



CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURE

Background

KidsAid believes that it is always unacceptable for a child or vulnerable person to experience abuse of any kind and we recognise our responsibility to safeguard and promote the welfare of all children, young people, and adults at risk by a commitment to practice that protects them.

Principles

- The welfare of children and adults at risk is of paramount importance.
- All children and adults at risk (whatever their background and culture, maternity or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity) have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination.
- All children and adults at risk have the right to be protected from harm, exploitation, and abuse and to be provided with safe environments to live and play.
- Working in partnership with children, their parents, carers and adults at risk and other agencies is essential in promoting children and vulnerable people's welfare.
- KidsAid has a duty to promote the well-being of all service users and to cooperate with other relevant agencies and partners in delivering its safeguarding duties.
- KidsAid is responsible for establishing appropriate policies and procedures to ensure that its activities promote the safety and wellbeing of children and adults at risk, e.g., safer recruitment policies and safer working practices.

Purpose

This policy demonstrates how KidsAid will meet its legal obligations and reassure members of the public, service users, staff, and partners that:

- KidsAid has appropriate procedures to protect and safeguard children and adults at risk.
- Staff are provided with guidance on the procedures that they should adopt if they suspect a child or an adult at risk may be experiencing harm or be at risk of harm.
- Concerns can be voiced through an established procedure.
- There is an effective recording and monitoring system in place.
- Trustees, staff, volunteers, and partners have received the appropriate training.

- KidsAid understands that Safeguarding children, young people and adults at risk is everyone's responsibility.

Policy Statement

KidsAid is committed to safeguarding children and adults at risk and protecting them from abuse particularly when they are engaged in services organised and provided by, or on behalf of KidsAid.

KidsAid will ensure through its recruitment and selection policy and procedures that suitable people are selected for working with children and adults at risk.

KidsAid will take any concern made by a Trustee, staff member, volunteer or partner agency, child, or adult at risk or other service user seriously and sensitively.

It will be made clear that referrals from a Trustee, a member of staff, volunteer or partner agency cannot be anonymous; referrals should be made in the knowledge that, during the course of enquiries, individuals from the referring agency may be required as prosecution witnesses.

KidsAid will not tolerate harassment of any Trustee, member of staff, volunteer, partner agency, child, adult at risk or service user who raises concerns of abuse.

KidsAid will comply with Northamptonshire's and Peterborough's Safeguarding Adults and Local Safeguarding Children Partnership Inter-Agency procedures and will respond positively to any recommendations regarding improvement of its safeguarding policies and procedures.

KidsAid will work and meet with partners to ensure that a multi-agency approach is taken to safeguarding children and adults at risk.

Aims of the Policy

- Respecting the rights, wishes, feelings and privacy of children and adults at risk by listening to them and minimising risks that may affect them.
- Preventing abuse and harm by good practice, creating a safe and healthy environment to avoid situations where abuse or allegations of abuse occur.
- Ensuring that Trustees, staff, therapists, and volunteers understand KidsAid's relevant Codes of Conduct and Safeguarding Policy.
- Raising awareness among Trustees and staff of the safeguarding duty KidsAid and its staff has in relation to Children and Safeguarding Vulnerable Group Acts for example The Children's Act (1989), The Children's Act (2004), Vulnerable Adults Act (2018), the Care Act (2014) and Government policies such as Working Together to Safeguard Children (2018) and Keeping Children Safe in Education (2023).
- Ensuring that partner agencies and freelancers have safeguarding policies and procedures commensurate with the level of involvement they have with children and adults at risk.
- Responding to any allegations appropriately and implementing appropriate disciplinary and appeals procedures.
- To ensure clear procedures are in place, promoted and implemented in line with the relevant local authority Multi-Agency Safeguarding Hub procedures for safeguarding children and adults at risk.
- To share information about concerns with agencies that need to know, and involving parents/carers, children, and adults at risk appropriately.

To achieve these aims, we will:

- Ensure that safeguarding and child protection training appropriate to the level of involvement with children and adults at risk is completed by all therapists and members of staff at least annually, updating staff and therapists as soon as possible regarding changes in legislation or KidsAid's internal policies.
- Respond in an appropriate and timely manner to concerns reported.
- Develop and implement effective procedures for recording and responding to incidents and accidents.
- Develop and implement effective procedures for recording and reporting to the relevant local authority Multi-Agency Safeguarding Hub (MASH) any allegations or suspicions of harm or abuse.
- Promote the welfare and wellbeing of children and adults at risk during and within KidsAid's services, including in the planning of those services.

- Maintain a good level of safer working practices at all times to minimise risk to children and adults at risk that encounter Trustees, staff, volunteers, and partner agencies.

Scope of this policy

This Safeguarding and Child Protection Policy is for the Board, staff, therapists, volunteers, or partner agencies that encounter or deliver KidsAid's services to children or adults at risk. Safer working culture and practices should be used on all occasions where the Board, staff, therapists, and volunteers come into contact with children or adults at risk.

Definitions

When the term 'children' is used in this document, this also includes 'young people' and 'young persons'. The phrase 'children and adults at risk' (or children, young people, and adults at risk') refer to: a) Anyone under the age of 18 or b) A person aged 18 years or over and who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may be because they:

- Have a mental health problem or illness, including dementia.
- Have a disability.
- Have a sensory impairment.
- Are old and frail and or experiencing a temporary illness.
- People with a substance misuse or an alcohol problem.

When the term 'parents' is used, we mean it in the broadest sense to include parents, carer(s) and guardians.

Within the realms of this policy the term 'Child Protection' is used to describe those children, young people and adults at risk who are at imminent risk of significant harm should they return home after a disclosure of abuse or neglect.

In this policy the term 'Safeguarding' refers to concerns relating to a child's, young person's or adult at risk's safety or welfare.

Disclosure, Barring and Safer Recruitment Practices

Disclosure should be sought where individuals have substantial or regular or unsupervised contact with children or adults at risk as part of their duties or responsibilities. DBS checks only guarantee that the person concerned doesn't have a relevant criminal conviction up to the date that the certificate is issued.

Risk assessments will be undertaken on KidsAid job descriptions to identify which jobs are likely to involve regular and/or substantial unsupervised contact with children and adults at risk. DBS checks will be undertaken appropriate to the right level of contact. The risk assessment for an adult working with adults at risk must also consider other forms of potential abuse which do not necessarily apply when working with children (i.e., financial abuse).

Applicants must fill in an application form as part of the application process. This ensures KidsAid secures relevant information regarding the applicant's prior experience and its relevance to the position applied for.

If applicants are successful and make it to the interview stage we ask 'Warner-based' questions to glean their lived experiences, morals, and ethics regarding working with children, adults at risk and their families. Following the Lord Warner report 'Choosing with Care'(1992) into abuses within residential care settings, 'Warner interviewing' also known as value based, or behavioural interviewing, has become part of the safer recruiting process available to employers. Warner interviews can be used to help select suitable persons to work in areas considered as high risk to vulnerable children, young people, adults at risk and their families.

When posts are advertised, applicants are notified if they are subject to an enhanced DBS check. We ask that any successful applicants and Trustees are registered with the DBS update service to ensure we can check for any criminal convictions on an annual basis. For further information about the Disclosure and Barring Service DBS, please check their external website.

Recognising Potential Abuse

In this policy, abuse covers physical, emotional, sexual and mental abuse including bullying or grooming. This includes any abuse that occurs online, on social media, by email or text messaging. This policy also covers Child on Child abuse, Honour-based Abuse (HBA) including Female Genital Mutilation (FGM) and Forced Marriage, Child Sexual Exploitation (CSE), Child Trafficking and Radicalisation. Child abuse and the abuse of adults at risk are difficult issues and present challenges to all who provide services for these groups. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.

People working for KidsAid (whether in a paid or voluntary capacity) are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a child, adult at risk and their families. KidsAid will encourage and expect the Board, staff, therapists, and volunteers to discuss any concerns they may have about the welfare of a person immediately with Designated Safeguarding Officers (DSOs).

Social Media

Children and young people do not usually use any devices whilst in our care. However, there are some cases where the use of technology can enable a client to 'open up' to interacting with their therapist, for example with autistic clients. When this happens, we seek consent from themselves and their 'appropriate adult'. They come for 50 minutes of Therapy per week and do not stay beyond that.

We actively seek to identify and recognise if any of our children or young people are engaging in risky online behaviour or suffering from online abuse or bullying, in the same way that we would for any other abuse.

Child-on-Child Abuse

“Child on child abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children, and within children’s relationships (both intimate and non-intimate), friendships and wider peer associations.” Firmin, C., (2017) Abuse between Young People: A Contextual Account.

Child-on-child abuse can and does happen in a whole range of settings that children attend; however, it often goes unseen. It might take place online, for example, or away from the school or setting. Therefore, training for professionals to help them recognise the signs, and know what to do, is essential.

All children are capable of abusing their peers, and this is most likely to include, but may not be limited to:

- Bullying (including cyber bullying).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Youth and serious youth violence.
- Sexual violence, such as rape, assault by penetration and sexual assault.
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- Up skirting, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- Causing someone to engage in sexual activity without consent.
- Consensual and non-consensual sharing of nudes and seminude images or videos.
- Sexting (also known as youth produced sexual imagery).
- Initiation/hazing type violence and rituals.
- Harmful sexual behaviour.
- Relationship abuse, teenage relationship abuse or domestic violence.
- Child sexual exploitation.
- Prejudice –based violence.

Honor-Based Abuse

This encompasses all criminal activities undertaken to protect and defend the honor of the family including Female Genital Mutilation (FGM) forced marriage and other practices, such as breast ironing. All of which are considered illegal and must be reported to the police.

- FGM: the practice, traditional in some cultures, of partially or totally removing the external genitalia of girls and young women for non-medical reasons. It is illegal in the United Kingdom. If we suspect this abuse is/has taken place, our procedure is to communicate it to the police immediately and fill in a ‘Record of Concern’ form.

- **Forced Marriage:** where one or both parties enter a marriage without the person's consent. Violence, coercion, or threats may be used to force parties into getting married against their wishes. This is also true for those people who lack the capacity to provide informed consent.

Child Sexual Exploitation (CSE) and Child Trafficking

Children, young people, and adults at risk are often misled into believing they are in a loving and consensual relationship. They are given gifts, money, or drugs (called grooming) in exchange for performing sexual acts. They often trust their abuser and do not realise they are being abused.

Children, young people, and adults at risk can be trafficked into the UK to be sexually exploited. If KidsAid becomes aware of any situations where children may have been trafficked or sexually exploited, we will report this immediately to the police.

- **Radicalisation:** the process where a child, young person or adult at risk is drawn into believing extremist views and ideologies. Extremism is vocal or active opposition to fundamental British Values, including the rule of law, democracy, individual liberty and mutual respect of different faiths and beliefs (HM Government, 2011).

KidsAid has a responsibility as specified under section 26 of the Counterterrorism and Security Act (2015) to identify vulnerable children, young people and adults at risk and prevent them being drawn into terrorist activity. This is called the Prevent Duty.

It is not the responsibility of the Board, staff, therapists, volunteers, or partner agencies to determine if abuse is taking place. It is however their responsibility to follow appropriate procedures within this policy, should an alert be received, or concern raised that abuse may be taking place. Following the correct procedure will ensure the correct people / agencies are informed and appropriate action is taken.

Managing allegations against and reports of abuse of children we work with.

If a child reports that they've abused another child, please remember that they need support too when dealing with the disclosure. Tell them that you are unable to keep the information a secret and that you need to help keep the other children safe as well as help them. Tell them you need to report the disclosure to someone else. Demonstrate unconditional positive regard towards the child, whatever they tell you. Record all that they tell you verbatim on My Concern 'in the persons own words'. The DSOs will discuss the concern and decide who to escalate the concern to and whether a referral needs to be made.

If another person contacts you with an allegation of abuse regarding a KidsAid client then the procedure is as follows:

DSOs to ensure children who have been impacted by the abuse are given appropriate support – this may mean they will task therapists via My Concern to pass on information or make referrals to the appropriate organisations. Therapists will provide the child or young person who is alleged to have displayed abusive behaviour with the appropriate help within their sessions. If necessary, DSOs are available for advice about how to do this. Manage any risks to children’s safety and take appropriate steps to keep all children safe. KidsAid’s response to any allegations **must** be proportionate, fair and consistent.

Data Protection

Copies of safeguarding and child protection referrals and any other relevant documents or records (e.g., telephone calls) relating to the incident will be securely stored. This information will be retained in accordance with data protection periods and retention guidelines. All staff, therapists and volunteers must also comply with KidsAid’s internet and email policies.

Information relating to a member of staff will be retained in their personal file. Access to Safeguarding incident records will only be accessible by Designated Safeguarding Officers.

KidsAid takes the privacy and security of individuals, both adults and children's personal information very seriously. We operate within GDPR UK guidelines taking measures to obtain permission, protect and secure the personal data we process. Information security procedures are in place to protect information from unauthorised access, alteration, disclosure, or destruction.

Confidentiality and Information Sharing

Confidentiality is a key issue in Safeguarding and Child Protection. Safeguarding and protecting children and adults at risk is more important than the privacy of another person. Sometimes sharing information is necessary to establish the level of risk to a child or adult at risk.

Ask yourself: is it safe for me **NOT** to share the information? Decisions on who needs to be informed are set out in and available from local authority websites, for example, in Northamptonshire, the Safeguarding Children Board and Northamptonshire Safeguarding Adults Board Information Sharing Protocols or Cambridgeshire and Peterborough Safeguarding Partnership for our work in the Peterborough area.

It is important that information is shared appropriately and sensitively with relevant agencies. This will be the decision of the appropriate Designated Safeguarding Officer (DSO). Always record what you have shared, with whom and why. If an allegation is made towards another member of staff, full support will be given in line with KidsAid's Whistleblowing Policy.

Involving Children, Parents and Carers

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be appropriate to talk to parents or carers to help clarify any initial concerns. Decisions should be made with the agreement of children and their

parents whenever possible. In cases of Child Protection where a child has disclosed abuse by their parents/carers who they live with this needs to be reported immediately to the DSO, who will decide who to report the concern/disclosure to. In cases where the child is at risk of significant harm, a record of concern should be treated as urgent and reported to the DSO by the end of the day. Failure to obtain parental agreement should not be seen as a factor in delaying making a referral.

When it is not Appropriate to Share Concerns with Parents?

Information obtained about individuals should usually be shared with them unless sharing the information would be likely to result in serious harm to the individual, a child or another person, or the information relates to a third party who expressly indicated the information should not be disclosed. (e.g., where a parent/carers may be responsible or accused of the abuse are not able to respond to the situation appropriately).

Where information is obtained and recorded that should not be shared with the individual concerned for one of the above reasons, it should be noted on the record and the reasons for this decision recorded.

Complaints

All complaints relating to safeguarding issues will be dealt with in line with KidsAid' s Complaints Procedure and safeguarding processes may run in parallel.

Implementation and Monitoring; Roles and Responsibilities

Safeguarding Trustee: Felicity Botterill

Northamptonshire and other Counties:

- 1) Carla Mangan: Clinical Lead & Designated Safeguarding Officer.

Peterborough and Cambridgeshire:

- 1) Cathryn Hicks: Regional Development Manager & Designated Safeguarding Officer

The therapists and Case Managers are the main persons responsible for escalating issues to the Designated Safeguarding Officers or Deputy. The DSOs should be the main point of contact in their respective geographical areas, if they are unavailable then please contact the other DSO first and the DDSO if they are unavailable.

Deputy Designated Safeguarding Officer (DDSO) - Lynne Goodwin: Case Manager and Deputy Designated Safeguarding Officer.

The Designated Safeguarding Officer has the following responsibilities:

- To attend relevant training for designated safeguarding officers and other relevant training.
- To act as a source of advice on all safeguarding matters.
- To be familiar with the safeguarding procedures of Northamptonshire's and Peterborough's Safeguarding Children's and Adults Boards and to ensure that systems are in place for effective record keeping.
- To ensure there are effective internal procedures to handle concerns.
- To be the link person with the individual or organisation that has raised a concern.
- To decide whether to involve referral agencies (e.g., Children First Northamptonshire, Protection of adults at risk) including Early Help Assessments.
- To help people making referrals complete any forms, as appropriate and to be the link person with relevant local agencies and consult with them on concerns that have been raised.
- To consider the need for support for those involved in disclosures when cases of poor practice or abuse arise.
- To deal with enquires/information requests from other agencies in relation to safeguarding concerns.
- To ensure that records are kept and that they are always safe and secure.
- To ensure that the Policy, Procedures and Action Plan are reviewed on an annual basis to ensure compliance with safeguarding legislation.
- To provide regular progress reports.

The Safeguarding Trustee, the CEO and Designated Safeguarding Officers must ensure that staff, therapists and volunteers are subject to appropriate Independent Safeguarding Authority (ISA) and Disclosure & Barring Service (DBS) checks and that staff comply with the Safeguarding Children and Adults at Risk Policy and Procedures.

The Safeguarding Trustee and the CEO are responsible for ensuring that staff, therapists and volunteers receive the training they need, commensurate with their responsibilities. Guidance on which members of staff should receive training and at what level is available from Human Resources and Organisation Development.

All trustees, staff, therapists, and volunteers are responsible for carrying out their duties in a way that safeguards and promotes the welfare of children and adults at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible, in line with this policy. They must bring matters of concern about the safety and welfare of children and adults at risk to the attention of an appropriate Designated Safeguarding Officer in the first instance.

Reporting and monitoring (see appendix A) the understanding and compliance with procedures will be monitored through a range of mechanisms including audits, one-to-ones, annual appraisals, staff feedback and ad-hoc checks. An annual report, covering safeguarding concerns, activity, feedback from any serious case reviews and progress against action plan, will be provided to the Board of Trustees. It will be reported at the AGM.

Communication to all Trustees, staff, therapists, volunteers, children, parents/carers, and anybody else affected is essential for this policy to be successfully implemented. It is the responsibility of Trustees, the

CEO and Lead Clinical Supervisor to ensure that all staff are familiar with the policy and procedures and the responsibility for all members of staff, therapists, and volunteers to ensure that the policy is advocated and promoted to partner organisations, parents and children and adults at risk.

Communication with staff directly employed will take place through initial induction to the employing organisation and training identified with line manager or another relevant person.

Communication to partner organisations - All staff should advise the principles of this policy to partner organisations.

Child Protection Services

If a worker is unable to follow KidsAid's safeguarding and child protection procedures because the relevant people cannot be contacted, they may seek advice from the:

Designated Officer (Formerly LADO) at **Northamptonshire Children Trust**:

You can email enquiries to: LADOConsultations@nctrust.co.uk

West Northamptonshire: Andrew.Smith@NCTrust.co.uk or 07850 854309

North Northamptonshire: Sheila.Kempster@NCTrust.co.uk or 07831 123193

Peterborough: LADO@peterborough.gov.uk or on phone number (01733) 864038
Out of hours: (01733) 864180

The LADO may recommend you pass the Record of Concern directly to the Multi-Agency Safeguarding Hub (MASH) if The KidsAid DSO is unavailable. Concerns can be reported by phone or email:

Northamptonshire Telephone: 0300 126 1000 (office hours) or 01604 626 938 (out of office hours)

Peterborough: 01733 864180 or the Emergency Duty Team (EDT) on (01733 234724)

If it is an emergency and you think that a child may be in immediate danger, you must contact the emergency services directly by calling 999.

If an adult discloses that they are being abused, or in conversation it becomes evident that they are being abused, or they know of someone who is being abused we are not able to decide whether this is the case. It is our role to make a referral.

Telephone: Northamptonshire County Council on 0300 126 1000 or fill out an Adult Safeguarding form online:

<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/safeguarding/Pages/default.aspx>

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation> (Gov, 2018)

Peterborough Telephone: (01733) 864180 or visit

[Cambridgeshire and Peterborough Safeguarding Partnership Board – Safeguarding children and adults at risk from Abuse and Neglect \(safeguardingcambspeterborough.org.uk\)](http://safeguardingcambspeterborough.org.uk)

If it is an emergency and you think that an adult may be in immediate danger you must contact the emergency services directly by calling 999.

Misuse of the Procedure

Malicious complaints and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through KidsAid's disciplinary process.

Equality and Inclusivity

Children, adults at risk and their families, no matter what their circumstances or personal characteristics, have the right to be protected from harm and abuse. How we treat people with disabilities and additional needs is included in The Equality Act (2010)

Policy Review

This Child Protection and Safeguarding Policy will be reviewed every year, or earlier in the event of changes in legislation, or to consider changes in working practices which may result from incidents or allegations occurring. KidsAid's management will regularly review the effectiveness of the Policy and engage the Board of Trustees in this process in accordance with the Charity's governance framework. The next review is due in March 2024.

SAFEGUARDING PROCESS FLOWCHART



Only for use if My Concern is unavailable for technical reasons.

RECORDING FORM FOR SAFEGUARDING CONCERNS

Staff, therapists, volunteers, and regular visitors are required to complete this form and pass it to Designated Safeguarding Officer (DSO) if they have a safeguarding concern.

KidsAid case No:	Your name and position in KidsAid:

NATURE OF CONCERN/DISCLOSURE
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.
Time & date of incident:
Who are you passing this information to? Name: Position:
Have education been informed?
Your signature: Time form completed: Date:

Time form received by DSO:

Action taken by DSO:

Is a referral required to:

MASH

Police

CAMHS

Other

Services

If no, state reason:

Date and time referral to external agencies was made:

Parents informed? Yes / No (If no, state reason)

Any further action agreed:

Full name:

DSO Signature:

SAFEGUARDING CONCERN: BODY INJURY

Was there an injury? Yes / No

Did you see it? Yes / No

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?

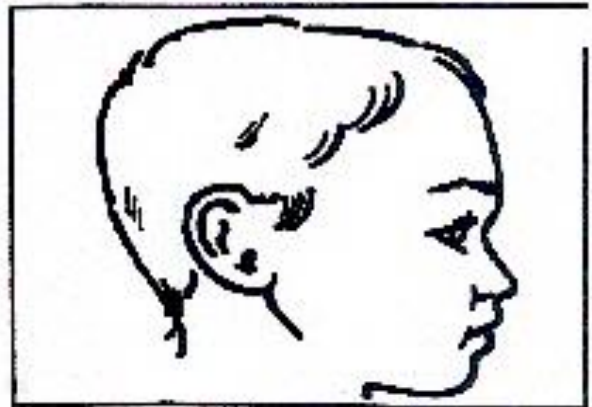
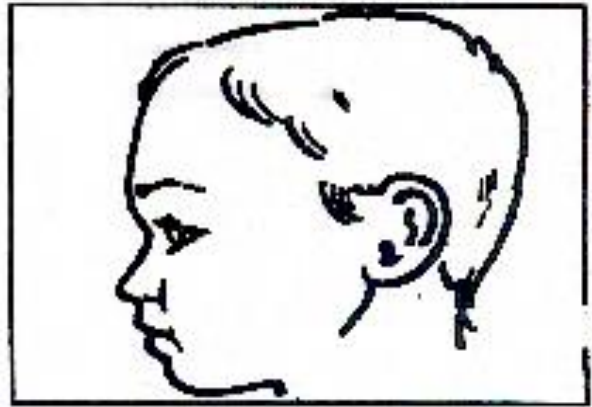
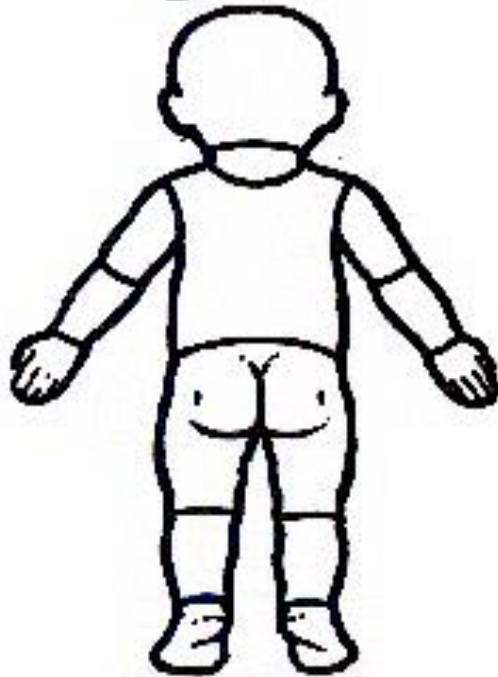
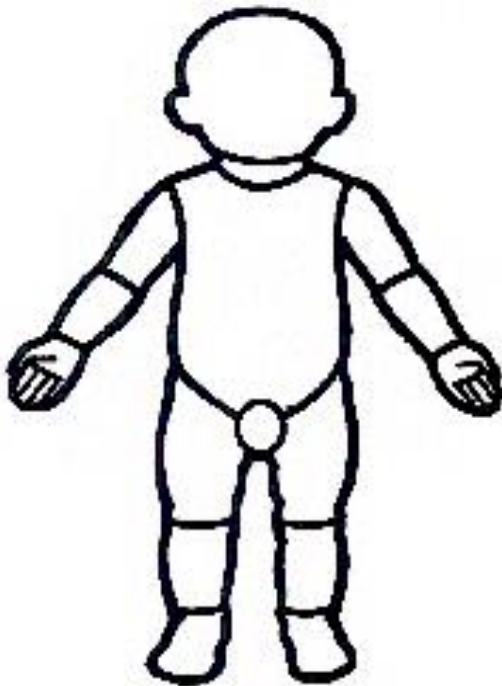
Yes / No

Was anyone else with you? Who?

Has this happened before?

Did you report the previous incident?

Young Child



Older Child

