth Centre staff use restraint or physical force to affect the arrest of any person or people unlawfully at large. A Salmon Youth Centre staff member may however have recourse to this Act if they use force to prevent a crime e.g. an assault.

### **Reasonable and Necessary**

The decision to use restraint rests solely with the Salmon Youth Centre member of staff and they must be able to justify its use. If the restraint used is reasonable and necessary in the circumstances then the staff member will have the full support of Salmon Youth Centre.

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In every instance and before a decision is made to intervene, the staff member must consider their own safety which is paramount. If the circumstances are such that a Salmon Youth Centre member of staff feels that they risk injury or harm by intervening then they should NOT intervene regardless of the likely outcome. The staff member should remove themselves to a place of safety and consider other options such as summoning help or calling the police or other emergency services. Likewise if a Salmon Youth Centre staff member feels unsafe in any environment and is unable to intervene to rectify the situation then they can remove themselves to a place of safety even if it means an activity is suspended or terminated as a result. In these circumstances an Accident and Incident Report Form should be completed and submitted. You must note if you felt unsafe or unable to intervene and what alternative action was taken.

If a Salmon Youth Centre staff member feels that they are able to intervene in a situation without risk of harm or injury, then in the first instance negotiation should be used with the parties involved. Only when negotiation has failed should restraint be used. The only exception to this is when immediate restraint is required to prevent immediate harm or injury. In these circumstances an Accident and Incident Report Form should be completed.

As a last resort restraint may be necessary because negotiation has failed and the Salmon Youth Centre staff member genuinely believes restraint is necessary to avert danger, prevent harm or injury to the individual(s) involved or anyone else. The force used must be reasonable and necessary in the circumstances. If as a result of restraint being used any injuries are sustained or inflicted then the appropriate medical attention must be sought. To ensure accountability where restraint is used an Accident and Incident Report Form must be completed to include details of the circumstances, the justification for using restraint, the type and level of force used, any injuries sustained or inflicted during the restraint and whether medical attention was sought.

### **Restraint to Prevent Other Crime**

There may be circumstances when a member of Salmon Youth Centre staff may consider restraint in circumstances other than to prevent harm or injury. Examples may be to prevent damage to property, or prevent the theft of property. The Criminal Law Act 1967 provides for the use of force to prevent crime; however as before any restraint has to be reasonable and necessary. There is no expectation from Salmon Youth Centre that members of staff use restraint in these circumstances. However should they make a decision to do so, and the staff member's actions were necessary, proportionate, legal and accountable then they will have the full support of the organisation. In such circumstances and as an alternative to restraint, staff should consider obtaining as much information as they can to assist police in apprehending the perpetrator at a later date.

### **Do's and Don'ts**

Any use of physical restraint should be consistent with the principle of reasonable minimal force. Where it is judged that restraint is necessary, staff should:

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- aim for side-by-side contact with person requiring restraint. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind (to reduce the risk of allegations of sexual misconduct)
  - aim for no gap between the bodies, where they are side by side. This minimises the risk of impact and damage
  - aim to keep the back as straight as possible
  - beware in particular of head positioning, to avoid head butts
  - hold the person by “long” bones, i.e. avoid grasping at joints where pain and damage are most likely
  - ensure that there is no restriction to the person’s ability to breathe. In particular, this means avoiding holding a person around the chest cavity or stomach
  - avoid lifting a person

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### **After an Incident**

If a child, young person or vulnerable adult has been restrained it is important that their parent, guardian or carer is contacted at the earliest opportunity and given details of the circumstances leading to restraint and the physical acts involved.

It is distressing to be involved in restraint, whether as the person being restrained, the person doing the restraining, or someone observing or hearing about what has happened. All those involved in the incident should receive support, which can be accessed through their line manager, to help them talk about what has happened and, where necessary, record their views.

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## Appendix C Local Safeguarding Children Boards

The LA's DO is: Eva Simcock 020 7525 0689

There is also a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with DO issues when DO is unavailable. Duty telephone number for enquiries/referrals is 020 7525 3297

The LA's Strategic Lead Officer for safeguarding in education services is: the Director of Education Nina Dohel 020 7525 3252

The LA's Schools Safeguarding Coordinator is: Apo ÇAĞIRICI 020 7525 2715

The LA's Family Early Help Service Duty Manager: 020 7525 3893

Family Early Help Service Duty Officer: 020 7525 2714

We also note the '[Safeguarding information for professionals and the community in Southwark](#)' on Southwark Council's website.

Safeguarding referrals should be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) via [Inter Agency Referral Form \(IARF\)](#) and copied to the LA's Schools Safeguarding Coordinator. Prior to any written IARF being sent as a referral to social care, there should be a verbal consultation with the MASH social worker or manager, by calling the duty desk on **020 7525 1921**

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## Appendix D Churches 'Child Protection Advisory Agency (THIRTYONE:EIGHT)

The Salmon Youth Centre is a member of THIRTYONE:EIGHT. THIRTYONE:EIGHT process all the DBS Checks for Salmon Youth Centre.

They also have a 24 hour Safeguarding Helpline. Once a Safeguarding issue is raised Salmon Youth Centre may contact THIRTYONE:EIGHT and ask for advice on how to handle a specific issue. They will give this advice and follow up with an e-mail on what action they recommend.

THIRTYONE:EIGHT may be contacted on 0845 120 4550.