



CHILD PROTECTION & SAFEGUARDING POLICY

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KEY CONTACTS

Designated Child Protection/Safeguarding Person	Jon Niblo	07814964569
Deputy Designated Child Protection/Safeguarding Person	Quinn Stanger	07984312089
Deputy Designated Child Protection/Safeguarding Person	Heather Armstrong	07876243606
Designated Board Member	David Bawn	07947248220

POLICY STATEMENT

The Board of directors of NE Youth are committed to practice which protects children/young people from harm. Staff/volunteers and directors accept and recognise our responsibilities to develop awareness of the issues which cause/potentially cause children/young people harm.

POLICY PRINCIPLES

This Policy is based on the following principles:

- The welfare of the child/young person is paramount;
- All children/young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff/volunteers and directors have a responsibility to report concerns to the Designated Person with responsibility for Child Protection/Safeguarding (see page 5).

KEY LEGISLATION

- Children Act 1989 and 2004
- United Nations Convention on the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998

- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs (SEND) Code of Practice 0 to 25 years 2014
- Working Together to Safeguard Children 2018 and 2023
- Section 26 of the Counter-Terrorism and Security Act 2015

BOARD OF DIRECTORS SAFEGUARDING AIMS

The Board of Directors will aim to safeguard young people by:

- Adopting Child Protection/Safeguarding guidelines through Procedures and 'Code of Good Practice' for staff/volunteers, NE Youth Board of Directors and direct delivery services.
- Sharing information about concerns with agencies who need to know, and involving parents/carers and children/young people appropriately.
- Carefully following the procedures for the recruitment and selection of staff and volunteers.
- Providing effective support, supervision and training to staff/volunteers and Board of Directors.
- Commitment to reviewing our Policies and Good Practice regularly, in line with government guidance and legislation regarding Safeguarding children/young people.
- Children/young people being informed of our Policy before they subscribe so they can make choices about what they tell us.

1. DEFINITIONS OF ABUSE:

The Directors and staff recognise the definitions of abuse based from "Working Together to Safeguard Children":

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Sexual Exploitation
- Radicalisation and Extremism
- Child Criminal Exploitation

(Full definitions attached as document Appendix 1)

2. RECOGNISING & RESPONDING TO SIGNS AND SYMPTOMS OF ABUSE:

The Board of Directors are aware of the numerous signs and symptoms related to abuse and have put in place appropriate procedures to respond to both suspected abuse and direct disclosures, refer to section 6.

3. ACCOUNTABILITY:

The designated Child Protection/Safeguarding person is: **Jon Niblo**. In the event that the Designated Child Protection/Safeguarding person is unavailable the deputy designated Child Protection/Safeguarding Person are **Quinn Stanger and Heather Armstrong**.

The designated board member is **David Bawn**.

The designated Child Protection/Safeguarding person/s are appropriately trained and are committed to operating safe working practices and have been nominated by the Directors to refer any allegations or suspicions of neglect or abuse to the appropriate Local Safeguarding authorities. *(Role and responsibilities of the designated Child Protection/ Safeguarding person/s is attached as document Appendix 2)*. In the absence of the designated person the matter should be brought to the attention of the deputy named person (*above*) or the designated board member, if appropriate.

4. STAFF/VOLUNTEERS RESPONSIBILITY:

It is staff/volunteers responsibility to take action if:

- A young person tells you that another worker has hurt them.

- You see an incident or conduct by a colleague that concerns you.
- You hear about an incident or conduct that concerns a young person in or outside your setting/workplace/remit.

If the concerns are not about the designated person/s – In the first instance you should share your information with the designated manager accountable for the project, or if after 5pm then the Duty Manager.

If your concerns are about one of the designated persons you should report your concern to the other designated individual. If you feel that this is not appropriate you should contact the designated board member: David Bawn (see Appendix 4).

It is the right of any individual to seek advice and/or make direct referrals to the necessary Local Safeguarding Agencies (i.e. Social Services and/or Police). If for any reason you believe that the designated person/s has not responded appropriately to your concerns or if you believe the designated person/s are implicated in any way then it is your responsibility to contact the Child Protection Agencies directly.

(Please also refer to Appendix 3 – Staff/volunteers Responsibilities)

5. WHAT TO DO IF YOU HAVE CAUSE FOR CONCERN OR SUSPECT THAT ABUSE MAY HAVE OCCURRED:

- You must report your concerns immediately to the designated manager accountable for the project, or if after 5pm then the Duty Manager and complete the form “Reporting Allegations or Suspicions of Abuse” (*Attached as supporting documents, Appendix 4*).
- Inform the designated manager accountable for the project, or if after 5pm then the Duty Manager as soon as possible and discuss a plan to continue to support the young person.
- You should continue to monitor the situation through regular contact with the young person concerned.
- If the contact with the young person stops you should inform the designated manager accountable for the project, or if after 5pm then the Duty Manager and keep him/her updated with any changes in the situation.
- A record should be made on the Upshot system.

Staff/volunteers are all trained (to at least an introductory level) in Child Protection/Safeguarding issues and normally their only role is to **report** and **pass** on suspicions and allegations to the designated person and/or the Local Safeguarding Authorities.

6. WHAT TO DO IF A CHILD/YOUNG PERSON MAKES A DISCLOSURE:

THE PROCEDURE

DO

- Stay calm and Listen – non-judgmentally, without interruption.
- Take seriously what the young person has said and tell them that you are taking it seriously.
- Be aware of your non verbal messages – keep responses simple.
- Ask open questions to clarify – but do not investigate.
- Acknowledge their bravery.
- Reassure the young person that the abuse is not their fault and they have done the right thing by telling you.
- Respect their confidentiality.
- Be honest and clear about who you must tell and why
- Tell them what will happen next.
- Avoid unnecessary physical contact.

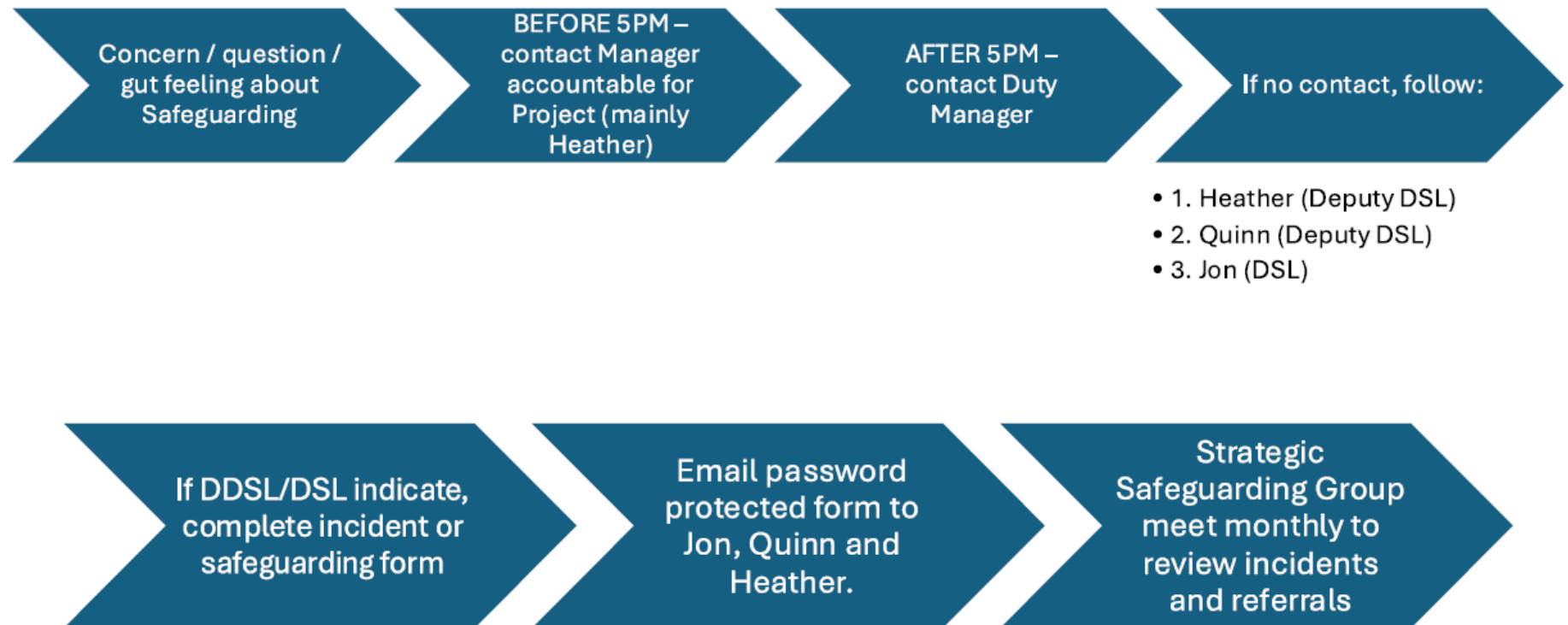
DO NOT

- Make promises you can't keep - DO NOT PROMISE CONFIDENTIALITY.
- Interrogate a young person with lots of questions.
- Say anything that makes the young person feel responsible for the abuse.
- Communicate panic - over hasty reactions can do more harm than good.
- End the conversation abruptly.
- Cast doubt about what has been said.

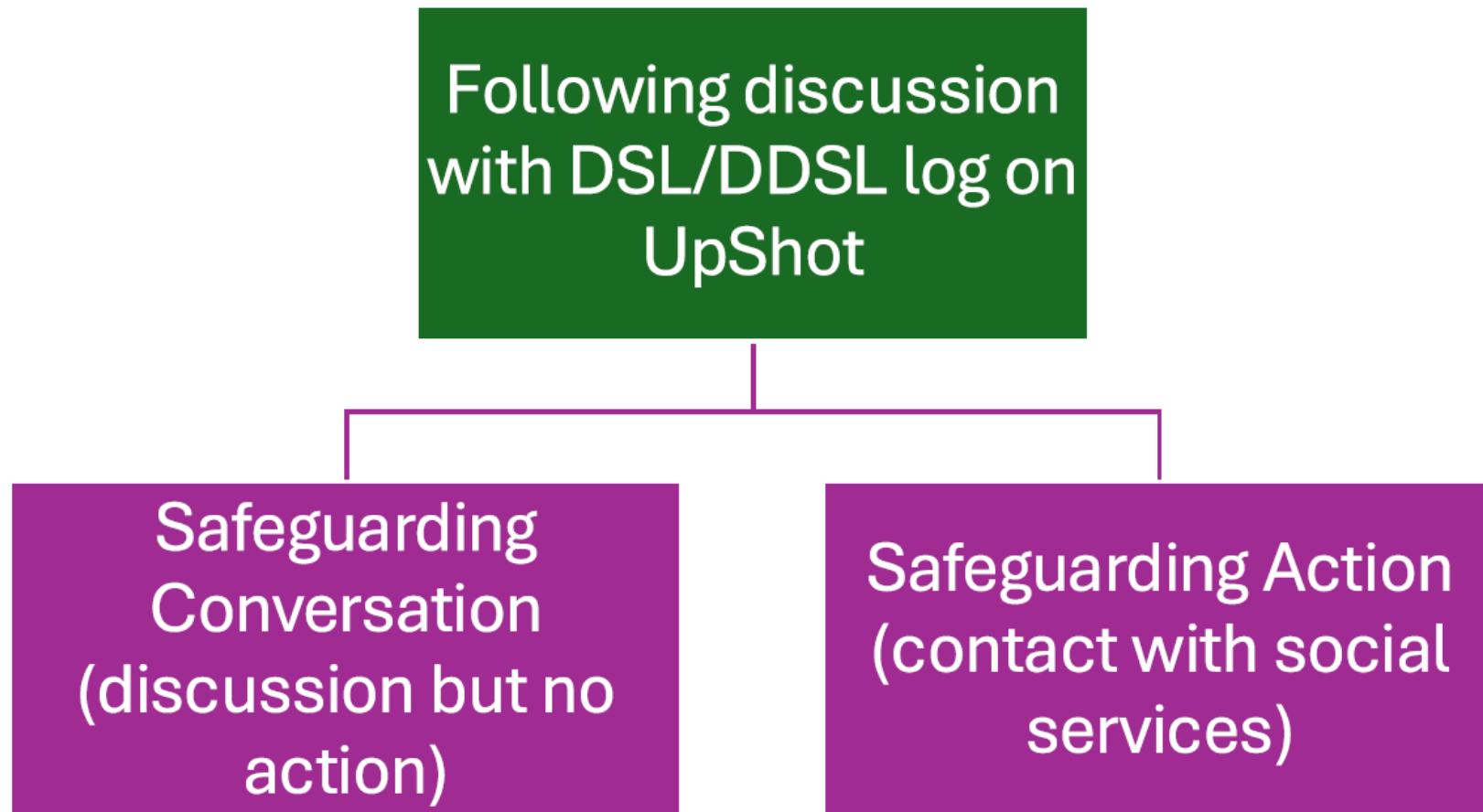
There must be no delay in communication once a suspicion arises. The sharing of relevant information at the earliest opportunity within an environment of strict confidentiality is essential.

- Where a young person discloses that they have been or are being abused, staff/volunteers have a professional responsibility to fully explore the potential harm to the young person. Staff/volunteers must take into account the NE Youth's "Confidentiality Policy".
- Inform the young person concerned that you must inform the designated person.
- Listen to the young person, seeking to understand their interpretation of the situation, identifying and explaining the possible options and explore what the possible consequences might be. (Experience shows that it is important to progress at the young person's pace and to facilitate their deciding what action should be taken). Ensure that the young person is fully informed of the Procedures and the next course of action.
- RECORD IT - Make notes as soon as possible. You should accurately write down exactly what the young person has said and what you said, do not alter the language used by the young person (as this may discredit evidence in a potential investigation carried out by the Local Safeguarding Authorities). Avoid judgment and opinions. Note time, date and state who was present and any subsequent events. All hand written notes should be signed and kept secure.
- You should use the form "Reporting Allegations or Suspicions of Abuse" (*Attached as documents Appendix 4*).
- You should seek advice and report your discussion with the designated manager accountable for the project, or if after 5pm then the Duty Manager as soon as possible. If this person is implicated you would then discuss with the second named person, who would then carry out the further assessment, (which may subsequently lead to a referral of concern to Social Services and/or the Police for further action) and the Designated Board Member should be informed.
- After a young person has disclosed abuse the designated Child Protection/Safeguarding person should carefully consider whether or not it is safe for the young person to return home to a potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

NE Youth Safeguarding procedure



NE Youth Safeguarding UpShot



7. CHILDREN AND YOUNG PEOPLE WITH DISABILITIES:

Research suggests children with physical, sensory or learning impairment have an increased risk of neglect, abuse and institutional practices. Children with disabilities are recognised as children in need (s17 Children Act 1989). As such they may be exposed to the full range of risk of abuse experienced by all children.

Children with multiple disabilities may be particularly vulnerable to abuse for a number of reasons, which include that they:

- have fewer outside contacts than other children;
- receive intimate personal care, possibly from a number of carers, which may both increase the risk of exposure to abusive behaviour, and make it more difficult to set and maintain physical boundaries;
- have an impaired capacity to resist or avoid abuse;
- have communication difficulties which may make it difficult to tell others what is happening;
- be inhibited about complaining because of a fear of losing services;
- be especially vulnerable to bullying and intimidation; and/or
- be more vulnerable than other children to abuse by their peers.

Safeguards for disabled children are essentially the same as for non-disabled children. Particular attention should be paid to promoting a high level of awareness of the risks of harm and high standards of practice, and strengthening the capacity of children and families to help them.

Measures should include:

- making it common practice to help disabled children make their wishes and feelings known in respect of their care and treatment;
- ensuring that disabled children receive appropriate personal, health, and social education (including sex education);
- making sure that all disabled children know how to raise concerns, and giving them access to a range of adults with whom they can communicate. Those disabled children

with communication impairments should have available to them at all times a means of being heard;

- an explicit commitment to, and understanding of disabled children's safety and welfare among providers of services used by disabled children;
- close contact with families, and a culture of openness on the part of services; and
- guidelines and training for staff on good practice in intimate care; working with children of the opposite sex; handling difficult behaviour; consent to treatment; anti-bullying strategies; and sexuality and sexual behaviour among young people, especially those living away from home.

Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the guidance in Section 5, in the same way as with any other child.

Expertise in both safeguarding and promoting the welfare of child and disability has to be brought together to ensure that disabled children receive the same levels of protection from harm as other children.

Where a disabled child has communication impairments or learning disabilities, special attention should be paid to communication needs, and to ascertain the child's perception of events, and his or her wishes and feelings. In every area, NE Youth staff should be aware of nonverbal communication systems, when they might be useful and how to access them, and should know how to contact suitable interpreters or facilitators. Staff should not make assumptions about the inability of a disabled child to give credible evidence, or to withstand the rigours of the court process. Each child should be assessed carefully, and helped and supported to participate in the criminal justice process when this is in the child's best interest and the interests of justice.

8. EXCEPTIONAL CIRCUMSTANCES:

Only in exceptional circumstances should action be taken without agreement from the young person concerned. This said, there are some situations that stretch the boundaries of any policies and guidelines. There may be times when you may feel it necessary to break a

young person's confidentiality, even if they have asked you not to, however, wherever possible, keep the young person informed of actions.

The times when you may consider breaking confidentiality are:

- If a young person is not able to understand the implications of the decision they are making. This may be due to their level of maturity and/or ability, or where the abuse or violation is so much the norm they cannot appreciate the reality of other choices, or where they are unable to make a clear decision because of alcohol/drugs/solvent use.
- If a young person is in a life threatening situation. This includes self-harm, or the need for urgent medical attention.
- When a young person is being terrorised by the abuser. This includes where a young person is subject to so much, or significant, pressure from the abuser that their ability to choose is seriously impaired.
- Where a situation could lead to staff/volunteers of the project or another individual being harmed.

Where a situation falls into an "Exceptional Circumstances" and/or the need to break confidentiality is indicated the member of staff should:

- Respond to the immediate safety of the young person
- Consult and implement The Procedure (above).

9. DISCLOSURE AND BARRING SERVICE (DBS) POLICY:

In recruiting and appointing workers you must take into account NE Youth 'Safer Recruitment Policy.'

The Board of Directors will be responsible for the following:

- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with young people. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them 'substantial,

unsupervised access on a sustained or regular basis' to young people under the age of 18 must declare all previous convictions which are then subject to Disclosure and Barring Service (DBS) checks. They can then only be offered employment subject to a successful DBS check and references. This includes potential staff, volunteers, trustees/Board of Directors and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that applicants in this particular category understand that all information will be dealt with confidentially and will not be used against them unfairly.

- NE Youth will ensure that successful and applicable applicants all obtain an Enhanced Criminal Record Certificate (ECRC) from the Disclosure and Barring Service.

10. RENEWAL OF DBS CERTIFICATES:

The Disclosure and Barring Service does not recommend a specific renewal interval for DBS checks, this is for the employer to decide. However, in the interests of good practice NE Youth staff and volunteers DBS checks will be renewed every 3 years.

11. ALLEGATIONS AGAINST A MEMBER OF STAFF:

NE Youth will assure all staff/volunteers that they will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a young person.

11.1. Scope

The following procedure applies to situations:

- Where there are suspicions or allegations of abuse by a person who works with children in either a paid or unpaid capacity i.e. any employee or volunteer.
- When it is discovered that an individual known to have been involved previously in child abuse, is or has been working with children and,
- When the allegation or suspicion arises in connection with the individual's work, her/his own children or in relation to other children.

Compliance with these procedures should ensure that where allegations of abuse are made or where there is reasonable suspicion, organisational responses are prompt, thorough, independent and proportionate to the issue of concern.

11.2. Threshold & Response

Volunteers who work with children are also expected to maintain standards of conduct comparable to those prescribed for colleagues in paid employment.

All allegations or suspicions of abuse or neglect by staff and volunteers should be considered under the NE Youth Child Protection Procedures.

All concerns must be referred to the appropriate authority as a potential criminal investigation. It is not permissible for a member of staff to conduct an enquiry about suspicion or allegation of abuse with respect to:

- A relative.
- A friend.
- A colleague, supervisor/supervisee or someone who has worked with her/him previously in any of these capacities.

Even when there is insufficient evidence to support a criminal prosecution, complaints, regulatory or disciplinary procedures may still be justified.

Subject to legal constraints, any evidence gathered in the course of an enquiry about allegations against staff or volunteers should be referred to the relevant designated member of staff with responsibility for the disciplinary regulatory or complaint investigation.

If, following the conclusion of protection processes, further enquiries are pursued for the purpose of disciplinary, regulatory or complaint investigation, they should be arranged in a way that avoids the repeated interviewing of children or other vulnerable witnesses.

As far as possible, enquiries must be conducted in the strictest confidence so that information can be given freely and without fear of victimisation and in a way that protects the rights of employees and volunteers.

If an allegation relating to a child is made about a person who undertakes paid or unpaid care of vulnerable adults, consideration must be given to the possible need to alert those who manage her/him in that role.

11.3. Allegations against Staff in their Work

An allegation may require consideration from any of the following four inter-related perspectives:

- Child protection.
- Criminal investigation.
- Staff disciplinary procedures.
- Complaint procedures.

These procedures deal with child protection enquiries and any associated criminal investigation as distinct from complaints of poor practice and disciplinary procedures, though exploration of the latter may reveal abuse and/or neglect.

This section applies to allegations of abuse or neglect by individuals in their working role and required responses to allegations about staff in their personal lives.

The employing or responsible agency must ensure that allegations are investigated and that any justifiable action is taken to ensure that the service is safe for children and young people to use.

Information about an allegation must be restricted to those who have a need to know in order to:

- Protect children, (including the Family Court, where appropriate).
- Facilitate enquiries.
- Manage disciplinary/complaints aspects.
- Protect any rights of the alleged perpetrator.

11.4. Allegations against Volunteers

Allegations against volunteers conducting work on behalf of NE Youth should be dealt with in a manner, which is consistent with the principles and procedures contained in the above section, as far as possible.

11.5. Initial Response to Recognition of Concern/Allegation

Recognition of concern or an allegation may arise from a number of sources e.g. a report from a child, parent of a child, colleague or a complaint or information arising from a disciplinary investigation.

When a member of staff is suspicious or has received allegations of abuse by a colleague, they must report this in accordance with the NE Youth procedure. The concern must be reported to the Designated Named Person for child protection/safeguarding (or their deputy if appropriate) a record of the report which is timed, dated and includes a clear name or signature must be made.

The recipient of an allegation should not determine its validity and failure to report it in accordance with procedures should be a potential disciplinary matter.

The Designated Named Person will be able to advise staff and Directors if the concerns constitute sufficient grounds for the initiation of the relevant Local Authority's LSCB multi agency Safeguarding and Child Protection Procedures.

N.B. The Local Authority Designated Office (LADO) should be informed and consulted with regarding next steps.

During such consultations:

- Any matter(s) that may constitute an allegation of crime must be reported to the Police.
- Consideration should be given to the suspension of the person(s) against whom the allegation has been made, pending the outcome of the enquiry.

- Consideration should be given to the need for protective action in relation to children in the care of the alleged perpetrator(s).

Any member of staff who believes that allegations or suspicions, which have been reported to their appropriate line manager, are not being investigated properly has a responsibility to report it to a higher level within the organisation or the Designated/Named Person for child protection.

If, for any reason, there are difficulties with following the above procedure, the agency's whistleblowing procedure should be considered or a referral made directly to Children's Safeguarding Services or the Police Public Protection Unit (see Appendix 4). The need for consultation must not delay a referral to Children's Safeguarding Services or the Police Public Protection Unit.

The disciplinary policies of NE Youth should reflect the rigour of the approach summarised above and any other organisations contracted by NE Youth should be made aware that they too would be expected to comply with these requirements.

11.6. Substantiated Allegations

Where concerns are confirmed, relevant information will be passed to appropriate authorities, such as the DH Protection of Children Act 1999 register or Disclosure and Barring Service or the Vetting and Barring Panel (Formerly Known as List 99), this will be done by either the Children's Safeguarding Service who will carry out any investigations into the allegations or the Police Public Protection Unit.

11.7. Unsubstantiated and false allegations

Where it is concluded that there is insufficient evidence to substantiate an allegation or the allegation is thought to be untrue or unfounded, the chair of the strategy meeting, as appointed by the Local Authority Safeguarding Board, should ensure minutes contain an evaluation of the relevant information, including outcomes and outstanding tasks. These should be forwarded to the designated senior manager of the employer to enable her/him to consider what further action, if any, should be taken, both in respect, of disciplinary or support to be provided.

The member of staff concerned must be notified of the outcome by NE Youth.

Staff conducting disciplinary proceedings, also need to be informed when the child protection investigation/enquiries have concluded.

False allegations are rare and may be a strong indicator of abuse elsewhere which requires further exploration. If an allegation is demonstrably false, the employer, in consultation with the Designated Officer from the relevant Local Authority, should refer the matter to Children and Families Services to determine whether the child is in need of services, or assessment of risk.

If it is established that an allegation is false then the police should be consulted as to whether there is a criminal matter to answer.

11.8. Disciplinary Procedures

Any disciplinary process must be clearly separated from child protection enquiries. Child protection enquiries take priority over any disciplinary investigations, and the strategy meeting will determine whether the investigations can be carried out concurrently.

Appropriate line managers must be informed of all allegations made against members of their staff. Consideration must be given to any potential misconduct or gross misconduct on the part of a staff member, and the appropriateness of the staff member being suspended whilst the child protection enquiry takes place.

A decision to suspend or temporarily re-deploy staff rests with NE Youth who should take into consideration:

- The safety of the child/ren
- Any impact on the enquiry

The fact that there may be insufficient evidence to support a Police investigation or prosecution should not prevent any action being taken that is necessary to safeguard a child's welfare.

It may be that the allegation was prompted by inappropriate behaviour, not considered sufficiently harmful under NE Youth Safeguarding and Child Protection Procedures, but which may still need to be considered under the disciplinary procedures.

Following notification that the child protection investigation has been concluded, staff conducting any disciplinary proceeding should request access to relevant information from Children's Safeguarding Services and the Police Public Protection Unit.

All possible steps must be taken to avoid repeated interviewing of children.

11.10. Allegations against Staff in their Personal Lives

If an allegation about abuse or neglect of a child is made about conduct outside of the work role, by a member of staff/volunteer subscribing to these procedures, the general principles and approach detailed above apply. The designated officer representing NE Youth should be briefed and involved in the process and a Local Safeguarding Children Board Strategy meeting called if appropriate.

As in the case of allegations against staff in their work role, achieving an appropriate degree of independent scrutiny over the process and an independent element in the investigation may involve:

- The appointment of external independent investigator/s to the team or to oversee the process.
- Use of staff within the organisation that are sufficiently separate from the line management of those against whom the allegation is made e.g. independent external advisors.

The decision about the methodology to be adopted is to be made by the designated person, (in conjunction with any appropriate external advisors), leading the enquiries. The decision and reasons for it must be placed on the case record.

Staff/volunteers are reminded that they have a responsibility not to put themselves or others in a situation where an allegation could be made or bring into question their conduct (i.e. lone working outside of the scope of the Lone Working Policy). Any touching of a young person should be appropriate to the activity and in full view of the rest of the group. There should be no touching of a young person against their wishes except if it is to restrain them for their own safety or that of another member of the group.

11.11 Duty to Refer

If an allegation is **substantiated after a thorough investigation** has been completed, the Disclosure and Barring must be informed if the following **two conditions** are met:

Condition one

You withdraw permission for a person to work in regulated activity with children and/or adults either through dismissal or by moving the person to another area of work that is not regulated activity. This includes situations where an employer/volunteer manager would or may have dismissed the person or moved them to other duties, if the person had not resigned, retired, or otherwise left their work – for example, a teacher resigns when an allegation of harm to a student is first made. The head teacher establishes that harm did occur, or was at risk of occurring, and decides that they may have dismissed the person had they not left and so makes a referral to the DBS.

and

Condition two

You think the person has carried out one of the following:

- been cautioned or convicted of a relevant (automatic barring) offence; or,
- engaged in relevant conduct in relation to children and/or adults (i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk or harm); or,
- satisfied the harm test in relation to children and / or vulnerable adults. (i.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable still exists).

12. SUPERVISORY ARRANGEMENTS FOR THE MANAGEMENT OF ACTIVITIES AND SERVICES:

In providing all staff/volunteers with an induction programme, policies and procedures and the necessary training we have provided specific guidelines in ensuring that young people are protected from abuse and that staff are safe from false allegations of abuse.

13. SUPPORT AND TRAINING:

NE Youth is committed to the provision of regular Child Protection training for all our staff and volunteers who will have read this document as part of their induction. All staff working with young people, and those who manage staff working with young people, are required to complete refresher training every 3 years as a minimum.

APPENDIX 1

Definitions of Abuse from 'Working Together to Safeguard Children'

Child abuse occurs when any avoidable act, or avoidable failure to act, adversely affects the physical, mental or emotional well being of a child/ young person (NSPCC, 1991).

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.

- **Physical abuse** – Physical abuse may involve hitting, shaking, throwing, squeezing, burning or scalding, biting. It also includes giving a child/ young person poisonous substances, inappropriate drugs and alcohol, and attempted suffocation or drowning 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** – Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved and lack of affection, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Threats, verbal attacks, taunting and shouting, can lead to a child's loss of confidence and self esteem, so that they become nervous and withdrawn. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse** – Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution whether or not the child is aware of

what is happening. Where children and young people are used by another person to meet their own sexual needs and/or gratification. The activities may involve physical contact including penetrative (rape, buggery and oral sex) or non-penetrative acts, kissing, fondling, masturbation, oral sex, self-exposure. They may include non-contact activities such as exposing or involving children in looking at or on the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

- **Neglect** – Neglect is the persistent failure to meet a child's basic, essential 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 and clothing, shelter and warmth including exclusions from home or abandonment, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs. Leaving children alone and unsupervised is also an example of neglect. Parents or carers refusing to give love and affection to their children are a case of emotional neglect.
- **Sexual Exploitation** - Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.
- **Radicalisation** – Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. There is no obvious profile of a person likely to become involved in

extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame. Young people can be radicalised via the influence of family members or friends and/or direct contact with extremist groups and organisations or, increasingly, through the internet. This can put a person at risk of being drawn into criminal activity and has the potential to cause significant harm.

- **Extremism** - 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.
- **Child Criminal Exploitation** - involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them completing a task on behalf of another individual or group of individuals; this is often of a criminal nature. Child criminal exploitation often occurs without the child’s immediate recognition, with the child believing that they are in control of the situation. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.’

APPENDIX 2

The Role of the Designated Child Protection/Safeguarding Person is to:

- Obtain information from staff/volunteers, young people, parents/carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully asking for further information as appropriate and decide what the best course of action is.
- In case of an acute emergency, the designated Child Protection person will liaise with the project leader/senior worker to make an assessment of whether any other young people may be at risk from the same situation or person/s.
- They should also consult with a Statutory Child Protection Agency such as the Local Social Services Departments or the NSPCC to clarify any doubts or worries.
- The designated Child Protection person should make a referral to the Local Safeguarding Authority (i.e. Social Services and/or the Police) without delay. Any verbal referral needs to be followed by a written referral as soon as practical, i.e. the next day.
- In the case of a complaint about a member of the staff/volunteer, that if proved would be a disciplinary matter, the designated Child Protection person will follow the NE Youth's disciplinary procedure.
- The designated Child Protection person is responsible for maintaining the confidentiality of the "Reporting Allegations or Suspicions of Abuse" reporting forms, in line with the NE Youth Data Protection Policy. The forms should be kept in a secure and lockable place. There will not be copies of the form kept in the project's files; all the forms will be kept centrally.

Informing Parents/Carers:

We believe as an organisation working with young people, good practice dictates it is extremely important that parents/carers are involved as soon as possible to the discretion of the dedicated Child Protection/Safeguarding person, involving them in any decisions

concerning the welfare of the young person. It is good practice that this should be done through direct face to face contact with a senior colleague (i.e. Project Leader) present, unless:

- You feel the parent/s are directly involved or implicated in any way.
- You feel that anyone (i.e. young person/s, family, staff/volunteers) are at or would come to any serious harm as a result of you informing the parents/carers.
- Circumstances dictate the family relationship to be such that parental involvement may further jeopardise the well being of the young person.

The designated Child Protection/Safeguarding person will liaise with the Club Leader to discuss the best way to link with the parents/carers (except when the allegations are made against either the designated Child Protection/Safeguarding person or the Club Leader).

In all cases consult with the young person with the aim of consulting the parents/carers on the young persons terms and in the least compromising manner.

When informing parents/carers an assessment should be made on how they will respond given the circumstances/incidents. Parents may need support to explore and come to terms with the issues facing the young person.

It is the judgment call and discretion of the designated Child Protection/Safeguarding person to decide if/when you inform the parents/carers. You can contact Social Services and/or the NSPCC at any time of the day (24hrs) for advice or if you have cause for concern and unsure what if anything you should do next. If/when you **report** and **pass** on suspicions and/or allegations to the Local Safeguarding Authority (i.e. Social Services and/or the Police) they will then act accordingly (i.e. informing the parents/carers). You should however consider the following legislation when making judgments:

- General Data Protection Regulation
- Freedom of Information Act.
- Human Rights Act, i.e. Legal rights on confidentiality

APPENDIX 3

Staff/Volunteers Responsibilities:

Abuse cases involving young people are highly sensitive and confidential and should be treated as such. They should not be the subject for casual conversation in the project, family or neighbourhood. It is essential that as little attention as possible is drawn to the situation. However, in some cases other young people may know about the abuse and some work may be needed around their reactions/feelings, particularly if they are close to the victim or the perpetrator of the abuse.

It is important for any staff/volunteer when faced with the possibility of a case of abuse to:

- Be aware of their role in such a situation.
- Inform the designated Child Protection/Safeguarding person.
- Have knowledge of procedures for reporting such cases within this policy.
- Be able to give immediate assistance to the young person at risk.
- Under no circumstances should staff/volunteers attempt to act as a “go-between” with the young person and the alleged person/s.

Staff/volunteers should not approach the young person, family or individuals about allegations or suspicions.

Staff/volunteers should undertake regular Child Protection Training. The above Child Protection Procedures are intended only as instruction for the recording and reporting of suspected/actual abuse. The skills, attitudes and awareness that are required to support young people making disclosures or who are suspected as being victims of abuse, are the subject of directed training, and the support of your line manager. It is the responsibility of the Designated Child Protection Person to provide information, and organise for staff/volunteers to attend appropriate training.

Staff/volunteers have a duty to co-operate fully with the Local Safeguarding Authorities agencies in line with Local Safeguarding Children Boards.

Staff/volunteers should follow organisation rules around the use of social media and lone working (see Social Media and Lone Working Policies) and should never seek to interact

with young people or families face to face, by telephone or via social media outside of designated work/volunteering duties.

APPENDIX 4: Reporting Allegations or Suspicions of Abuse

If you have any concerns about allegations or suspicions of abuse regarding a child/young person you should follow the organisation's Policies and Procedures and inform the appropriate designated Child Protection person(s) detailed below.

Designated Child Protection/Safeguarding Person: Jon Niblo Tel: 0191 4990571 / 07814964569

Deputy Designated Child Protection/Safeguarding Person: Quinn Stanger Tel: 0191 4990571 / 07984312089 and Heather Armstrong Tel: 0191 4990571/ 07876243606

Designated Board Member: David Bawn Tel: 07947 248220

Local Social Services Offices:

Newcastle:

During office hours: 0191 277 2500, Out of hours: 0191 278 7878

North Tyneside:

During office hours: 0345 2000109, Out of hours: 0330 333 7475

Gateshead:

During office hours: 0191 433 2653, Out of hours: 0191 477 0844

Northumberland:

During office hours: 01670 536400, Out of hours: 01670 536400

Durham:

During office hours: 03000 267 979, Out of hours: 03000 267 979

Sunderland:

During office hours: 0191 5205560, Out of hours: 0191 520 5552

South Tyneside:

During office hours: 0191 4245010, Out of hours: 0191 4562093

Hartlepool and Stockton:

During office hours: 01429284284, Out of hours: 01642524552

Darlington:

During office hours: 01325 406252, Out of hours: 01642 524552

Middleborough:

During office hours: 01642 726004, Out of hours: 01642 726004

Redcar and Cleveland

During office hours: 01642 130700, Out of hours: 01642 524552

NSPCC Child Protection Helpline: 0808 800 5000

In an emergency always call 999

**Safeguarding Concern Form
Confidential Recording Sheet**

Organisation:

Name of Person Reporting:

Name of Young Person:

Age & Date of Birth:

Ethnicity:

Religion:

First Language:

Disability:

Parent's/Carer's Name(s):

Home Address/Tel No:

Are you reporting your concerns or reporting someone else's. Please give details:

Brief description of what has prompted the concerns: include date, time, specific incidents:

Any physical Signs? Behavioural Signs? Indirect Signs?:

Have you spoken to the young person? If so, what was said?:

Have you spoken to the parent(s)? if so, what was said?:

Has anybody been alleged to be the abuser? If so, please give details?:

Have you consulted anybody else? Please give details:

Person Reported to and Date of Reporting:

Signature of Person Reporting:

Today's Date:

Action Taken:
