



Safeguarding Policy

Reviewed June 2025

Chair: Richard Baker

PERSONS RESPONSIBLE

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Integrated Front Door

County	Day Time	Out of Hours
West Sussex	01403 229900	0330 222 6664
Duty Social Worker 07711 769657 <i>only if no answer (texts not accepted)</i>		

In an emergency dial 999 and inform the appropriate service.

Record here: <https://ccys.org.uk/> - click Report Concern at foot of page.

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1. Introduction

Safeguarding is everyone's responsibility.

The purpose of this document is to specify the Safeguarding policy and procedures of Crawley Community Youth Service (CCYS) for the protection of children, young people, and adults at risk. A child is defined as up to the age of 18 or 20 if the child is disabled or has been in local authority care at any time since the age of 16. The document applies to all CCYS staff, trustees, volunteers, freelancers and consultants and the policy and procedures applies to all CCYS activities.

All adults who meet children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so. (Guidance for Working together to safeguard children April 2018).

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

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

2. Policy

CCYS has a legal and moral duty to create and maintain the safest possible environment for children, young people, and adults at risk to enjoy programmes provided through the work of the organisation or in partnership with other agencies and/or community voluntary sector organisations.

It is the policy of CCYS to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual, or emotional abuse. It is also CCYS policy to provide staff with a framework to operate within to keep everyone who is engaged in the organisation's activities safe. It is therefore CCYS policy to:

- ensure that all staff and volunteers (legally responsible adults) working with children, young people, or adults at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) have two appropriate references and understand and accept their responsibility for the safety of children, young people, and adults at risk in their care.
- raise awareness of child protection issues amongst community voluntary groups, clubs, and organisations within our network.
- ensure that children, young people, and adults at risk's welfare is of paramount importance, regardless of age, gender, ability, or race, when planning, organising, advising on and delivering programmes.
- respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- raise the awareness of relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- monitor and review the effectiveness of this policy on a regular basis.
- ensure that the principles of this policy are adopted by all organisations or individuals with whom CCYS works and by members of the CCYS membership network, through the adoption of a policy, which meets the same level of determination regarding children, young people, and adults at risk safety.

The Child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people, and adults at risk through departments by:

Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these.

Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.

Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults.

Requiring new employees and individuals involved in working with children, young people, and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

3. Responsibilities

The implementation of this policy is mandatory across all areas of the organisation. Specific responsibilities are outlined below:

3.1 Chief Executive Officer

The Chief Executive is ultimately responsible for the implementation of the organisation's Safeguarding Policy and Procedures and will ensure the policy and its accompanying procedures and practice guidelines are implemented across their geographical and functional areas of responsibility.

The Chief Executive Officer will report to the Trustees on any safeguarding and/or child protection issues, which have arisen over the previous months between meetings.

Responsible for ensuring:

- the resource available to support staff on safeguarding/child protection issues is maintained.
- that safeguarding implications are constantly reviewed across the scope of the work the organisation delivers to young people and are fully considered in the development of all new pieces of work.
- the continued development of organisation's approach to Safeguarding, considering, and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss
- safeguarding is considered in all appointments of staff (to include volunteers, freelance staff etc).
- Training of staff is delivered as regularly as is necessary for department needs.

3.2 Safeguarding Officer

Responsible for:

- ensuring that staff and volunteers can discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise.
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with, and communicated.
- ensuring the referral of all safeguarding, child protection issues to the Chief Executive Officer. (This may be as simple as discussing a hypothetical issue to protect identities).
- ensuring all reporting staff are aware of their roles and responsibilities under this policy. This must form part of their induction.
- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role.
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

3.3 All Trustees, staff, volunteers, freelancers, and consultants

All Trustees, staff, volunteers, freelancers, and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the organisation.

Any behaviour by a Trustee, member of staff, volunteer, freelancer, and consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for volunteers, freelancers, and consultants and for Trustees being removed from the Board.

4 Procedure

4.1 Recruitment of Employees, Volunteers, Trustees and Consultants

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers, and consultants is to ensure that the best person for a particular role is appointed. However, CCYS needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against ex-offenders. For this reason, the organisation has a detailed policy and procedure on the recruitment of ex-offenders. In addition to the Disclosure and Barring Service covered in that procedure, staff or volunteers working in loco parentis with children will be required to have two appropriate references and attend specific training.

4.2 Work with Children and Young People

CCYS requires all those working with children, young people, and adults at risk in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

4.2.1 Guidance for safer working practice

The word “session” is used below to cover all delivery of our work and “staff” includes Trustees, staff, volunteers, freelancers, and consultants:

- Staff working with children, young people and adults at risk should be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
- Staff working with children, young people and adults at risk should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is always a minimum of two staff with legal responsibility present for children under eight years old.
- At externally operated activities, trips or residentials ratios are managed to each instructed activity session, and a group leader must also be present.
- Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home (including staff accommodation). Staff shouldn't offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.
- Staff should only train children, young people, and adults at risk in a non-intrusive manner and should encourage them to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- When entering guest rooms/accommodation, staff and volunteers should make sure there is another adult present where practical
- Staff planning sessions should comply with the standards set by their appropriate professional body, e.g., Sport National Governing Body, National Arts Council.
- Staff planning sessions at third party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
- Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child, young person and/or adult at risk must be obtained in advance when CCYS is working directly with, and has responsibility for, them. Youth Leaders who are accompanying the children, young people and adults at risk

should have obtained appropriate parental consent and medical information about them prior to the CCYS event. Staff (inc. group leaders / teachers), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.

- Children, young people and adults at risk and their parents should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events. At activities, trips or residentials, this can be the group leader who maintains the register, health, and media consent forms for the event.
- Staff should ensure that sessions start and end on time.
- Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity 'throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- Staff must always give due regard to issues of safety. This includes carrying out appropriate risk assessments before all sessions. (See CCYS Health and Safety Policy). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- All accidents/incidents involving staff or participants should be recorded using CCYS accident/incident online forms immediately or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people (see 4.2.6 below).

4.2.2 Good Practice to protect against allegations of abuse

You shouldn't:

- Spend excessive amounts of time alone with children, young people, and adults at risk away from others.
- Take children, young people, and adults at risk to your own home or staff accommodation at residentials.
- Offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young persons, or adult at risk's parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form.
- Allow children, young people, or adults at risk to use inappropriate language unchallenged.

- Make sexually suggestive comments about or to a child, young person, or adult at risk even in fun.
- Let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker.
- If you do have to do things of a personal nature for children, young people and/or adult at risk (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present.

In an emergency, which requires this type of help, parents should be fully informed as soon as is practicable.

4.2.3 Photography and Interviews

Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.

The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.

Formal permission should be obtained for the use of any images or quotes, whether of a child, young person, or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws (see CCYS Data Protection policy and procedures)

4.2.4 Off-site and Residential Events

CCYS is not responsible for a child, young person, or adult at risk while they are travelling to and from an CCYS event unless agreed with CCYS beforehand. It is the responsibility of the parent/guardian or school/local authority to make appropriate travel arrangements for them.

CCYS requires children, young people and adults at risk taking part in residential events to sleep in single sex rooms.

All offsite and residential events must be managed in accordance with CCYS policies.

4.2.5 Signs and Types of Abuse

Signs of Child Abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Some signs that could alert staff and volunteers to the fact that a child, young person, or adult at risk might be being abused include:

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour

- Something a child has said
- A change observed over a long period of time e.g., losing weight or being increasingly dirty or unkempt.

If a child, young person, or adult at risk displays these signs it does not necessarily mean that they are being abused. Similarly, there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately.

See Appendix Two for Types of Abuse.

4.2.6 Suspicions/Reports of Abuse

It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers three different circumstances – follow the one that is appropriate in the situation.

a) If a child, young person, or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure that MUST be followed is:

1. immediately inform your Safeguarding Officer (or Chief Executive Officer if unavailable).
2. use the Incident Record Form to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them.
3. ensure the child has access to an independent adult (e.g., teacher/group leader/youth worker)
4. if abuse is suspected, you should report concerns directly to Safeguarding Officer or in their absence the Chief Executive Officer. It is their responsibility to inform appropriate authorities.

The following are some key Do's and Don'ts if a child, young person, or adult at risk reports abuse:

Always:

- Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
- Allow the child, young person, or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- Reassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Alleviate feelings of guilt and isolation, without passing any judgement.
- Tell the child, young person, or adult at risk that you will try to offer support, but you will have to pass the information on.
- Make a note as soon as possible after the event detailing what you and the child, young person or adult at risk discussed.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

b) If you receive an allegation from an adult about another adult or yourself the procedure that MUST be followed is:

1. immediately inform the Safeguarding Officer (or the Chief Executive Officer if unavailable).
2. record the facts as you know them and give a copy of the record to your manager or Director.
3. if an allegation is suspected, you should report concerns directly to the Safeguarding Officer or in their absence their deputy. It is their responsibility to inform the appropriate authorities.

c) If you receive a request for advice from anyone about suspected/reported abuse of a child, young person or adult at risk (rather than general advice about child protection, in which case just follow step 3 below), the procedure that MUST be followed is:

1. advise him/her to make a note as soon as possible detailing the facts as s/he knows them and, if s/he spoke with the child, young person, or adult at risk, what was discussed
2. advise him/her to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes.
3. don't give him/her a copy of CCYS procedure.
4. immediately inform the Safeguarding Officer or Chief Executive Officer.
5. record the facts as you know them and give a copy of the record to the Safeguarding Officer.
6. if abuse is suspected you should report concerns directly to the Safeguarding Officer or in their absence their deputy. It is their responsibility to inform the appropriate authorities.

4. If you are concerned that a child, young person, or adult at risk is or may be subject to abuse or harm:

- Make a written, dated note of observations.
- Inform the Safeguarding Officer or Chief Executive Officer as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the Safeguarding Officer and/or appropriate external authority. See below for referral procedure.

The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person, or adult at risk.

If you are concerned that a member of staff is harming or abusing a child, young person, or adult at risk, you must report your concerns immediately to your manager or Safeguarding

Officer. Where it is appropriate to do so, relevant HR procedures may be initiated and/or a referral made to an external agency.

If you suspect any other person is harming or abusing a child, young person, or adult at risk, you should contact your line manager or Safeguarding Officer. However, you can contact Children's Services, Adult Services, or the Police.

If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager, Safeguarding Officer or Chief Executive Officer, do not hesitate to contact Children's service, adult services, or the police. These external agencies will be able to determine an appropriate course of action.

5 Making a Referral

If you are concerned that a child, young person, or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your line manager or Safeguarding Officer.

Your line manager or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the organisation's internal procedures.

Where a referral is to be made externally, the Safeguarding Officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

6 Further information

For details of legislation and up to date information on Child Protection, see:

[Safeguarding children and young people](#)

[Safeguarding vulnerable adults at risk](#)

Social Services Departments and your Local Safeguarding Children Partnership (LSCP). This is the key inter-agency forum for child protection, comprising representatives from all the relevant statutory organisations and representing the voluntary sector.

See www.gov.uk/government/publications/every-child-matters

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the counter extremism strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist. See: [Prevent duty guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/prevent-duty-guidance)

NSPCC. A registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare 0808 800 5000, website www.nspcc.org.uk

Children England A registered charity created by other charities aimed at creating a society where all children and young people are valued, protected and listened to, their rights are realised, and families are supported <https://www.childrenengland.org.uk>

7 Supporting Policies and Procedures

CCYS has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and adults at risk who come into contact with CCYS activities.

CCYS aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people, and adults at risk.

CCYS is fully committed to meeting the requirements of safeguarding, in relation to children, young people and adults at risk, to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential. This policy should be read in conjunction with the following CCYS policies and procedures:

- Health and Safety
- Professional Curiosity and Whistleblowing
- Diversity, Equality, and Inclusion
- Recruitment Policy
- Volunteers Policy
- Harassment and Bullying
- Complaints

These documents can be found on the CCYS website and through Company documents on PeopleHR.

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.

Appendix One – Types of Abuse

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

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

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child, young person, or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people, or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people, or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person, or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person, or adult at risk to take part in sexual activities, including sexual exploitation, whether they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person, or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because 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, young person, or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child, young person, or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person, or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for several reasons including:

- Having fewer social contacts than other children, young people, or adult at risk.
- Receiving intimate personal care from a larger number of carers.
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser.
- Having communication difficulties resulting in difficulties in telling people what is happening.
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation.
- Being more vulnerable to abuse by peers than other children, young people, or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

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

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid, or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people, or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child, young person, or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Internet Harm: Sexual exploitation (see above) also includes non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Prevention of Extremism and Radicalisation (PREVENT): Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for death of members of armed forces whether in this country or overseas. See: [Prevent duty guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/prevent-duty-guidance)

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

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

Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example, because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under can consent to any sexual activity according to the Sexual Offences Act (2003).

Appendix Two – Recording Incidents

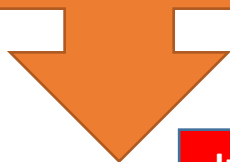
Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult at risk, the following standards will be applied to record keeping.

1. When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation.
2. Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using the online Incident Report form access through MS Teams or on the paper form and uploaded within 24 hours.
3. The person making the disclosure or allegation will be advised at the time that a record will be made and the importance of making a record of information will be explained.
4. The person making the disclosure will be informed that they can have access to the record made in respect of their own information.
5. The context and background leading to the disclosure will be recorded.
6. As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided.
7. For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g., letter, telephone call, direct contact and persons present will be recorded.
8. The Safeguarding Officer who will be responsible in most cases for managing Safeguarding incidents will monitor incident reports and update records of any contacts made.
9. The log will include full details of referrals to the local authorities where applicable.
10. All original records, including rough notes, will be provided to the Safeguarding Officer as soon as practical.
11. All records will be kept in a confidential and secure place and shared only to safeguard a child, young person, or adult at risk, in line with the information sharing protocol and requirements of the Data Protection legislation.

Reporting safeguarding concerns

Awareness of a Safeguarding Concern

- a) you see something which leads you to suspect harm to a young person.
- b) a third party informs you about alleged harm.
- c) a child discloses harm to you.
- d) a colleague's persistent behaviour concerns you.



Listen. Record.

- Do not lead or question
- Explain you are concerned for their well-being
- Clarify to the young person what is meant by confidentiality within the service and the need to report
- Record the disclosure

In an emergency dial 999 and inform the appropriate service.



Contact your line manager and if unavailable then Safeguarding Officer or Director immediately.

Worker in Charge: Alys Guntley 07726 426971
Worker in Charge: Billy Lewis 07542 603451
Safeguarding Officer: Chris Cook 07842 209329 / 01293 454655
Director: Pippa Forde 07711 483894
Chair: Richard Baker 07792 457377

It is unlikely that you cannot reach any of the above contacts. **Use SMS Texting if the phone is not answered** to allow recipients to evaluate level of urgency and whether situation can be resolved without a call-back late at night.

Use SPOA to request support.

Always record actions.

Use CCYS Report Concern.



Making a Referral

You have an important role to play in keeping children and young people safe. If you have concerns about a child, you should inform social services or the Police.

West Sussex

Working Hours: 01403 229900

Out of Hours: 0330 222 6664

Email:

WSChildrenServices@
westsussex.gov.uk

When you contact these agencies, they will take full details of the child and your concerns and will either:

- a) Provide advice and information, or
- b) Direct you to an appropriate team or organisation, or
- c) Make a formal referral to the social care team

You should confirm your referral in writing within 24 hours.

THE GOLDEN RULES

- 1) Treat all concerns with respect and confidentiality.
- 2) Always be prepared and expect the unexpected.
- 3) It is not our job to investigate concerns, it is our job to report them.

Complete CCYS Report Concern form.

